MINUTES OF REGULAR MEETING OF

JANUARY 11, 1966

The regular quarterly meeting of the Board of Trustees of Western Piedmont Community College was held on Tuesday, January 11, 1966, at 7:30 P. M. 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. Eugene M. White
Mr. Ben E. Hoffmeyer

Members absent: Mr. G. Maurice Hill

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.

President Stallworth introduced two new members of the College staff - Mrs. Margaret Fulk, Librarian, and Mr. David Harris, Chairman of Social Sciences.

Mr. Spencer moved that the reading of the minutes of the meetings of November 2 and November 16, previously distributed to the members, be dispensed with and that the minutes be approved as written. Mr. Dameron seconded the motion and it was carried unanimously.

President Stallworth read the minutes of the Executive Committee meeting of December 6, 1965. The Board confirmed the action taken by the Committee at that time in approving the temporary appointment of Mrs. Alma V. Bristol as Instructor for the MDTA stenographer training program. Confirmation came upon motion of Mr. White and second of Mr. Dameron.

Chairman Phifer called upon Mr. Carr for a report of the Buildings and Grounds Committee. Mr. Carr reported on a meeting with officials of the Property Control and Construction Division, Department of Administration, together with President Stallworth, representatives of the A. G. Odell firm, and representatives of the Department of Community Colleges for the purpose of resolving some questions raised by Mr. R. G. Bourne, Consulting Engineer of the Property Control and Construction Division. He reported that all of the questions were resolved in a satisfactory manner to all concerned. In response to an inquiry, Mr. Carr stated that all of the questions raised were good points to consider; for example, the matter of taking the landscaping contract out of the general contract; setting up the price of the brick on the basis of $42 per 1000 with a stipulation that should the owner select a higher or a lower priced brick the Contractor will either be compensated for the difference or will rebate the negative difference; the question of the fin design on the third floor library building; etc. He further advised that Dr. Gordon Pyle, Assistant Director, Department of Community Colleges, had approved the plans and specifications; that working drawings would be completed on March 4th; and that we would be able to advertise for bids after that time. Mr. Carr reported that the State had staked out the position for a road into the site; however, the architects wanted some revision in the placement of the road and this would be discussed with representatives of the Highway Commission.

President Stallworth was asked to report on the renovations of the temporary buildings. He reported that it was his understanding that the City School Board had given Mr. Parham full authority to work with representatives of the College with respect to surfacing the grounds to provide student parking. Mr. Parham requested that surfacing the space in front of the building be held up until it becomes obvious that it will be necessary to have this space

available. President Stallworth stated that he would conform to Mr. Parham's request. He informed the Board that Mr. James B. Taylor had come by to discuss rental of the basement space under the A. & P. Shopping Center. Mr. Taylor is willing to help us with the lighting and is willing to delay the beginning date for the rental until February.

The Chairman asked for a report on personnel and was advised by President Stallworth that recruiting was going on for a Director of Nursing and a second instructor for the stenographer training program. President Stallworth requested that the Board approve hiring an additional clerical person to the staff to work with the EOA program, the MDTA program, and the general administrative staff. He requested that the Board approve transfer of local funds to cover 25% of the time of such a clerk through June 30, 1966. After discussion, Mr. White stated that he was convinced of the need for additional clerical assistance and moved approval of the request. This was seconded by Mr. Hoffmeyer and the vote was unanimous.

President Stallworth advised that the College catalog was now in the form of a final draft and asked that a Committee of the Board be appointed to go over this document with members of the staff, with authority to approve the final version. Chairman Phifer, it was agreed by the Trustees, should appoint such a committee with the authority requested.

The Chairman called on Mr. Moore for a progress report on the Groundbreaking Ceremonies. Mr. Moore advised that he had contacted the Governor's Administrative Assistant, offering a choice of March 27 or April 3. March 27 was ruled out and an invitation was extended for April 3. A response indicated that the Governor would let Mr. Moore know definitely regarding the April 3 date around January 15. Mr. Moore stated that the Committee intended to ask Senator Sam J. Ervin to introduce Governor Moore and planned to invite Mr. Dallas Herring, Dr. I. E. Ready, and others.

President Stallworth offered the following policy proposal in connection with use of College facilities:

> College facilities may be used, at no cost, by certain groups for appropriate purposes.
>
> A function which is a private enterprise and which has for its sole purpose to make profit for the private benefit of the enterpriser/s, shall not be accommodated.
>
> A function or purpose which is planned and carried out for the purpose of earning money, more than half of which earnings will be applied directly to educative or other similar community purposes, may be accommodated.
>
> Any use of the College facilities by non-college groups, agencies or individuals must be at the convenience of the College; i. e., where the College deems such proposed use to be in conflict with the purposes of the College, it shall not be accommodated.
>
> Any College property damaged by such groups or agencies shall be replaced or repaired in accordance with specifications determined by the College administration, the full cost of which is to be borne by the group or agency concerned.
>
> The president is authorized to interpret and apply this policy.

