

ISOTHERMAL COMMUNITY COLLEGE
MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 27, 2022

The Board of Trustees of Isothermal Community College met on Tuesday, September 27, 2022, at 12:30 p.m. at Isothermal Community College. The following trustees were present: Amanda Shevette, Chivous Bradley, Dave Hunt, Don Hofmann, Jackie Godlock, Grady Franklin, James Hutchins, John Condrey, Joan King, Roger Jolly, and Seema Daigle. The following personnel were present from the College: President Margaret Annunziata, DeeDee Barnard, Greg Thomas, Leeann Cline-Burris, Mike Gavin, Stephen Matheny, and Thad Harrill. Dean Shatley of Campbell Shatley, PLLC attended the meeting as legal counsel via Zoom.

Chairman John Condrey called the meeting to order.

Mrs. Jackie Godlock and Mr. Grady Franklin were sworn in by Mrs. Leslie Blankenship.

Agenda Confirmation

Chairman Condrey presented the agenda and requested a change in the agenda by removing the Equipment Audit from the Consent Agenda due to changes in the inventory since the audit was shared with the Board of Trustees. Mr. Dave Hunt made a motion to approve the agenda with the modification and Mrs. Shevette seconded the motion and the motion was unanimously approved.

Ethics Statement

Dr. Seema Daigle asked Board members if they knew of any actual conflict of interest or the appearance of a conflict of interest, which exists concerning any matter coming before the Board of Trustees. No conflicts were indicated.

Consent Agenda

Chairman Condrey presented the Consent Agenda. Mr. Dave Hunt made a motion to approve the consent agenda and Mr. Chivous Bradley seconded the motion. The motion was approved. The Consent Agenda contained meeting minutes from the Regular Meeting on July 05, 2022, Budget Revisions, and Gifts and Donations.

Dr. Annunziata reviewed the equipment audit with the Board of Trustees. Mr. Chivous Bradley made a motion to approve the equipment audit. Mr. Dave Hunt seconded the motion. After discussion on the procedures in locating and returning equipment, the motion was unanimously approved.

Trustee Items

Mr. James Hutchins gave the Executive Committee report. He informed the Trustees that the Executive Committee met to review the agenda for today. In addition, the Committee reviewed the Personal Observance Leave policy. On behalf of the Executive Committee, he made a motion to approve the Personal Observance Leave policy. Dr. Annunziata reviewed the policy with the Board of Trustees which will provide a benefit to employees. She discussed the process of getting input from employees on having the flexibility of an additional day and/or changing the holiday calendar to reflect observance for Juneteenth. The feedback was overwhelmingly to have a flexible day of leave. She announced if approved, the policy will take effect in January of 2023. In addition, the observance leave will run on a calendar year cycle and will not carry over from year to year. Dr. Annunziata referred to Mr. Dean Shatley as his firm provided the template for the policy. The motion was unanimously approved.

Mr. James Hutchins reviewed the Bylaw requirement of approval of the Committee Chairs. The Board of Trustees discussed the Bylaws and the timing of selecting officers and installing Committees for the next year. Mr. Shatley discussed changing the Bylaws to reflect the wishes of the Board of Trustees. In addition, Dr. Annunziata announced that the College will undergo a review of all policies with the governing policies being a priority. Chairman Condrey presented the Committee Chairs and members for approval. He reviewed the number of members of each committee and asked for additional volunteers. None were noted. The Board discussed the number of members on Committees and adding members. In addition, Mr. Franklin recommended that Trustees change Committees from time to time to learn the different components of the College. Mr. Grady Franklin made a motion to approve the Committee Chairs, and Mr. Dave Hunt seconded the motion. The motion was unanimously approved.

Mr. John Condrey informed the Board of Trustees that he had received two nominations for Mr. Leonard Hollifield be given the status of Trustee Emeritus. Mr. James Hutchins and Mr. Roger Jolly made the nominations. Mr. Roger Jolly discussed the history with Mr. Leonard Hollifield as a Trustee for twelve years and his time commitment and the work he has done on behalf the College. In addition, Mr. James Hutchins discussed the commitment of Mr. Leonard Hollifield to the community. Mr. Grady Franklin informed the Board of how deserving Mr. Hollifield is of the Emeritus status. On behalf of the Executive Committee, Mr. James Hutchins made a motion to approve the emeritus status for Mr. Leonard Hollifield. The motion was unanimously approved.

