MINUTES OF MEETING

OF

JANUARY 8, 1965

The Board of Trustees met in the Chamber of Commerce Building at 7:45 P. M. Friday, January 8, 1965. The meeting was called to order by Dr. E. W. Phifer, Jr., Chairman.

Present were: All Trustees (12)
Dr. Herbert F. Stallworth, President
Genie Bohler, Secretary

CCD319

The Board dispensed with the reading of the minutes which had been mailed to the Board following the previous meeting. They were approved as mailed.

Dr. Stallworth asked for the approval of the prospectus which the Board had received for study and consideration. Hill made the motion, seconded by Spencer, that it be approved. White asked Dr. Stallworth what plans were being made for transfers from other institutions. White was advised that a policy would have to be adopted but the position probably would be that only those with "C" and above would be accepted for transfers. Dr. Stallworth stated that everything possible would be done to help all students. White commended the work done on the prospectus. Chairman Phifer then called for the vote, and the motion was approved.

Dr. Stallworth then advised the Board that S. J. Baptista, who had considered coming to the College had withdrawn his application.

Dr. Stallworth then asked the Board to authorize him to call Mr. Homer Lawrence to fill the position of Dean of Occupational Education. Hill made a motion, seconded by Spencer, that Mr. Lawrence be called. The motion carried.

Dr. Stallworth told the Board of the probable availability of Dr. Gordon Blank as Dean of Instruction. He said that Dr. Ready and his Board in Raleigh was encouraging employing someone to fill this important position as soon as possible. At this point, Mr. Patton expressed concern about the employment of anyone to fill another senior position until the matter of a site for the College is settled.

Dr. Stallworth advised the Board that Dr. Ready had given his approval for two clerical positions to be filled to support the two senior positions.

Dr. Stallworth and Mr. Carr advised the Board of an appointment in Knoxville on Monday with Dr. Gilliland, Director of School Planning Laboratory, to consult with him on some very important matters, including possible support by Educational Facilities Laboratories for our planning efforts.

He then urged the Board to send one member to the meeting in Dallas, Texas, on March 1-5. This is with the American Association of Junior Colleges. Patton made a motion that President Stallworth attend the meeting and that the Board delay action on sending a member of the Board. Motion was seconded by Spencer and carried.

Carr explained to the group that the basement of the City Hall is available for College headquarters with some expense involved in partitions and other things necessary for offices. He stated they would not charge the College any rent for the space, but that they would have to pay the expense of the remodeling. It was explained that money is in the budget for rent, therefore this can be applied toward the expense of making offices available.

It was also explained that materials used for this job could be removed and used for the College later. Patton made the motion that the College rent the space. The motion was seconded by Walton and carried.

Dr. Stallworth asked the Board to consider giving authority to the Executive Committee to act in the employment of key personnel as it is needed, without having to call a special meeting of the Board of Trustees. It was pointed out by Chairman Phifer that this would facilitate recruitment and employment. The Board approved this suggestion for those cases when full Board meetings are not planned. It was also noted that meetings of the Trustees are scheduled quarterly and this might delay progress being made in the College.

Carr, Chairman of the Buildings & Grounds Committee advised the Board that his committee had interviewed fourteen firms with a view to selecting the best candidate to plan the College. His committee recommended to the Board that they employ A. G. Odell, Jr. and Associates, with J. N. Pease Associates as alternate. Both firms are from Charlotte. In discussion it was pointed out by various members that the architect should give consideration to the employment of a full-time supervisor. By that, they meant a supervisor giving the job sufficient time to know it is correctly executed. Dameron made a motion that the Board accept and adopt the recommendation of this committee with thanks. The motion was seconded by Moore and carried. The Board commented on the extensive work done by Mr. Carr and Dr. Stallworth in preparing the questionnaire for the interviews held with the firms and thanked them for the excellent way the matter was handled.

Carr then asked for the Board's approval to negotiate with the Odell firm. The Board gave the Buildings and Grounds Committee approval to proceed to negotiate a contract with the architect. Dr. Stallworth thanked the committee for the way the committee handled the selection of the architect, and commented that it would make the entire building phase much easier.

Chairman Phifer asked Mr. Spencer to report on his Finance Committee's progress. Spencer advised the Board that one appraisal given on the property belonging to the School for the Deaf was $81,000, and that a second appraisal was approximately $91,000. The Finance Committee offered $91,000 but was turned down, and stated that the committee of the School for the Deaf Board was asking $1,000 per acre with approximately 134 acres involved. One member of the School for the Deaf committee proposed asking $120,000 for the property. Hoffmeyer talked with Mr. Frank Turner in Raleigh concerning the $120,000 figure and mentioned having the third appraisal made. Hoffmeyer suggested the appraiser and Turner refused to accept that person, and advised Hoffmeyer he would select a third appraiser.

Patton made a motion that we offer the State $91,000 which is the top appraisal price and that the Board of Trustees begin looking for other property to purchase for the College site. This motion was seconded by Hill. The matter was then discussed at length. Hill asked the group if they would be willing to accept another site. Several sites were mentioned, but not named, to be considered. Dr. Stallworth advised that 60 acres should be a minimum size. Discussion was carried on as to whether it would be practical to purchase only a part of the State property. This did not seem practical on account of the topography of the land. Patton's motion was voted on and carried. The meeting adjourned at 9:15.

