

# ISOTHERMAL

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## COMMUNITY COLLEGE

### MEETING OF THE BOARD OF TRUSTEES OCTOBER 10, 2023

The Board of Trustees of Isothermal Community College met on Tuesday, October 10, 2023, at 12:30 p.m. at Isothermal Community College's Rutherford Campus in Spindale, North Carolina. The following trustees were present: Chivous Bradley, Dave Hunt, Grady Franklin, Jackie Godlock, James Hutchins, John Condrey, Eddie Holland, Roger Jolly, Seema Daigle, Amy Jenkins, David Scherping, Marche Pittman, Amanda Shevette, and Francisco Chavez, SGA President. The following personnel were present from the College: President Margaret Annunziata, DeeDee Barnard, Greg Thomas, Leeann Cline-Burris, Mike Gavin, Donna Hood, and Stephen Matheny. Dean Shatley of Campbell Shatley, PLLC was in attendance.

Chairman James Hutchins welcomed everyone and requested that each trustee complete the WNCW Ownership Questionnaires. He expressed his gratitude to the Board of Trustees for their faith in his leadership. In addition, he expressed his appreciation to the prior officers and to the leadership of Mr. Bill Miller and Mrs. Jackie Godlock as current officers of the Board of Trustees. Chairman Hutchins discussed the history of the membership of the Board of Trustees and his confidence in the current members.

Chairman Hutchins reviewed the parliamentary procedures that are being followed during the meetings and announced that as Chair, he will call consent approval when there is not any objection to action items.

Chairman Hutchins discussed his wish that the Health Sciences building that was just recently funded through the NC Legislators with the 2023/2024 Budget will be completed within four years. In addition, Chairman Hutchins expressed his appreciation to the Polk County and Rutherford County Commissioners for their support to the state for the funding.

Chairman Hutchins called the meeting order.

#### **Agenda Confirmation**

Chairman Hutchins presented the agenda and requested combining items nine and twelve on the agenda. This change allows for the Personnel Committee to report on the changes in personnel. Mr. Grady Franklin made a motion to approve the agenda with the changes and the motion was unanimously approved.

#### **Ethics Statement**

Mrs. Jackie Godlock 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 noted.

### **Consent Agenda**

Chairman Hutchins presented the Consent Agenda. The Consent Agenda contained meeting minutes from the regular meeting on July 11, 2023, the 2022/2023 equipment audit, and budget revisions. Dr. Annunziata announced that the remaining laptop loaned to students during COVID19 has been returned and she expressed her gratitude to the staff involved in locating the missing items. Chairman Hutchins asked for discussion, after none, the Consent Agenda was approved by consensus.

### **Executive Committee**

Mrs. Jackie Godlock gave the Executive Committee report. She stated that the Committee discussed the agenda for today's meeting and reviewed the equipment audit. Mrs. Godlock announced that the Executive Committee reviewed and discussed the Small Business Incubator Status program. This program is due to the communications between the college and Mr. T. Shane Johnson, owner of Big Guns Coffee. The company has recently gained a lot of press. Mr. Johnson runs the business with his daughter and their business uses a hydroponic method to grow and harvest coffee beans. The Board of Trustees discussed the goal of the partnership and the potential economic impact on the area. Dr. Annunziata discussed how the program allows business owners to test their theory and expand their current business. In addition, she discussed the variety of programs that may be involved in this project. On behalf of the Executive Committee, Mrs. Godlock made a motion to approve the Small Business Incubator Status with Big Guns Coffee. Mr. Dean Shatley reviewed the laws that allow for community colleges to assist and support local businesses with economic development. He discussed Isothermal Community College leasing space at a reduced cost for startup businesses or expanding businesses. In addition, the college may also assist these new or expanding businesses with staffing. Mr. Shatley explained that the standard that the law is based on is that the business could not start and/or expand without the benefits from the college. Mr. Dave Hunt discussed the uniqueness of the business and how the college's assistance will not negatively impact surrounding business owners. Mr. Matheny addressed the Board of Trustees regarding the lease agreement and announced that details are being finalized. He discussed some options that the college may use in capturing the utility costs of the project.

Mr. Shatley discussed that the commercial lease is being developed and the main difference is that the college will provide the space at a rate under normal rental and lease rates. The college has been determining how to separate out the utilities used for the operations of Big Guns Coffee from the rest of the building. In addition, the lease agreement will be reviewed annually for up to four years.

### **Facilities Committee**

Mr. Chivous Bradley announced no report from the Facilities Committee. He discussed the ribbon cutting for the Covered Riding Arena and the representation present from the funding sources. He announced the excitement in the community surrounding the funding for the Health Sciences Building in the amount of \$30 million.

### **Finance Committee**

Mr. Dave Hunt announced no report from the Finance Committee. He announced his congratulations to the College for the appropriation from the State. In addition, he announced that the next meeting for the Finance Committee is October 31.

### **Personnel Committee**

Mr. Roger Jolly announced no report from the Personnel Committee. He reviewed the changes in personnel. Dr. Margaret Annunziata announced her appreciation and gratitude to Mrs. Tracey Evans, the new Director of Nursing & Health Sciences. In addition, she discussed the changes in salary for the nursing faculty in the new budget to assist colleges with retaining qualified faculty.

### **Programs Committee**

Mrs. Amanda Shevette announced no report from the Programs Committee.

### **President's Report**

Dr. Annunziata gave the President's report and announced that the following items are for information only.