Mr. Hutchins reviewed the assessment of the Health Sciences building. He informed the Board of Trustees that the College leased the Rutherford Learning Center and after significant renovations it has housed the nursing programs in the facility. On behalf of the Executive Committee, he made a motion to approve the administration to move forward with a rendering from LS3P in an estimated amount of \$35,000 for a new facility for the Health Sciences and related programs. Mr. John Condrey discussed the amount of funds needed to update the RLC to meet the needs of the programs. Mr. Chivous Bradley discussed the costs of building a new facility versus spending funds to renovate a leased structure. The Board discussed needing the rendering to begin discussions with donors and funders to obtain the funding for a new facility. Mr. Grady Franklin reminded the Board of Trustees that the RLC is being used in a manner that it was not designed for. Mr. James Hutchins discussed prior capital campaigns and prior master facility plans that have always listed a Health Sciences facility being a priority. In addition, Mr. Matheny discussed the availability of county capital reserve and institutional funds to pay for the \$35,000 rendering. The motion was unanimously approved.

Mr. Dave Hunt gave the Finance Committee report. The Finance Committee met and received an update on the Powers and Furches funds from Atlanta Consulting Group. Copies of the report are available upon request. Mr. Hunt announced that at the end of July the balance in the Powers fund was \$13,167,521 and \$2,655,953 in the Furches fund.

The Finance Committee also reviewed the audit reports from the Spindale and Polk Foundations. All Board members received a digital copy of the audits prior to today's meeting. Both audits were issued unqualified opinions.

The Finance Committee reviewed the 2016/2017 write offs of debt. Mr. Hunt announced that the College continues to work to collect the debts from students. Mr. Hunt made a motion to approve the write-offs, Mr. Don Hofmann seconded the motion. The motion was unanimously approved.

Mr. Hunt announced that the Finance Committee reviewed the 2022/2023 State Budget DCC2-1 form. Mr. Matheny summarized the budget and announced an overall decrease of 6.9% in the Federal fund sources due to one time funding for COVID19. Mr. Matheny discussed the state reports and oversights from the NC Community College System Office. In addition, he reminded the Trustees that approximately ninety percent of the state budget is for personnel. The Board of Trustees discussed the decrease from the Polk County Commissioners due to the capital request last year of a vehicle. In addition, the decrease in the federal funds from last year was used for one-time projects and emergency payments to students last year. After the review, Mr. Hunt made a motion on behalf of the Finance Committee to approve the 2022/2023 State Budget DCC2-1 form and the motion was unanimously approved.

Mrs. Amanda Shevette gave the Programs Committee report. Mrs. Shevette informed the Board of Trustees that the Committee heard about the Administration's plan to add a Dental Hygiene program. She discussed the growth in the job market being around 20% with an estimated starting salary of \$75,000. In addition, the equipment and facilities for the program are in place due to the College having a Dental Assisting program. Mrs. Amanda Shevette made a motion to approve the Dental Hygiene program to begin in the fall of 2024. Mr. Grady Franklin seconded the motion. The Board of Trustees discussed the accreditation requirements for the program and if the Dental Assisting courses would transfer into the Dental Hygiene program. Dr. Annunziata discussed the course differences in the two programs and announced that the two are a stackable degree program. The motion was unanimously approved.

President's Report

Dr. Greg Thomas gave an update on enrollment. He announced that to date the headcount in Curriculum for fall of 2022 is 1,923, which is a slight decrease from this time last year. In addition, he announced that Continuing Education is at 64.5 FTE which is flat compared to last year. Dr. Annunziata informed the Board of Trustees of the addition of Ms. Taylor Grace Davis as a recruiter for the College to reach student populations that the college is not currently servicing.

Dr. Annunziata reviewed an initiative of the College to assist students with the Financial Aid process. The College will provide an alternative for students who are unable to complete the FAFSA. She stressed that the program is not for students who refuse to complete the FAFSA but are unable due to no fault of their own. Dr. Annunziata expressed her appreciation to the Board of Trustees for their support of the College in supporting the needs of students and removing barriers. Mr. Franklin discussed the contribution to the Community when the College is involved and educating individuals.

Dr. Annunziata gave a report on the recent Earl Scruggs Festival. She informed the Board that she doesn't have the financials yet, but that the event was well attended and successful. There are plans to have the event next year. The Board discussed those who attended and after being established could grow into a huge event.

Dr. Annunziata shared the current initiatives that the College is involved in to help support students. She unveiled pages on the website designed to communicate initiatives that the College is actively participating in to meet the needs of the community. In addition, she shared the initiatives that the College is involved in to help students complete a credential or degree that will help them make a sustainable income to achieve social and economic mobility. These links will be available on the College's website soon.

Dr. Harrill discussed the successful golf tournament. He announced that once everything is in and paid, the Foundations raised approximately \$47,000.

Mr. Grady Franklin made a motion to approve the Faculty Contracts and Mr. Dave Hunt seconded the motion. The motion was unanimously approved.

Mr. Grady Franklin made a motion to adjourn the meeting and Mr. Dave Hunt seconded the motion.

The meeting adjourned.


CHAIRMAN
MR. JOHN CONDREY


PARLIMENTARIAN/SECRETARY
DR. SEEMA DAIGLE