

## MINUTES OF MEETING OF

June 1, 1964

The first meeting of the Board of Trustees of Burke's Comprehensive Community College was held Monday evening, June 1, 1964 at 7:30 o'clock in the Chamber of Commerce Building. All Trustees were present. They are as follows, with their term of office expiration date and who they were appointed by:

	<u>Exp. Date</u>	<u>Appointed by</u>
G. Maurice Hill	1965	County Commissioners
Dr. C. L. Walton	1965	School Boards
Eugene M. White	1965	Governor Terry Sanford
Rev. L. C. Hahn	1967	County Commissioners
W. Stanley Moore	1967	Governor Terry Sanford
Frank C. Patton	1967	School Boards
E. P. Dameron	1969	Governor Terry Sanford
Thad M. Poteat	1969	County Commissioners
Earl M. Spencer	1969	School Boards
Robert P. Carr	1971	School Boards
Ben E. Hoffmeyer	1971	County Commissioners
Dr. E. W. Phifer, Jr.	1971	Governor Terry Sanford

Others in attendance were Fred Eason, Assistant Director of the Department of Community Colleges of the State Board of Education, Raleigh, N. C., who was present to serve as Chairman until officers were elected and to instruct the Trustees in duties and advise them in other matters; Tellis Bumgarner, Clerk of Superior Court, was present to swear in the Trustees; Genie Bohler, Executive Manager of the Chamber of Commerce, who acted as Secretary; and Furman Dixon, News-Herald photographer, was present to make a picture of the group.

Eason opened the meeting by asking Hill to lead the group in prayer.

Bumgarner performed the swearing-in ceremony after which Eason presented the men appointed by the Governor a certificate. He expressed hope that all others might receive a certificate at a later date.

Eason then congratulated the men and Burke County for doing something about education beyond the high school. He stated that the men had received a very high honor in being appointed to the college board; but now was the time to lay aside honors and begin work. He added that the position of college trustees will require time, patience, knowledge, sweat, blood and tears. It will be a position without pay. Expenses only will be paid for travel in performing duties concerning the college. He told the group that it is time now to present a budget to the County Commissioners - money will be needed immediately. Eason pointed out that an office would be needed early and would have to be provided locally, but it would be furnished with furniture and equipment by the State.

Nominations for the Chairman of the Board were invited by Eason. Moore nominated Dr. Phifer. Phifer stated he could not do the job and nominated Moore. Poteat moved that nominations be closed. The motion was seconded by Spencer and carried. A secret ballot revealed that Dr. Phifer was elected to serve as Chairman of the Board for one year. Nominations for Vice Chairman were called for. Hill nominated Moore to serve a one-year term as Vice Chairman. Dameron made a motion that the nomination be unanimous. Seconded by Patton, it so carried.

They discussed the election of a Secretary. It was felt that the President or some other person not a member of the Board might fill this post after a President was secured and other office staff employed. Hill made a motion that Genie Bohler serve as Secretary pro-tem. The motion was seconded by Patton and carried.

At this point the meeting was turned over to Chairman Phifer. Phifer reluctantly accepted the Chairmanship and asked Eason to continue with the meeting, instructing the Trustees on duties. Eason referred to the booklet

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issued by the Department of Community Colleges, State Board of Education, on "Community Colleges, Technical Institutes and Industrial Education Centers." He cited a number of outstanding matters of law throughout the booklet and asked the Board to study the booklet and know its content. He pointed out one important thing - that the Board must meet once every three months - and he suspected it would need to meet much more often in the beginning. It is permitted to meet as often as the need arises, but a minimum of once a quarter.

Some interesting points were made, along with very good information on what had been done at other colleges just being organized. Eason stated that in the new state colleges that have already selected a president, no contract had been made with the president - it was only a matter of record in the minutes. He stated that more interest has been shown in the presidency of the Burke College than in any other - more applications have been received for this school. He noted that if the president is a good one, the Chairman and Trustees can concern themselves with policy and the president can attend to the administrative duties. He outlined some of the local responsibility - meaning expenses from county tax levy. They are:

- 1. Pay travel expenses for trustees on college business.
- 2. Pay travel expenses for those who come to be interviewed.
- 3. Pay expenses for trustees to go to Chapel Hill to meeting.
- 4. Travel expenses for president and staff on college business.
- 5. Pay supplements for president and other personnel who require it.
- 6. Improvement of property for building purposes.