Mr. Patton moved adoption of the proposal, Mr. Hahn seconded the motion, and the vote was unanimous.

Mr. Patton moved the deletion of paragraph (f), Section 2, Article I, of the By-laws, which is as follows:

> (f) A member of the Board who is absent from more than one (1) regular Board meeting in any calendar year without excuse shall be considered thereby to have created a vacancy in the Board. A member of the Board who is absent from as many as one-half of all Board meetings, both regular and special, in any calendar year shall be considered thereby to have created a vacancy in the Board. Such vacancies shall be filled in the manner prescribed herein.

Mr. Spencer seconded the motion and it was unanimously adopted.

Mr. White moved amendment of Personnel policies (approved by the Board of Trustees on May 27, 1965) by adding the following language after the words "regular retirement" in paragraph 7, under Tenure: "of the president and all other full-time employees of the College." He further moved deletion of paragraph 4, under Tenure, substituting therefor the following:

> 4. A person may become eligible for consideration for tenure when he has completed three full academic years of uninterrupted service in teaching in the College. A person who has not been granted tenure by the end of five full academic years of uninterrupted service shall automatically be granted tenure if he is to be retained in employment beyond five years.
>
> The Board of Trustees may grant tenure at an earlier time if it is recommended with sufficient justification by the President.

Mr. White also moved amendment of paragraph 6, under Tenure, to read: "Tenure policy should be consistent with the policy of the Department of Community Colleges and of the State Board of Education." Mr. Hahn seconded these motions and they were unanimously approved.

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Mr. Hahn showed two sketches of a proposed College Seal. Dr. Walton moved that the Board accept in principle the Seal with an outline of Table Rock in the center with the suggestion that the sketch be reworked to more truly present this landmark. Mr. Patton seconded the motion, and the Board unanimously approved.

President Stallworth offered the following financial summary:

Surplus, Fiscal 1964-65		$14,584.42
Ad Valorem receipts to 12/31/65	42,916.17	
Expected receipts, 1/1/66-6/30/66	27,583.83	70,500.00
	Total	85,084.42
Expended to 12/31/65		22,206.03
Expected balance, 6/30/66		40,000.00

Mr. Patton suggested building up a reserve to be used for purposes which the Board deemed necessary or advisable and for which the State would not provide funds. Dr. Stallworth raised the point that the Board might wish to think about the question of using local funds in ways other than for operation of plant. There was some discussion of this.

President Stallworth advised that the annual convention of the A.A.J.C. would be held beginning February 28 in St. Louis and requested permission to attend. Mr. Spencer moved that permission be granted, seconded by Mr. Hahn, and unanimously approved.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary to the
Board of Trustees

MINUTES OF REGULAR MEETING OF

APRIL 13, 1966

The Board of Trustees of Western Piedmont Community College held its postponed regular quarterly meeting at 7:30 P. M., on Wednesday, April 13, 1966, at the College.

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. W. Stanley Moore
Mr. Ben E. Hoffmeyer
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. Frank C. Patton

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

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

As copies of the minutes of the meeting of January 11, 1966 had previously been distributed to the members, Mr. Spencer moved that the reading of those minutes be dispensed with and that they be approved as written. Mr. Poteat seconded the motion and it was approved unanimously.

Chairman Phifer commended the staff for the work done in producing the first issue of the College catalog.

At the request of the Chairman, an executive session was called and the following action was taken:

Dr. E. W. Phifer, Jr., Chairman, stated that the Executive Committee of the Board met March 26, 1966, and had the following recommendation to make to the full Board:

The Executive Committee recommended Miss Myrtle Lee Floyd for the position of Director of Associate Degree Nursing Program, at a beginning annual salary of $9,944 for 12 months, effective June 15, 1966.

Dr. Phifer informed the Board that the salary set by the State was not sufficient to interest Miss Floyd to come to Western Piedmont, and that the Valdese General Hospital through Mr. Spencer's efforts had agreed to supplement this salary by $1,000. When Dr. Stallworth negotiated with Miss Floyd, a salary of $9,944 was accepted by Miss Floyd, which required only a $500 supplement by Valdese General Hospital.

Dr. Walton moved, with second by Mr. Moore, that Miss Floyd be employed and that an expression of appreciation be conveyed to the Board of the Valdese General Hospital for its generous supplement for this position. The motion carried unanimously.

The Executive Committee recommended Mr. Tommy O'Dell Eller for the position of Instructor in Mathematics at a beginning salary of $7,440 for the 12 months, effective July 1, 1966.