Respectfully submitted,

Genie Bohler

Genie Bohler, Secretary

MINUTES OF MEETING

OF

MARCH 10, 1965

The Board of Trustees met Wednesday night, March 10, at 7:30 in the Chamber of Commerce Building. The meeting was called to order by Dr. E. W. Phifer, Jr., Chairman. He called upon The Reverend Clement Hahn for invocation.

Attending were the following:

All Trustees (12)
Dr. Herbert F. Stallworth
Dean Gordon Blank
Dean John Paul Bagley
Livingston Vernon
Genie Bohler

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A motion was made, seconded, and carried that we dispense with the reading of the minutes of the January meeting, since the Board had been circularized.

Dr. Stallworth introduced Dean Blank and Dean Bagley and told the Board how much it had meant to him and the College to have them working with him the past several weeks. Due to their assistance the College will meet the March 15 deadline for State requirements.

It was decided that March 26 at 4:30 p.m. in Attorney Frank C. Patton's office would be the time and place for a meeting of the Executive Committee to study and decide on personnel policies.

Buildings and Grounds Committee Chairman Carr reported on progress. He reported that the State Highway Commission has been approached and that they will be cooperative in working out a good access road from U. S. #64 to the College; that this committee has a proposal from Clark for cutting timber on the site which is to be cleared for the building. Patton made a motion that the committee be authorized to sell the timber with the approval of the architect. This motion was seconded and carried. Carr's committee was authorized to negotiate for the sale.

Dr. Stallworth advised the Trustees that the deed needs to be looked over and a few minor changes made: (1) to give the right to have water line moved; and (2) change right-of-way from 15' to 30'. Patton then moved that the Executive Committee be authorized to have disbursement made to pay for the land when other matters are ready. This motion was seconded by Dameron and carried.

Dr. Stallworth raised the question concerning the zoning laws on U. S. 64. After some discussion, this matter was turned over to the Buildings and Grounds Committee for study and recommendation to the Board.

Vernon advised the Trustees that a schedule on how the money is expected to be spent will need to be made and presented to the County Board of Commissioners. Then he advised it would take from 30 to 60 days to sell bond anticipation notes. Dameron suggested that we request money now for the purchase of the land. Patton made a motion, seconded by Moore, that the County be requested to sell bond anticipation notes in the amount of $150,000; also that the Finance Committee make out anticipated needs to present to the County. The motion was amended to ask for $200,000 instead of the $150,000. Motion carried. Hill suggested that widespread publicity be given to the sale of bonds in order to receive more bids and a better price.

It was noted that the College will submit its budget by May 1 to both County and State.

Dr. Stallworth gave an explanation of the Higher Educational Facilities Act funds. He explained that prior to the 1964-65 year no money was appropriated. Then in this current year money was available but none of the North Carolina Community Colleges were eligible by November 1, or it was assumed they were not. If the money was not applied for, it reverted to the Fund. Moore and Gaston Colleges applied and received the entire appropriation.

It was necessary sometime thereafter for the State Board of Education to eliminate a policy which provided that the State's allocation of $500,000 toward construction costs be reduced by whatever amount the institution received under the Higher Educational Facilities Act or from any other outside source. No longer will such deductions be made. Dr. Stallworth said that other community colleges had entered a gentlemen's agreement to divide equally the amount of Federal funds to be available under the Act for the fiscal year beginning July 1, 1965. He feels that we will get our share of about $225,000 without reducing the State allotment of $500,000. We will stand ready to apply for more if other colleges are not prepared to request their share during that period, this being part of the agreement. There are no strings attached to the Federal grant. The money can be used in any manner for total development cost, such as architects' fees, site preparation, building costs, equipment, and anything else relating to actual construction to make the institution operational.

Hoffmeyer made the following motion, seconded by Walton, and carried: That the Chairman of the Board of Trustees be authorized to execute six (6) copies of H.E.W. Form 441 and that these documents be sent to Dr. I. E. Ready, Director of the Department of Community Colleges. This is dealing with Title VI of the Civil Rights Act.

It was pointed out that if the College wants Federal funds for nurses' training we have to be accredited by the National League of Nursing, which has been designated for that purpose by H. E. W.

Dr. Stallworth expressed pride in facilities at City Hall and invited all Trustees to come by to observe the offices.

The proposed curricula were presented. Dr. Stallworth told of the many conferences held with other colleges, State school officials, and local groups, observing local needs, local facilities available to the College, and after much study recommended the attached curricula. Dameron made a motion, seconded by White, and carried that we adopt the proposal.

The meeting adjourned and went into Executive Session.

By Genie Bohler
Genie Bohler, Secretary

MINUTES OF EXECUTIVE SESSION

OF THE

BOARD OF TRUSTEES

March 10, 1965

The Executive Session of the Trustees of Western Piedmont Community College convened immediately after the regular meeting on Wednesday, March 10, 1965, with Chairman Phifer presiding.

The Chairman asked the advice of the Trustees in employing an attorney for the College's legal work. He advised the group that Livingston Vernon had done some work for them and asked what was the wish of the group. Patton made a motion that the College employ Vernon on a fee basis. The motion was seconded and carried.