He stated he knows that Columbus County is asking for local funds amounting to \$42,000, and that Rockingham is asking for \$50,000 to get them started.

He talked to the Trustees about the importance of agreement in matters. He pointed out that no group of twelve can always agree. Often there may be a very close vote in important things, but when the meeting is over everyone must accept the majority rule. This is most important in having good will and cooperation among all trustees.

Eason told of an important meeting at the University of North Carolina in Chapel Hill on June 7-8. There will be representatives from 26 State institutions and it is expected that at least one-half of all college trustees will be in attendance to hear Dr. Dallas Herring, Dr. Wm. Friday, and other outstanding men speak on matters of importance to men serving as college trustees.

Dameron asked Eason some of the requirements for a President. Eason mentioned the following:

- 1. Desired, but not required, a man with an earned Doctorate.
- 2. A man who has experience in college administration.
- 3. One having experience in community college is desirable.
- 4. A president who understands there is only One college, not three segments, and with the ability to treat it so.
- 5. A good public relations man is necessary.

Patton made a motion, seconded by Hoffmeyer and carried, that Chairman Phifer appoint the following committees: Personnel Committee, Budget Committee, Architect and Building Committee. Phifer appointed Moore as Chairman of the Personnel Committee. Other appointments will be made later.

The group asked Eason questions concerning the need for personnel, type and number and the salaries the State would pay in each case. He stated the following might be the first need:

President - \$14,000 and up, supplement sometimes amounting to as high as \$5,000. The State will pay from \$11,800 to \$12,700, approximately.

Dean - \$9,700 up to sometimes \$13,500. He advised a dean might be one of Instruction or acting as business manager - it would depend on what the president would like or need the most.

Secretary

Bookkeeper

Six applications have been received for Burke for president. Eason named others whom the Trustees may want to consider:

1. Jay Ostwalt from Davidson College
2. Homer Edwin Beam from State College - he has his Doctorate in Education and is in line for Dean of Agriculture at State. He is 40 years old.
3. Joseph Johnson - Head of Governor's School in Winston-Salem
4. Howard E. Thompson - Chapel Hill Schools
5. H. E. Seidel, Jr. - Head of Psychology of N. C. Methodist College
6. Herbert Stallworth - Assistant Director of Florida State Board of Control, making a salary of \$15,500
7. Dan Kaegel - Public Schools in Durham
8. Benjamin F. Strickland - Appalachian College
9. Ed Wilson - Dean at Wake Forest College
10. Benjamin E. Fountain, Jr. - Superintendent of Elizabeth City Schools

Phifer asked if there were other questions from the Trustees. Hill commended Eason for coming to Morganton and giving the group such fine information and advice. Phifer thanked him for his cooperation throughout the entire time he had been working with out local group. Spencer moved the meeting adjourn. Motion was seconded and carried. The meeting adjourned at 9:50 p. m.

By Genie Bohler  
Secretary Pro-Tem

By a telephone poll of all the Community College Trustees, it was unanimously approved that the Board proceed to negotiate with the State on the purchase of property owned by the North Carolina School for the Deaf, situated at the northeast corner of the intersection of Interstate 40 and U. S. 64, for the purpose of establishing the Comprehensive Community College. This was done by a motion from Frank C. Patton and seconded by Robert P. Carr.

By Genie Bohler  
Secretary Pro-Tem

MINUTES OF MEETING OF  
August 19, 1964

The Community College Board of Trustees met in the Chamber of Commerce Building at 8:00 p. m. Wednesday evening, August 19, 1964, to discuss several matters of business. Attending were the following:

- |                                 |                 |
|---------------------------------|-----------------|
| Dr. E. W. Phifer, Jr., Chairman | Frank C. Patton |
| Robert P. Carr                  | Thad M. Poteat  |
| G. M. Hill                      | Earl M. Spencer |
| Ben E. Hoffmeyer                | Eugene M. White |
| W. Stanley Moore                |                 |

Secretary pro tem Genie Bohler was present, and Chairman Phifer presided at the meeting. Motion was made, seconded and carried that we dispense with the reading of the minutes of the first meeting, of which a copy had been mailed to all Trustees.

Moore was asked to report on the budget planning meeting held in Raleigh last month. He stated that he, Poteat, and Carr, along with County Accountant Betty Claywell and County Attorney Livingston Vernon made the trip to Raleigh and met with the State Board of Education to establish a budget for the year. Below is a condensed report.