- **Budget Update**

Dr. Annunziata announced that the day following the budget becoming law, the college began advertisements for bids for the architect. The bid process ends on October 13, 2023. In addition, she reviewed the salary increase of four percent for faculty and staff for this year and a proposed three percent for next year. The increase is retroactive to July 1, 2023. Also included in the budget bill was the governance of the Board of Trustees. For Isothermal Community College, all of the appointments from the Governor will transfer to the General Assembly. Mr. Dean Shatley announced that the change will not affect current seats. In addition, he reviewed the appointment process on the state level. Other items of new law pertaining to Community Colleges include the System Office President must be approved by the legislature, and the State Board of Community College's must approve the extension of a president's contract. Also, the Student Government (SGA) president must be approved by the Board of Trustees to remain. Mr. Shatley also reviewed some of the other legislation that will impact community colleges.

- **Earl Scruggs Music Festival**

Dr. Annunziata announced that the event was a success and that attendance doubled compared to the previous year. Next year's festival had already been announced. Mr. Stephen Matheny informed the Board that over 15,000 attended the festival.

- **Eight Week Schedule**

Dr. Annunziata discussed the beginning of the new eight-week model with the Board of Trustees. She announced that since implementation the college had learned some things and was looking at ways to address any issues that students are facing. She announced that the college was not going backwards but may modify some of the eight-week class offerings. Dr. Greg Thomas announced that faculty and support staff have sent out weekly alerts to students to assist students through the new schedule. Dr. Thomas shared some early data with the Board and informed them that he would follow up with more data once grades had been submitted.

- Curriculum Headcount compared to last fall has increased by 60.
- Curriculum Fulltime Equivalent (FTE) has increased by 9%.
- Withdrawal rates decreased from 22% to 7%.
- Course Evaluations completed to date:
  - 73% - Learned;

- 80% Course Load & Content Manageable;
    - 90% Continuing to next term.
    - 78% Will recommend Isothermal Community College
  - Continuing Education Headcount has increased 19%.
  - Continuing Education FTE has increased 18%.
  - Basic Skills Headcount has increased 20%.
  - Basic Skills FTE has increased 26%.
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- **Polk & Spindale Foundation Audits (A-4 & A-5)**

Dr. Annunziata presented the audit results from the Polk and Spindale Foundations. Dr. Thad Harrill announced that both audits were good, and no issues were stated.
  
  - **Powers Workforce Scholarship**

Dr. Annunziata discussed the scholarship opportunities for short term programs within the Continuing Education program. Ms. Donna Hood announced that the Powers Workforce Scholarship had assisted 78 students in the amount of \$22,785.00 She informed the Board of Trustees that students from Truck Driving, Pharmacy Technology, and Phlebotomy had participated in the scholarship program. The Board of Trustees discussed the Truck Driving program and Ms. Hood announced that currently the program had a waiting list. Dr. Annunziata announced that Isothermal Community College is pursuing grants to establish a stand alone Truck Driving program. She discussed the great partnership with Caldwell Community College but announced that demand for the program has increased and the college needs to expand its offerings.
  
  - **Projects Update**

Mr. Stephen Matheny gave an update on the following projects.

    - Foundation Performing Arts Center Roofing project – complete.
    - Chiller and HVAC Modifications in Business Sciences & Communications – complete.
    - Library renovation – paperwork being finalized with the Office of State Construction.
    - The library roof needs repair immediately. The College is requesting emergency project status.
    - New Health & Sciences Building –Isothermal Community College has requested bids for an architect.
    - Student Center HVAC project is to go out for bid on October 24.
    - Requesting funding from the Rutherford County Commissioners to repair the Foundation Performing Arts Center parking lot.
    - Connector road is a project with the Department of Transportation and currently they have marked off the road.
  
  - **QEP Process (Quality Enhancement Plan) (A-6)**

Dr. Annunziata announced that another piece of legislation was the accreditation change. The new law will require colleges to obtain a different accreditation agency each time they complete the process. She discussed that more information will be made available to the Trustees. She announced Isothermal Community College was preparing for the next accreditation process and the College must work through a Quality Enhancement Plan (QEP). Currently the faculty and staff are involved in identifying the QEP topic. Mrs. Leeann Cline Burris reviewed the topics

being considered by the College. She announced that more information will be shared with the Board of Trustees and that an upcoming conference will include some activities around the QEP.

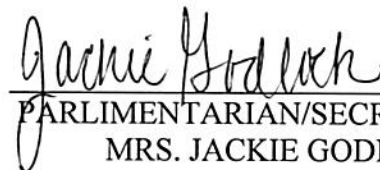
- Patriot Pathways: Guiding Success at Isothermal Community College
  - Increasing Access, Retention, Completion, and Belonging through Pat's STARS of Service Excellence
  - PASSPORT: Pursuing Accessible Student Success through Proliferation of Open Resource Teaching
- **OSHA & Department of Environmental Quality Report (A-7)**  
Dr. Annunziata presented the Board of Trustees with a letter from the NC Department of Labor detailing the findings of a campus site visit. The letter documented a fee in the amount of \$2,950 due to the college not having an eye wash station in the chemical room near the pool. The eye wash station has been installed since the visit.
  - **Notice of Security Incident at Gaston Community College**  
Dr. Annunziata informed the Board of Trustees that Gaston Community College had a breach of their system. Isothermal Community College has received a letter informing us that some of the college's data had been compromised. As more information becomes available, the Board will be notified.
  - **Policy Review Process**  
Dr. Annunziata reminded the Board Members to review part one of the policies from Section 3 – Human Resources. The portal to give feedback closes on October 13.

The meeting adjourned.



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CHAIRMAN  
MR. JAMES HUTCHINS



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PARLIMENTARIAN/SECRETARY  
MRS. JACKIE GODLOCK