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Chairman Phifer then asked Moore to bring the Trustees up-to-date on activity concerning a nurses course in the College. Moore told of the survey made by two nurses from the State Department of Community Colleges in Raleigh. They surveyed all health facilities in Burke County which might be available to the College program. Prior to this survey Grayson Brothers, Administrator of Grace Hospital, advised the College Advisory Committee on health-related subjects that Grace Hospital facilities would not be available for the clinical phase of the College program. Neither he nor the survey team from Raleigh felt it was advisable to have two levels of training in the hospital - the two levels being the College associate degree program for R. N. training and the hospital program linked with Lenoir-Rhyne for a B. S. degree in nursing.

Discussion was carried on with reference to clinical training in the Valdese General Hospital; also hospitals in Lenoir and Marion were mentioned as prospects. There would be a possibility of 72 nursing students if use of two hospitals in Burke County could become available. It was pointed out that a recent survey showed that Burke County is short 200 graduate nurses. It was also pointed out that the County is now retaining few, if any, nurses being graduated from Lenoir-Rhyne. Instead, Lenoir-Rhyne - Grace Hospital is producing nurses with degrees who go to cities with brighter chances in a career of nursing.

The following motion was made by Moore, seconded by Mr. Poteat, and carried: That the Board of Trustees, recognizing Grace Hospital's historical and traditional contribution to nursing education through the years and being aware of the baccalaureate program now being carried out with Lenoir-Rhyne College, authorize the Chairman to appoint a special committee to appear before the Board of Trustees of Grace Hospital to present for purposes of information the community college's proposal for a nursing program against that day when Grace Hospital might eventually be in position to join directly in the community college program.

Patton then suggested that Grace Hospital Medical Staff discuss this matter and he then recommended that they also send representation to the Hospital Board.

Dr. Stallworth told the Trustees that a two-year associate degree program is a very popular thing in other states. He believes that Greensboro is the only place in North Carolina that now has such a program.

It was pointed out that the College plan is for the first year to be full college work; that the second year would consist of 65% time in clinical work; the other 35% in the classroom.

Dr. Stallworth advised the group that within the next few days a full report will be available from Raleigh advising the Trustees what potential there is in all four health facilities in the County.

Motion was made, seconded, and carried that the meeting adjourn. (9:10 P.M.)

By Genie Bohler
Secretary

MINUTES OF MEETING

OF

MAY 27, 1965

The Board of Trustees met Thursday evening, May 27, 1965 at 7:30 P. M. in the Chamber of Commerce Building. The meeting was called to order by the Chairman, Dr. E. W. Phifer.

Present were: Dr. E. W. Phifer, Jr.
Dr. C. L. Walton
Mr. Eugene M. White
Rev. L. C. Hahn
Mr. W. Stanley Moore
Mr. Frank C. Patton
Mr. E. P. Dameron
Mr. Thad M. Poteat
Mr. Earl M. Spencer
Mr. Robert P. Carr
Mr. Ben E. Hoffmeyer

Absent was: Mr. G. M. Hill

Secretary Genie Bohler was also present.

The Chairman asked if there were any changes in the minutes of the March 10 meeting which were circularized to all Board members. Since there were no changes, they were approved.

Dr. Stallworth read the minutes of an Executive Committee meeting held March 26. They were approved as read.

Personnel policies as presented to the Trustees for their study were approved upon motion by Mr. White. Motion was duly seconded and carried.

Motion was made by Mr. Patton that policies on finance be adopted as presented to the Trustees for their study. Motion was duly seconded and carried.

A report was given by the Buildings and Grounds Committee Chairman, Mr. Carr. He presented a drawing of the architect's plan showing location of buildings, roads, and landscaping of the grounds. He reported the College

could be constructed in one of several ways. One was for $15.00 per sq. ft., or it could be built similar to Charlotte College for about $16.50 per sq. ft., or at a recommended cost of $18.00 per sq. ft. and cut in size to 70,000 sq. ft. This would be better construction which would be easier to maintain. Mr. Carr recommended that his committee go forward and ask for plans on four buildings with the fourth to be constructed if funds permitted. Dr. Stallworth added that he felt federal funds would be available in March and that it would be worthwhile to plan for the fourth building to be constructed within a year after others were completed. Mr. Carr stated that it would be a better overall planned campus with all four included. He also said he felt they would be ready to advertise for bids about November. Mr. Carr was commended for the progress being made and for the details which have been worked out by his committee. The Board approved the planning of the four buildings with the construction of three to go forward as rapidly as possible and with tentative plans to build the fourth within a year after others are completed.

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Dr. Stallworth advised the group that he hoped to arrange a two-year nursing course. Plans call for a two-year secretarial science course, one-year business education, one-year drafting, and one-year auto mechanic course. A one-year cosmetology course had been anticipated; however, due to agreement between the State Board of Education and the private schools that junior colleges would not interfere if there were a private school within 25 miles of the College, it is not expected this course can be offered.

