

ISOTHERMAL

COMMUNITY COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES
APRIL 23, 2024
RUTHERFORD CAMPUS
FOUNDATION PERFORMING ARTS CENTER
3:30 PM

The Board of Trustees of Isothermal Community College met on Tuesday, April 23, 2024, at 3:30 p.m. at Isothermal Community College's Rutherford Campus. The following trustees were present: Chivous Bradley, Bill Miller, Seema Daigle, Amy Jenkins, James Hutchins, John Condrey, Eddie Holland, and Amanda Shevette. The following personnel were present from the College: President Margaret Annunziata, DeeDee Barnard, Mike Gavin, Madeline Smith, Robby Walters, Leean Burris-Cline, and Thad Harrill.

Chairman James Hutchins called the meeting to order and welcomed everyone. He announced that today's meeting was called to review the 2024/2025 budget request that will be presented later to the Rutherford County Commissioners. In addition, he announced that the evaluation for Dr. Margaret Annunziata closes by the end of day today.

Ethics Statement

Mr. Bill Miller 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 mentioned.

Agenda Confirmation

Chairman Hutchins presented the agenda, and it was approved by consensus.

Finance Committee

Chairman Hutchins requested that Dr. Margaret Annunziata review the College's budget request to Rutherford County. Dr. Annunziata announced that the budget request outlines the needs of the College and most of the budget is derived from salaries with last year's state minimum salary requirement of \$15 per hour for the local funded employees. The second driver for the increase in funding is due to the increase in utilities. The third item that is driving the budget is repair to facilities. The overall increase with the budget request is 3.5% over last year's budget of \$2,922,884.

Mr. John Condrey made a motion to approve the Rutherford County budget request as presented (attached). Mr. Eddie Holland seconded the motion. The motion was unanimously approved.

The meeting recessed until the joint meeting with the Rutherford County Commissioners.

SPECIAL MEETING OF THE BOARD OF TRUSTEES & RUTHERFORD COUNTY
COMMISSIONERS

RUTHERFORD COUNTY ADMINISTRATIVE OFFICES

5:00 PM

The Rutherford County Commissioners present were Chairman Bryan King, Alan Toney, Mike Benfield, and Dave Hunt. In addition, Steve Garrison, County Manager, Richard P. Williams, County Attorney, Hazel Haynes, Clerk, and Paula Roach, County Controller were present.

On behalf of the Rutherford County Commissioners, Chairman Bryan King called the meeting to order and welcomed Dr. Margaret Annunziata and Mr. James Hutchins, Chairman of the Isothermal Community College Board of Trustees.

On behalf of the Isothermal Community College Board of Trustees Chairman James Hutchins called the Board of Trustees back to order from an earlier meeting at the College. He expressed his appreciation to the County Commissioners and the County Manager for their service to the community. Chairman Hutchins announced that sixty years ago, a similar meeting took place to establish Isothermal Community College. Since then, the partnership between the Rutherford County Commissioners and the Isothermal Community College Board of Trustees has been a cooperative and fruitful partnership. He announced that in the fall of this year, Isothermal Community College will celebrate 60 years.

Dr. Margaret Annunziata addressed the Commissioners and expressed her appreciation for the Commissioners and their support of and partnership with the College. She presented the 2024/2025 Isothermal Community College Budget Request to the Commissioners and announced that in the request is a 3.5% increase over the current allocation. Dr. Annunziata reviewed the three main drivers for the requested increase.

- County Funded Personnel
- Increases in Utilities
- Repairs to Facilities


Rutherford County Commissioner and Isothermal Community College Board of Trustee, Mr. Dave Hunt requested additional clarification for the increase in insurance premiums and legal services. Dr. Annunziata reviewed the increases in insurance premiums from the addition of new vehicles on campus. In addition, the College Board of Trustees are now requiring the services of an attorney during each of their meetings which details the increase in legal services.

The Commissioners and Dr. Annunziata discussed enrollment at the College. Dr. Annunziata informed the Commissioners that enrollment has increased five percent and that students are taking more courses during the semesters. She reviewed the recent addition of eight-week terms and how the program assists students with completion and obtaining credentials more quickly.


Dr. Annunziata and the Commissioners discussed the high school pathways with Career and College Promise (CCP). Dr. Annunziata announced that tuition for college courses is waived under the CCP program and is an advantage for families in the community. She described a new pathway being developed to allow high school students to complete an emergency medical service credential. She discussed this new pathway and the current workforce need in the community.

Dr. Annunziata introduced Dr. Madeline Smith the new Vice President of Operations for Isothermal Community College.

Chairman Hutchins adjourned the Isothermal Community College Board of Trustees and Chairman King adjourned the Rutherford County Commissioners.