Mr. White moved, with second by Mr. Spencer, that Mr. Eller be employed. The motion carried unanimously.

The Executive Committee referred to the full Board for its consideration, the possible employment of Mrs. Patricia Jones Smith for the position of Coordinator of the Programmed Instruction Laboratory. The employment of Mrs. Smith was discussed fully.

Mr. Moore moved, with second by Dr. Walton, that the matter of Mrs. Smith's employment be tabled. The motion was carried unanimously.

The Executive Committee recommended the employment of Dr. Henry Seawell Brown, Associate Professor of Geology at North Carolina State University at Raleigh, to fill the position of Director of Academic Programs. Dr. Brown's salary would total $12,744 for 12 months. The total salary would consist of $9,744 from the State and $3,000 supplement from local funds. The use of local funds was discussed, and it was the concensus that this supplement would apply only for Dr. Brown's candidacy, but not necessarily for the position per se.

Mr. White moved, with second by Mr. Spencer, that Dr. Brown be employed. The motion was carried unanimously.

The Executive Committee recommended that the present salary of Miss Betty Claywell, Bookkeeper, be increased, with local funds, from $457.00 per month to $500.00 per month, through June 30, 1966, to begin March 1, 1966, with the provision that the supplement be reviewed effective June 30, 1966. Miss Claywell's work was commended by all members present.

Mr. Hoffmeyer moved, with second by Mr. Carr, that the salary adjustment be made as recommended. The motion carried unanimously.

There being no further business, the Executive Session adjourned.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary

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Mr. White reviewed the action of the Buildings and Grounds Committee at a meeting held on April 12. He noted that several questions raised at the December 1 meeting were resolved satisfactorily. The Committee voted to recommend to the Board that the Board negotiate for the removal of the Duke power lines to the periphery of the College property. The Committee further voted to recommend that the Board of Trustees decide on the source of power for the College. Mr. White pointed out that the architect needed to know whether or not the lines were to be moved in order that he might properly locate the service road to the parking lots. The architect had advised that Duke had indicated it would move the lines if the College agreed to buy power from Duke. Chairman Phifer asked President Stallworth to brief the Board on the visit he had with Mr. Brooks, City Manager. President Stallworth reported that Mr. Brooks was very much interested in supplying power to the College, and that Mr. Brooks feels that the City could be competitive in its rates. He stated that it had been the custom of the City that where the City provided water and sewage, it was expected that the agency served would buy power from the City. Chairman Phifer stated that it was his feeling that the basis for buying power for the College should be separated from other matters and that any side or contingent propositions should be handled on their own merits. He stated that he felt the Trustees should get a commitment from Duke Power Company in regard to moving the power lines. He suggested that a Committee be appointed to study the rates. Duke and the City should be requested to submit proposals to the Board. Mr. Spencer made a motion that such a committee be appointed and that the Buildings and Grounds Committee should handle the matter of moving the power lines. Mr. Hahn seconded the motion and it carried unanimously.

Mr. Spencer moved that the working drawings as submitted by the architect be approved. Mr. Poteat seconded the motion and it was carried unanimously.

Dr. Stallworth stated that the community college presidents had met and agreed that there would be no change in the manner of applying for Higher Education Facilities Act funds. This means that in November Western Piedmont Community College can apply for another $360,500. President Stallworth advised the Board that it might be necessary to take another look at the physical plant planning as it pertains to the second round of construction.

President Stallworth reported that the architect recommended that we delay plans for groundbreaking exercises until after review by the Property Control Division of working drawings.

President Stallworth proposed reappointment of presently employed professional personnel for the 1966-67 year. Dr. Walton moved that this be done with appropriate increases as prescribed in the State salary range. Mr. White seconded the motion and it was carried unanimously. Mr. White suggested that at this stage in the College development it might be well to adopt a policy of having a two-year contract with the President in order that long-range planning would not be hampered. It was brought out that at the present time there are no formal contracts, but it is understood that appointments are for one year. After discussion, Mr. Hahn moved that President Stallworth be given a two-year contract. Mr. White seconded the motion and it was carried unanimously.

President Stallworth reported briefly on the status of the State budget for 1966-67. He stated that at the present time we have no budget base but that it is hoped that the Board of Education will be able to provide a base on which we can work to recruit personnel and prepare to budget our local funds. A line item budget report for the quarter ending March 31 and a summary of receipts, projected receipts, and balances were given to each member present.

President Stallworth presented vocational and technical curricula which have been approved by the State Board of Education for the College for the coming school year. He advised the Board that it might become necessary to establish priorities in the event some of the programs had to be eliminated and that he would like the Executive Committee to be empowered to act in this connection.