Discussion was carried on concerning steps to be taken to try to initiate the nursing course. Dr. Stallworth pointed out that the Director of Nurse Education should be secured no later than September in order to make necessary plans to open in 1966. Chairman Phifer reported his impression from Miss Bryant in Raleigh was that if the College could establish itself with the four institutions in the County; namely, Grace Hospital, Valdese General Hospital, Broughton Hospital, and Western Carolina Center, that it would be acceptable for the two-year course, with clinical work being done at the four institutions. This would train about 40 to 50 nurses each year. It was reported that Grace Hospital had not decided whether to continue with Lenoir-Rhyne or work with the local College. According to Mr. Spencer, Valdese General is anticipating having nurses available. Chairman Phifer asked Mr. Spencer to get an official commitment from the Valdese General Hospital Board.

Dr. Stallworth explained the need for the adult education program to be developed as early as possible. He stated that in our district, which is Burke County, that we have approximately 15,000 people who have under an eighth grade education. He explained that our allotment from Federal funds, if this program is instituted, would amount to about $20,000 for the next fiscal year. He proposed that the Trustees authorize the College administration to develop a program of adult education to implement it as soon as it is feasible to do so. Authorization was requested to procure the necessary personnel, materials, equipment and space to operate the program. Motion was made by Mr. Patton, seconded by Mr. Poteat and carried by unanimous vote that the President explore the possibility of establishing such a program. Dr. Phifer asked Dr. Stallworth to learn if there were geographical limitations in this program.

Dr. Stallworth then proposed, under the adult education field, that the Trustees authorize the College administration to develop training programs to be financed under the Manpower Development Training Act. Authorization was requested to procure the necessary personnel, materials, equipment, and space to operate any M.D.T.A. programs for which the College may assume responsibility. This would provide training for adults. Mr. Poteat made a motion, seconded by Rev. Hahn, that the President proceed with this plan. Motion carried.

President Stallworth announced the resignation of Dean Homer Lawrence. He is in the process of securing someone to replace Dean Lawrence.

Dr. Stallworth advised the Trustees that a three-man team would be coming here to work with the College staff in every phase of the College's proposed programs. He explained the schedule of increase in salaries for State employees. Those who have been employed a short period of time would not be eligible for increase within the next year. Some would be waiting 18 months for an increase in salary. He suggested that the Trustees may want to recognize these employees in a token way on the anniversary of their employment or at the beginning of the new fiscal year.

The Trustees were advised that the machinery is set in action for the sale of bonds.

Chairman Phifer asked Mr. Moore to report on the workshop in New York which he and Dr. Stallworth attended. Mr. Moore gave highlights of the meeting and reported that it was good. He said it certainly was worthwhile and he was sure some valuable knowledge was gained.

President Stallworth asked the Trustees to consider the establishment of a Western Piedmont Community College Foundation. He proposed that a College foundation be established as a means of stimulating grants, gifts, and donations to Western Piedmont Community College. The proposed foundation would receive and dispose of funds and other property in support of the programs of the College.

It is further proposed that an appropriate committee of the Board of Trustees be assigned the task of developing: (1) the foundation's purposes, form and structure; (2) a body of policy and operating procedure; and (3) a plan and timetable for the establishment of the foundation. Dr. Walton made a motion that such a foundation be established. The motion was seconded by Mr. Hoffmeyer and, after some discussion, the motion carried.

Dr. Stallworth told of his spending three days in the U. S. Office of Education. He stated that when the College is in operation we can expect full cooperation from the Washington office.

Opening of the College was discussed by the Trustees. Mr. Patton made a motion that we set our goals to open the College in the Fall of 1966, even if we have to occupy other quarters. His motion included asking immediately for the use of Central Elementary School. This request would go to the County Board of Commissioners and to the City School Board. This motion was seconded by Mr. Spencer and carried.

President Stallworth recommended the College pay $100 per year for two years to aid in establishing the reporting service of the American Association of Junior Colleges. Mr. White made a motion that the Board accept the President's recommendation. Rev. Hahn seconded the motion and it was carried.

Chairman Phifer advised the Trustees that the time on the Board of three valuable Trustees would terminate in June. These Trustees are Mr. G. M. Hill, Dr. C. L. Walton, and Mr. Eugene M. White. Dr. Phifer asked advice on the method of getting all three reappointed. Mr. Patton advised the Chairman to write to the County Commissioners and request reappointment of Mr. Hill, to the School Boards for reappointment of Dr. Walton, and to Governor Moore for the reappointment of Mr. White.

There being no further business, the meeting adjourned at 9:20 P. M.

By Genie Bahler
Secretary

MINUTES OF MEETING

OF

JULY 16, 1965

The Board of Trustees of Western Piedmont Community College met at 7:30 P. M., Friday, July 16, 1965, in the office of the Chamber of Commerce in Morganton, N. C. The Chairman, Dr. E. W. Phifer, Jr., presided.

Present were: Dr. E. W. Phifer, Jr.
Rev. L. Clement Hahn
Ben E. Hoffmeyer
Earl M. Spencer
Thad M. Poteat
Robert P. Carr
Dr. C. L. Walton
E. P. Dameron
W. Stanley Moore

Absent were: Frank C. Patton
G. Maurice Hill
Eugene M. White

President Herbert F. Stallworth met with the Board also.

Prior to convening, the Board heard a report from H. D. Moretz, Director of Adult Education and Community Services, who told of visits to Raleigh and to four other institutions since his appointment. He said his department is about ready to lay out a program and hopes to start basic adult education classes in September. This will include evening classes and the use of public school classrooms. He will be concerned also with new industry training, including a new shirt factory and the new Southern Devices plant, along with supervisory development training. Burke County, he said, has over 13,000 persons classified as functional illiterates, and while the definition may be moot, Mr. Moretz pointed out that "We have a big field to harvest."