CHAIRMAN
MR. JAMES HUTCHINS



PRESIDING PARLIMENTARIAN/SECRETARY
MR. BILL MILLER

**Rutherford County Budget Allocated/Requested
2024/2025**

Budget Requested and Prior Year Allocation

PART I: CURRENT EXPENSE

	Allocated Budget 2023-2024		Requested Budget 2024-2025	
GENERAL ADMINISTRATION				
21-110-xxxx-0100-00				
511100 Salaries - President	\$36,242		\$38,500	
518100 Social Security	\$3,278		\$3,450	
518200 Retirement	\$10,285		\$10,850	
518300 Medical Insurance	\$1,525		\$1,650	
518700 Longevity	\$2,000		\$2,200	
531110 In-State Ground	\$6,600		\$6,600	
539500 Other Expenses	\$500		\$500	
Total General Administration	\$60,430	4.25%	\$63,750	5.49%
PLANT OPERATIONS/MAINTENANCE				
21-610-97-xxxx-72000				
514000 Salaries - Maintenance/Operations	\$761,000		\$765,000	
514010 Salaries - Part Time	\$20,000		\$30,000	
514050 Salaries - FT Professional Non Teaching	\$119,000		\$122,000	
518100 Social Security	\$68,850		\$70,150	
518200 Retirement	\$215,600		\$213,500	
518300 Medical Insurance	\$182,856		\$186,200	
518500 Unemployment Compensation	\$0		\$0	
518700 Longevity Payments	\$9,000		\$12,000	
519120 Lawn and Grounds	\$15,000		\$15,000	
519200 Contracted Services-RCSD	\$156,750		\$165,000	
521000 Household Supplies and Materials	\$30,000		\$35,000	
522000 Maintenance Supplies	\$11,000		\$14,000	
524000 Repair - Supplies	\$10,000		\$10,000	
525000 Motor Vehicle Supplies	\$18,500		\$20,000	
526000 Supplies and Materials - Office	\$750		\$750	
531110 In-State Transportation	\$300		\$300	
531120 In- State Subsistence	\$200		\$200	
531140 In-State Lodging	\$200		\$200	
531150 In-State Meals	\$250		\$250	
531500 Registration	\$350		\$350	
532200 Telephone	\$50,000		\$50,000	
533100 Fuel and Heating	\$196,634		\$197,000	
533200 Water	\$28,000		\$28,000	
533300 Electricity	\$485,000		\$505,000	
533400 Garbage/Sewage Disposal	\$22,000		\$22,000	
535100 Equipment Repairs	\$2,500		\$2,500	
535200 Repairs to Facility	\$85,000		\$90,000	
535300 Motor Vehicle Repairs	\$3,000		\$3,000	
535390 Motor Vehicle Reimbursement	(\$11,000)		-\$11,000	
535400 Service Contracts	\$12,000		\$12,000	
535430 Maintenance Agreements	\$4,000		\$4,000	
539500 Other Expense	\$1,500		\$1,500	
546100 Membership and Dues	\$100		\$100	
532500 Cellular Phone Service	\$4,000		\$4,500	
Total Plant Operations	\$2,502,340	4.91%	\$2,568,500	2.64%

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	<u>Allocated Budget 2023-2024</u>		<u>Requested Budget 2024-2025</u>	
PLANT MAINTENANCE				
21-620-97-xxxx-72100				
519110 Pest Control Services	\$8,500		\$10,000	
519200 Contractual Services	\$4,000		\$5,000	
521500 Grounds Keeping Supplies	\$5,000		\$6,000	
522000 Maintenance Supplies	\$22,500		\$22,500	
524000 Repair Supplies	\$3,000		\$3,000	
525000 Motor Vehicle Supplies	\$1,000		\$1,000	
535100 Equipment Repairs	\$4,500		\$4,500	
535200 Repairs to Facility	\$45,000		\$45,000	
535300 Motor Vehicle Repairs	\$3,000		\$3,000	
535400 Service Contracts	\$5,000		\$6,000	
535420 Maintenance to Grounds	\$1,500		\$1,500	
539500 Other Expense	\$1,500		\$2,000	
543000 Lease/Rental Other Equipment	\$500		\$500	
546100 Institutional Dues and Memberships	\$100		\$100	
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Total Plant Maintenance	\$105,100	37.21%	\$110,100	4.76%
GENERAL INSTITUTION				
21-130-97-xxxx-11000				
512000 Salaries - Clerical	\$37,300		\$38,500	
518100 Social Security	\$2,855		\$2,950	
518200 Retirement	\$9,140		\$9,260	
518300 Medical Insurance	\$7,619		\$8,095	
518700 Longevity	\$0		\$0	
519000 Legal Services	\$12,500		\$20,000	
526000 Office Supplies	\$300		\$300	
531110 In-State Transportation	\$100		\$100	
531190 In-State Other Travel Expense	\$100		\$100	
531500 Registration Fees	\$100		\$100	
532100 Postage	\$2,500		\$2,500	
537200 Ads/Classified	\$1,000		\$1,000	
539500 Other Expense	\$1,500		\$1,500	
545000 Insurance	\$180,000		\$200,000	
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Total General Institution	\$255,014	7.29%	\$284,405	11.53%
TOTAL CURRENT EXPENSE	<u>\$2,922,884</u>	6.00%	<u>\$3,026,755</u>	3.55%
 Increase (decrease) over Prior Year Budget	 \$165,446		 \$103,871	

Includes no additional positions for 2024 requests

Includes five percent (3.0%) salary adjustment. Increase in benefits estimated at Retirement 24.04% \$8,095 Medical