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The State approved the tentative budget of \$36,806 for current expenses and \$5,000 for capital outlay for administrative equipment, for a total of \$41,806. From local funds, the amount budgeted for specific items was \$16,418 plus \$9,642 for contingencies, for a total of local funds of \$26,060.

In working up the tentative budget, it was agreed that the County Commissioners would levy only 2¢ of the authorized 5¢ rate at this time, in order that the county tax rate would not have to be increased, as would be necessary if a larger amount were requested for the college. This 2¢ rate was calculated to provide \$24,660 and the State intangible tax would contribute an additional \$1,400 to make available local funds of \$26,060. It was agreed that the budget would be kept for this year at that figure, with the understanding that the County Commissioners would recognize, and so enter in their minutes, that the full 5¢ levy would be required for the next fiscal year.

Current Expense Fund Budget:

State Board of Education Funds - current expenses	\$36,806
Local funds, specific items	16,418
contingencies	<u>9,642</u>
	62,866
State Board of Education Funds - capital outlay	<u>5,000</u>
	67,866

Phifer advised the Board that the Building and Grounds Committee was headed by Carr, with Hoffmeyer and Poteat serving with him. Carr asked Hoffmeyer to bring the Board up-to-date on activity of their committee. He reported that the land had to be surveyed, which was done by Mr. Howard, and found there were 134 acres. The plat will be available Monday. The Board authorized a topographic survey to be made of the land also, at least the part where the buildings will be erected.

The Chairman announced that the main purpose of the meeting is to hear a report from the Personnel Committee headed by Moore and serving with him are Hill and Patton. Moore advised the Board in detail of the interviews his committee had with the various applicants, and with those who had been recommended by other sources. After reviewing all applicants, the committee presented the following recommendation: That they approach the 41-year old Herbert Stallworth, Assistant Director of Florida State Board of Control and offer him a salary either of these two ways - \$17,000 for the first year with an increase to \$18,000 the second year; or \$17,500 for the first two years. White made a motion, seconded by Spencer and carried unanimously, that the committee contact Stallworth and try to come to an agreement and secure him as President of the College, subject to the approval of the State Board of Education and subject to more detailed checkup with Dr. Stallworth's references.

Phifer announced that Mrs. M. R. McVey had presented a gift of \$5,000 to the college to be used for books in the library. The Trustees noted this was a very generous gift. Hill moved that a resolution be sent to Mrs. McVey expressing appreciation of this fine gift. Motion was seconded by Spencer and carried.

All Trustees were asked to give some real serious thought to naming the college. Moore was asked to publicize this in the paper and ask for suggestions from the public.

It was announced that a temporary office will be provided for the President in the City Hall. The Trustees asked Carr to convey appreciation of the Board to the City Council.

Moore announced a meeting of the Chamber's Highway Committee is scheduled on the 21st to discuss the possibility of widening Highway 64 and asking the State Highway Commission to construct a new overhead bridge at the Intersection of #64 and Fleming Drive.

There being no further business, the meeting adjourned.

By Genie Bohler  
Secretary Pro Tem

SPECIAL MEETING

October 6, 1964

Trustees of the Burke County Community College met at 7:30 P. M. October 6, 1964, in the office of the Chamber of Commerce.

Present were: E. W. Phifer, Jr., Chairman, Presiding  
Earl M. Spencer  
Eugene M. White  
Reverend L. Clement Hahn  
Robert P. Carr  
Ben E. Hoffmeyer  
Frank C. Patton  
Dr. C. L. Walton  
W. Stanley Moore

Absent were: E. P. Dameron  
Thad M. Poteat  
G. Maurice Hill

Purpose of the called session was to meet with the president, Dr. Herbert F. Stallworth, who took up his duties the day before - October 5, 1964.

President Stallworth discussed informally some of his ideas and listed three items as critically in need of attention - a campus planner, an architect, and a name for the college.

He said he would soon have recommendations as to policies and procedures as requested by the Board and reported he was already at work on by-laws which would establish the Board as an entity in its own right.

President Stallworth told of his desire to arrange a series of planning conferences involving consultants, board members and all persons having an interest in the planning phase of the college. The Fall of 1966 was agreed as the target for opening.

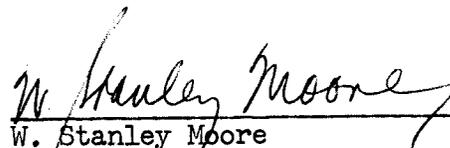
Chairman Phifer announced the appointment of Frank C. Patton, Chairman, and G. Maurice Hill to work with President Stallworth in preparing by-laws to be submitted to the Board.