The Board also met and interviewed Mr. H. P. Olson.

Supported by the Economic Opportunity Act, the general adult education program, Mr. Moretz said, will branch into many programs. He concluded his first meeting with the Board in stating that he feels fortunate to be a part of Western Piedmont which, he said, "I am convinced will be the finest in the South."

After Mr. Moretz withdrew, the meeting opened with prayer by the Rev. Mr. Hahn. The Chairman designated Stanley Moore to serve as secretary in the absence of Mrs. Genie Bohler.

Chairman Phifer noted that Dr. Walton had been reappointed for an eight-year term by the three boards of education and Mr. Hill had been reappointed by the County Commissioners of Burke County for an eight-year term, both terms beginning July 1, 1965. No word has been received from the recommendation that the Governor reappoint Mr. White.

The minutes of the May 27 meeting, previously distributed, were noted, with minor corrections entered by the Chairman. The minutes of the Executive Committee meeting of June 12, 1965 were read and the actions of the committee were approved unanimously upon motion of Mr. Dameron, seconded by Mr. Spencer.

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For a report of the Buildings and Grounds Committee, Mr. James Hemphill and Mr. Bonson Hobson were present to represent the architects, A. G. Odell, Jr. and Associates.

Mr. Hemphill displayed a table-top model of site and building groupings. The site, he noted, offers a commanding view, which has some public relations value. He reported that drawings were submitted to Raleigh, where the Department of Community Colleges had recommended reconsideration of internal circulation. Their concern, Mr. Hemphill said, is that Western Piedmont have outstanding buildings in keeping with the modern institution. They were interested also in greater attention to student areas which will serve as a home away from home, inasmuch as centers, both social and for study, are needed for students who do not have a continuous classroom schedule, and that increased space be provided for community activities. Mr. Hemphill agreed that all these comments were valid, with the result that the architects have come up with a new scheme which will be ready for the Building Committee to review in Charlotte next week. Mr. Hemphill told the Board, "We assure you that it (the project) is getting our first and best attention."

Mr. Hemphill pointed out that under an act of 1965 General Assembly it has been ruled that the Department of Property Control will have approval over working drawings, which means final approval.

During the discussion he said the architects will try to get schematics in by the deadline - July 31 - for an application for aid under the Higher Education Facilities Act. It was agreed that President Stallworth and Chairman Carr of the Buildings and Grounds Committee, would go to Charlotte on Monday.

It was noted that the fourth of the proposed buildings, which might be eliminated from the first round of construction as an alternate in the event costs are too high for available funds, will be included in the application submitted for July 31 and then might be resubmitted in the November application period.

After the conference with the architects, President Stallworth began his report. He told of a visit on July 7 of Joe B. Ezell, Assistant Executive Secretary of the Commission on Colleges of the Southern Association of Colleges and Schools. A copy of a letter from Mr. Ezell to the HEW's Office of Education was distributed to the Board, containing the statement:

"It is my opinion that Western Piedmont Community College is proceeding on a sound basis generally in accord with the standards of the Southern Association. If present policies are continued and present competencies used, the institution has the potential to meet accreditation requirements at or near the normal schedule for a new institution of good quality."

In a discussion of a proposed nursing program, it was noted that the Grace Hospital Medical Staff had recommended to the Grace Hospital Board of Trustees that Grace Hospital be used for the nursing program of the College. Mr. Spencer, who is Chairman of the Board of Valdese General Hospital, spoke of possible participation at Valdese General, saying, "Everybody is in favor of it, if it can be done." Rev. Mr. Hahn told of a visit with Dr. Voight R. Cromer, President of Lenoir-Rhyne, regarding baccalaureate nursing program with Grace Hospital. Lenoir-Rhyne, he said, is not planning to initiate any step to change that present affiliation with Grace.

President Stallworth discussed possible programs under the Manpower Development Training Act, stating there has been discussion of courses for executive secretaries, barbering, automotive mechanics and several others. "We will move in all deliberate speed in the M.D.T.A. field," he said.

This applied also to an exploration of the Department of Community College's interest in providing training for firemen in a 52-week, three-hours-a-week course, because of the substantial increase in volunteer fire departments throughout the State.

Mr. Dameron raised a question as to whether a class might be conducted for law enforcement officers. Such a course, he suggested, could perform a real service.

Following the President's report, Chairman Phifer called for an executive session under the plan of having the Board meet at least once a year when the President and Secretary are absent.

In the executive session, the Board voted unanimously to commend President Stallworth for his leadership and work. This came on motion of Mr. Spencer, seconded by Dr. Walton.

The President was authorized and urged to take a vacation for at least two weeks to refresh and prepare himself for the arduous work ahead. This came on motion of Mr. Dameron and was unopposed.

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It was noted that Mrs. Clarence H. Bohler has been serving faithfully as secretary of the Board since it's formation, performing on a temporary basis until the College can be made operational, and the Board voted unanimously to thank her and to authorize the Chairman and President to work out an arrangement to provide some proper compensation for her work, this to be made retroactive. This came on motion of Dr. Walton, seconded by Mr. Poteat.

In a related motion, Mr. Hoffmeyer moved, and Mr. Dameron seconded, that the secretary's minutes for all meetings be submitted to the Chairman for review and editing before being put in final form since the Chairman is familiar with the agenda and detailed subjects acted upon.

The question of amending by-laws to designate the annual meeting of the Board was discussed. It was moved by Mr. Dameron that the Board amend its by-laws to provide that the Fall meeting each year be designated as the annual meeting, at which time officers shall be elected and other business ordinarily transacted at an annual meeting shall be conducted. There was no dissent, and the question will be acted upon by the Board at its next meeting.

At this point, President Stallworth returned to the meeting.

Chairman Phifer raised a question as to the wishes of the Board regarding a limitation to the terms of Trustees. After full discussion, it was moved by Mr. Dameron, seconded by Mr. Hoffmeyer, that the Board propose for approval at its next meeting that any Trustee who shall have served two full terms of eight years each shall not be eligible for reappointment to succeed himself as Trustee.

President Stallworth introduced to the Board Harold Peter Olsen, who was recommended for appointment to the position of Director of Occupational Education. He was accompanied by Dr. Gordon Blank, Dean of Instruction. Mr. Olsen, currently Assistant Professor of Industrial Arts at East Carolina College at Greenville, answered a number of questions by the Board. Later the Board voted to approve the appointment of Mr. Olsen under the appointment recommendation of President Stallworth, this coming upon motion of Mr. Spencer, seconded by Mr. Poteat.

The Finance Committee through Mr. Spencer, its chairman, reported holding a meeting to approve the College budget, which also was approved by the Board of County Commissioners. President Stallworth reported running into trouble at Raleigh over the question of spending money for the planning phase, the key value in Raleigh being student-teacher contact hours.

The President told of going to Rose Hill to confer with Dr. Dallas Herring, Chairman of the State Board of Education, who is keenly interested in producing contact hours. At his request, Western Piedmont had prepared an estimate of contact hours for the next fiscal year which should meet with approval and clear up any budgetary delay.

Copies of the budget were distributed and during a discussion that followed, it was moved by Mr. Dameron, seconded by Mr. Hahn and unimously passed, that the Board of Trustees of Western Piedmont Community College unqualifiedly endorse the budget as a minimum budget under which we can effectively plan and operate the College the next fiscal year and urge the proper authorities to approve it.

A general discussion concluded the session. There being no further business, the meeting was declared adjourned.

By W. Stanley Moore
W. Stanley Moore, Acting Secretary

MINUTES OF THE MEETING OF

THURSDAY, SEPTEMBER 16, 1965, AT 5:00 P. M.

AT THE COLLEGE OFFICES IN THE MORGANTON CITY HALL.

At the meeting of the Board of Trustees of the Western Piedmont Community College held on the 16th day of September, 1965, the following members were present, the same being a quorum of said Board:

Mr. E. M. Spencer
Mr. Ben E. Hoffmeyer
Mr. E. M. White
Dr. C. L. Walton
Mr. W. Stanley Moore
Mr. Frank C. Patton
Mr. Robert P. Carr

Also present was President Herbert F. Stallworth.

The following resolution was offered by Mr. E. M. Spencer and seconded by Mr. E. M. White:

Resolved by the Board of Trustees of the Western Piedmont Community College.

"(1) That for more adequately meeting the needs of the area served by this institution for educational training offered by this institution under the provisions of Chapter 115A of the General Statutes, it is necessary that certain improvements be made in this institution of the following character: The construction of three buildings to consist of:

(1) Library-Learning Center-Classroom Building

(2) Science-Vocational Building

(3) Automotive Mechanic Building

"(2) That in order to provide said improvements it is necessary that the sum of Five Hundred Thousand Dollars ($500,000.00) be obtained from the State Board of Education to be used by the Board of Trustees of the Western Piedmont Community College.

"(3) That this Board of Trustees does hereby authorize the application for, and procurement of, a grant for said purpose from the State Board of Education, and this Board does hereby authorize and direct that all necessary steps be taken to procure said grant under the terms of applicable statutes and rules and regulations of the State Board of Education governing the making of grants from said funds, and the Chairman and Chief Administrative Officer of this Board are hereby authorized, empowered, and directed to make the necessary application for said grant and to execute all papers required by the rules and regulations of the State Board of Education."

"(4) That the assurance of compliance with Title VI of the Civil Rights Act of 1964 dated June 9, 1965, applies to the application submitted herewith.

Resolution was duly adopted by the following vote:

Those voting in the affirmative:

Dr. E. W. Phifer, Jr.
Mr. W. Stanley Moore
Mr. Franc C. Patton
Mr. Robert P. Carr
Mr. Earl M. Spencer
Mr. G. Maurice Hill
Dr. C. L. Walton
Mr. L. Clement Hahn
Mr. Ben E. Hoffmeyer
Mr. Thad M. Poteat
Mr. E. P. Dameron
Mr. Eugene M. White

Those voting in the negative:

None

Whereupon the Chairman announced that the said resolution was duly and properly adopted.

There being no further business, the meeting was declared adjourned.