Appointed to the Buildings and Grounds Committee, with responsibility for recommending architects and planners, were: Robert P. Carr, Chairman; Ben E. Hoffmeyer, Thad M. Poteat, and Eugene M. White.

Chairman Phifer said attention would be turned soon to the selection of a name for the college.

There being no further business, the meeting was adjourned.

Respectfully submitted,

  
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W. Stanley Moore  
Acting Secretary

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SPECIAL MEETING

October 22, 1964

By telephone poll of members of the Board of Trustees, conducted by Dr. E. W. Phifer, Jr., Chairman, the following resolution was unanimously adopted:

WHEREAS, a public Community College has been established in Burke County, North Carolina; and,

WHEREAS, said Community College must have an official name; and,

WHEREAS, under the law it is the responsibility of the Board of Trustees of said College to determine the name of the Community College; therefore

BE IT RESOLVED, That the Board of Trustees this 22nd day of October, 1964, names said Community College "Western Piedmont Community College."

*E. W. Phifer Jr.*  
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Chairman, Board of Trustees

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MINUTES OF MEETING OF

November 16, 1964

The Trustees of Western Piedmont Community College met at the Chamber of Commerce Building on Monday, November 16 at 7:30 P. M. All Trustees were present with Dr. E. W. Phifer, Chairman of the Board, presiding. Also in attendance were President Stallworth and Secretary Genie Bohler.

The Secretary read the minutes of the meeting held on October 6. Motion was made, seconded and carried that they be approved. Dr. Stallworth read the minutes of the Executive Committee meeting held on October 21.

The Executive Committee recommended to the Board, in it's minutes of October 21, that Western Piedmont Community College become the official name. Motion was made by Spencer, seconded by Patton, that the Board take the recommendation of the Committee, confirming its action of October 22, and the motion carried.

Carr, Chairman of the Buildings & Grounds Committee, reported on work done by his group. He stated that 13 architects had been interviewed. another was scheduled for Tuesday, after which they will make a final decision. This committee was highly commended by several of the architects for their approach to them. Chairman Phifer complimented this committee for the extensive work they are doing.

Patton made a motion that Chairman Phifer write a letter to Mr. Turner urging him to complete negotiations on the college site. Rev. Hahn seconded this motion and it carried.

By-Laws Chairman Patton reported that all members of the Board had received a copy of the proposed by-laws and he recommended that they be adopted. Motion was seconded by Walton and carried.

Dr. Stallworth told the Trustees he had attended many civic and school meetings telling the people about the college, and that now he sees people daily that he knows and he feels right at home. He reported that the two employees in his office stayed busy all the time and progress is being made. He feels certain that a good relationship exists between our College and the Community College Department of the State. He announced a work conference to be held on November 27-28. The Trustees viewed a document containing the critical items to be discussed and studied. He said that in addition to the Trustees that city and county superintendents from 8 counties were invited, and also Dr. Ready. He stated that he wants counsel and advice from them all.

Carr then offered the College quarters in the downstairs of the City Hall. It contains 3,000 sq. ft. and they can use this by putting in partitions. Spencer made a motion, seconded by Hahn, that the Trustees gratefully accept this offer. Motion unanimously carried.

Dr. Stallworth then explained the need for job specifications relating to all personnel. He passed out a job description for the Dean of Instruction which he had prepared.

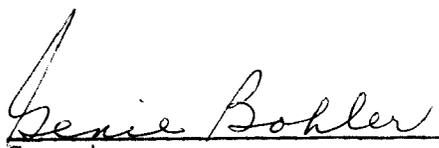
The Board unanimously approved a bonding insurance to cover all personnel handling money. Spencer advised he would call a Finance Committee meeting as soon as President Stallworth has prepared the information needed. This Committee is composed of, in addition to Spencer, Dameron, Walton and Hill.

President Stallworth recommended that Western Piedmont College become a member of the American Association of Junior Colleges at \$150.00 per year. The Trustees approved membership in this organization.

He advised the group he would be attending a meeting on the 18th to help establish a Community College President's Council. He told the Trustees that he is much impressed with their interest and the work they are doing as Trustees.

Chairman Phifer thanked Stallworth for the excellent way he is carrying on the business of the College and the committees for progressing as rapidly as they have.

There being no further business, the meeting adjourned at 8:35 P. M.

  
Secretary