By W. Stanley Moore
W. Stanley Moore, Acting Secretary

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MINUTES OF THE MEETING

OF FRIDAY, OCTOBER 15,

1965, at 7:30 P. M. AT THE COLLEGE

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. Robert P. Carr
Dr. C. L. Walton
Reverend L. Clement Hahn
Mr. Thad M. Poteat
Mr. Eugene M. White

Members absent: Mr. G. Maurice Hill
Mr. W. Stanley Moore
Mr. E. P. Dameron
Mr. Frank C. Patton
Mr. Earl M. Spencer
Mr. Ben E. Hoffmeyer

Others present: Dr. Herbert F. Stallworth

Chairman Phifer appointed Mr. E. M. White to act as temporary secretary.

There being no quorum present, no business was transacted. It was agreed that a meeting of the Board of Trustees will be called in the near future for consideration of important matters requiring action by the Board.

President Stallworth gave various documents to the members present as information.

Mr. Carr reported on a meeting with the Highway Commissioner relative to starting the grading of an access road to the College at an early date. The Commissioner was most cooperative and work is expected to get underway as soon as possible - probably two months.

Dr. Stallworth reported that State and Federal Grant funds would be available as needed. He also reviewed the status of funds invested.

Attention was called to an Art Exhibit October 25 - November 8.

Favorable report on Adult Basic Education Program was given. Numerous favorable comments have been received.

A hurried report was given on scheduling of courses in Supervisory Training, Auto Mechanics, Laboratory Assistant, Extension Courses, etc.

Dr. Phifer reported on a visit to Asheville for the purpose of discussing with State Board of Education member, John Reynolds, the State grant, policies in general, etc. Mr. Reynolds was cooperative and reassuring.

Dr. Stallworth reported that it would be necessary to design a College seal in the near future.

The meeting was declared adjourned.

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E. M. White
Acting Secretary

MINUTES OF POSTPONED ANNUAL MEETING OF

NOVEMBER 2, 1965

The Board of Trustees of Western Piedmont Community College held its postponed annual meeting at 4:45 P. M., on Tuesday, November 2, 1965, at the College.

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. W. Stanley Moore
Mr. Frank C. Patton
Reverend L. Clement Hahn
Mr. Earl M. Spencer
Mr. Thad M. Poteat
Mr. Robert P. Carr
Dr. C. L. Walton
Mr. E. P. Dameron
Mr. G. Maurice Hill
Mr. Eugene M. White

Members absent: Mr. Ben E. Hoffmeyer

Also present: Dr. Herbert F. Stallworth, President
Miss Betty Claywell

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The meeting was called to order by Chairman Phifer. Mr. Hahn opened the meeting with prayer.

The minutes of the meetings of July 16, 1965 and September 16, 1965, previously distributed to the members, were approved unanimously upon motion of Mr. Patton, seconded by Mr. Hahn. The minutes of the Executive Committee meeting of August 27 were read by President Stallworth and approved.

Mr. Carr, Chairman of the Buildings and Grounds Committee, reported that a meeting of his Committee would be held on November 8 at the College with members of the College staff and representatives of the A. G. Odell firm. The purpose of the meeting is to receive from the architect preliminary drawings, perspectives, elevations, and site plans. He reported that the Highway Department has agreed to construct a gravel access road into the College site. Mr. Roger Franklin, District Engineer, will prepare an estimate of the cost, and make an official request to the Highway Commission for approval. Mr. Carr further reported that the Committee did not recommend a separate contract for grading. Due to the fact thad a separate contract would increase the price and might cause confusion, the Committee members felt that grading should be included in the general contract.

Mr. Carr then reported on the proposal to rent space for use as science laboratories, automotive mechanics shops, storage, and additional classroom space. Space adequate for these uses (approximately 9,000 square feet) has been located in the basement of the A. & P. shopping center and would be available for $275.00 rental per month. After general discussion of the necessity and feasibility of renting the facility, Mr. Patton moved, seconded by Mr. White, that this action be taken. The motion carried unanimously. In connection with double installation costs for furniture and equipment caused by the necessity of renting temporary space and the later move to permanent facilities, Mr. Hill recommended that a stipulation be put in the furniture contract to cover temporary installation, removal to the permanent site, and permanent installation. The recommendation was approved by the Board.

President Stallworth placed the name of Mr. David Harris in nomination as Chairman of the Department of Social Sciences for the College. Mr. Spencer made a motion that the nomination be approved. This was seconded by Mr. Patton and carried unanimously.

President Stallworth requested that the following proposal be adopted by the Board:

> "That we plan now to launch all programs in a conventional manner, implementing the principles contained in the Prospectus as best we can, and innovating where possible, after we become operational, within the limits of the budget standards and policies of the State Board of Education. While pursuing this direction, the College should produce as many contact hours as possible as soon as possible in as effective a manner as is possible under the circumstances."

Mr. Hill moved, seconded by Mr. White, that the proposal be adopted. The motion carried.

President Stallworth requested authority to offer college parallel courses and a variety of extension (short) courses as soon as the College has the means to do so, utilizing part-time instructors where necessary. He pointed out the public service and public relations advantages of such courses, the benefits of accumulating contact hours, and the opportunity it would afford the staff through working with the courses in advance of regular opening. Teachers would be recruited from the service area. It was pointed out that Dr. Ready, Director, Department of Community Colleges, had indicated that in all probability the State could provide salaries for such a program if the proposal was made. Mr. Patton moved that this authority be granted. The motion was seconded by Mr. Poteat and unanimously adopted.

Mr. Hill made a motion, seconded by Mr. Moore, that the State Board of Education be requested to provide the following additional positions for the College:

Secretary - President's Office
Secretary - Director of Technical-Vocational and Director of Adult Education
Media Resources Director or Media Technician
Learning Lab. Coordinator

The motion carried unanimously.

The next item of business to come before the Board was the election of officers for the coming year. Mr. Patton moved, seconded by Mr. Spencer, that Chairman Phifer and Vice-Chairman Moore be reelected to serve during the coming year. Mr. Hill took the Chair to receive further nominations and conduct the vote. Mr. Poteat moved that these two nominees be elected by acclamation. There being no objection, this action was taken.

Chairman Phifer then opened the floor for nominations for Secretary to the Board. Mr. Patton made a motion, seconded by Mr. Spencer, that Mr. Hoffmeyer be elected to serve as Secretary. The vote was unanimous.

Chairman Phifer appointed Mr. Moore and Mr. Hahn to serve on the Committee on Groundbreaking Exercises.

The following motions were made by Mr. Patton and seconded by Mr. Spencer:

> "I move amendment of the By-laws by the addition of the following language as the second paragraph of Section 1. Regular Meetings, of Article V, Meetings: 'The Fall regular meeting each year shall be the annual meeting at which time officers shall be elected and other business ordinarily transacted at an annual meeting shall be conducted.'

> "I move amendment of the By-laws by the addition of the following language as paragraph (g) of Section 2. Membership, Article I, Responsibility and Membership: 'Any trustee who shall have served two full terms of eight years each shall not be eligible for reappointment to succeed himself.'

"I move amendment of the By-laws by the addition of the following language as the second and third paragraphs respectively of Section 1. Regular Meetings, of Article V, Meetings: 'An executive session may be held in any meeting upon the request of any member of the Board of Trustees.

'The President of the College shall have the privilege of the floor at all meetings of the Trustees, except when they are in executive session.'

"I move amendment of the By-laws by the addition of the following language as Section 6. President, of Article IV, Committees: 'The President of the College shall be notified of the time and place of all meetings of the standing committees of the Trustees, and shall have opportunity to present any matters which he may desire. No committee shall take final action on any matter without full conference with the President of the College.'

"I move amendment of the By-laws by the addition of the following language as Section 7. Diplomas and Certificates, of Article VI, Western Piedmont Community College: 'All diplomas and certificates awarded by the College shall bear the signatures of the President of the College and the Chairman of the Board of Trustees.'

"I move amendment of the By-laws by the deletion of the words 'third Friday' in line two, Section 1. Regular Meetings, of Article V, Meetings, and the substitution of the words 'second Tuesday' therefor."

These motions carried unanimously.

The Chairman asked consideration of Article I, Section 2. Membership, paragraph (f), regarding attendance. After discussion, Mr. Patton made a motion, duly seconded, that this section be stricken from the By-laws. The motion carried unanimously.

Chairman Phifer requested Mr. Hahn and Mr. Moore to serve on a Special Committee to select a design for the College Seal and empowered them to act for the Board in this matter.

There being no further business, the meeting was adjourned.

Betty N. Claywell

Betty N. Claywell, Acting Secretary

APPROVED:

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary

CCD319

MINUTES OF SPECIAL MEETING OF

NOVEMBER 16, 1965

A special meeting of the Board of Trustees of Western Piedmont Community College was held at the College at 4:45 P. M. on Tuesday, November 16.

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. W. Stanley Moore
Mr. Frank C. Patton
Reverend L. Clement Hahn
Mr. Earl M. Spencer
Mr. Thad M. Poteat
Mr. Robert P. Carr
Dr. C. L. Walton
Mr. E. P. Dameron
Mr. Ben E. Hoffmeyer
Mr. Eugene M. White

Members absent: Mr. G. Maurice Hill

Also present: Dr. Herbert F. Stallworth
Dr. Gordon C. Blank
Mr. Harold P. Olsen
Mr. H. D. Moretz
Miss Betty N. Claywell

The meeting was called to order by Chairman Phifer. The purpose of the meeting was to hear and act upon the recommendations of the Buildings and Grounds Committee concerning the preliminary drawings received from the architect on November 8. Chairman Phifer turned the meeting over to Committee Chairman Carr, who explained the sketches to the Board members. Dr. Stallworth elaborated further on the drawings and stated that the College staff had recommended to the Buildings and Grounds Committee that, with certain changes, this planning as presented by the architect be approved.

On motion of Mr. Patton, seconded by Mr. Moore, it was unanimously voted to approve the preliminary drawings as recommended by the Buildings and Grounds Committee.

Mr. Spencer moved, seconded by Dr. Walton, that the College join the North Carolina Association of Junior Colleges. The motion carried.

Dr. Stallworth brought to the attention of the Board the problem of student parking which will have to be dealt with before next September. Mr. Patton suggested that the matter be taken up with the City School Board to determine what, if any, restrictions would be placed on the area around the building by that Board. President Stallworth stated he would further investigate the problems, obtain estimates, and report back to the Board.

There being no further business, the meeting adjourned.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary to
the Board of Trustees