President Stallworth advised that the State Board of Education had authorized the College to employ ten teachers for college parallel programs at the present time. The time for employing competent personnel is running out and this will work a hardship in the recruiting program if it is found that we would be entitled to employ additional personnel at a later time. President Stallworth gave an illustration of the disadvantages of not knowing in April what the budget base for fiscal 1966-67 will be.

On motion of Mr. White, seconded by Mr. Carr, Mr. Roy Walters was given authority to sign college checks and approval was given to use any two of the signatures of Claywell, Stallworth, or Walters on checks. The vote was unanimous.

Dr. Stallworth reported that the Department of Health, Education and Welfare, Office of Higher Education, had approved an allotment of Federal funds for the institution to participate in the college Work-Study Program in the amount of $43,718 for the fiscal year 1966-67 contingent upon the provision of $4,858 by the College in matching funds. Of this amount, $21,859 is available effective July 1, 1966. The purpose of the grant is to provide working opportunity for needy students who are enrolled in a full-time curriculum program at the College. After discussion, Chairman Phifer suggested that civic clubs in the area might be interested in making donations toward this purpose. Mr. Moore moved that the matter be referred to the Finance Committee with the recommendation that the Committee investigate ways and means of providing funds through donation. Mr. Hahn seconded the motion and it was unanimously approved.

Mr. Dameron made a motion that the following policy be adopted regarding admission of students:

> The College Administration is authorized to admit students to the limit of twenty-five (25) for each college parallel teacher. Students shall be admitted on a "first come - first served" basis until the above limit is reached. Students applying for admission in excess of the ratio of 1:25 shall not be admitted.
>
> The upper limit for technical students shall be fifteen (15) to one (1); the upper limit for vocational students shall be twelve (12) to one (1).

The motion was seconded by Mr. Hahn and unanimously approved.

The members were provided with a progress report of student applications.

The President reported briefly on the need for auxiliary facilities for the fall and noted several possibilities which are being investigated, including facilities at Calvary Baptist Church, First Baptist Church, First Methodist Church, and Grace Episcopal Church. He explained that it was not

expected that there would be any costs involved except for the actual costs incurred in connection with extra cleaning, lighting, and possibly heating. With respect to the A. & P. basement facility, the President stated that renovation had been delayed because of pending applications for MDTA programs. If authorization is given for these programs, the cost to the College can be more accurately determined and rent negotiations can be made on a sounder basis.

The President distributed to the Trustees a copy of an agreement by the Council of Community College Presidents at a meeting on April 7, 1966, reaffirming their concept of the Community College System and setting forth their views on basic policy which they feel should prevail. Copies of the agreement were to be sent to Boards of Trustees of institutions, members of the State Board of Education, and the Director, Department of Community Colleges.

The President distributed to the members a flow chart of course development and reconstruction.

W. Stanley Moore moved that the Board of Trustees of Western Piedmont Community College establish, support and maintain an Associate Degree Nursing Program. The motion, seconded by L. Clement Hahn, was approved uanimously.

President Stallworth presented a letter from Mr. M. S. Parham, Superintendent of Schools, stating that the Board of Education of Morganton City Schools would lease the Central School Facility to the College on a year-to-year basis through June, 1969 provided that it was not necessary to trade or sell this property for the benefit of the City Schools. The Board of Education would provide Western Piedmont a year's notice if this should become necessary.

There being no further business, the meeting was adjourned.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary

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MINUTES OF SPECIAL CALLED MEETING

OF THE

BOARD OF TRUSTEES ON MAY 16, 1966

A special meeting of the Board of Trustees of Western Piedmont Community College was held on May 16, 1966 at 5:00 P. M. at the College.

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

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

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

As copies of the minutes of the meeting of April 13, 1966 had previously been distributed to the members, Mr. Spencer moved that the reading of those minutes be dispensed with and that they be approved as written. Mr. Dameron seconded the motion and it was carried unanimously.

President Stallworth read the minutes of the Executive Committee meeting of April 18, 1966. Mr. Hill moved, with second by Mr. Spencer, that the Board approve the action taken by the Committee in establishing program priorities, in nominating Mr. William Young for the position of Instructor in in Social Sciences, and in nominating Mrs. Shirley Mueller Whitford for the position of Coordinator of the Programmed Instruction Laboratory. The motion carried unanimously.

At the request of the Chairman, an executive session was called and the following action was taken:

Chairman Phifer stated that in an executive session of the Executive Committee on April 18, the Committee noted that salary schedules for key personnel received and approved by the full Board at its meeting on April 13 showed that the State increment, or merit raise, which would accrue to the position of President Stallworth for fiscal 1966-67 would not be received by him under the schedule he prepared. Instead, it would serve to reduce the supplement from local funds approved for that office and leave the President's salary at the present amount.

Because the Executive Committee felt that the President should be entitled to whatever merit increase the State approves and because holders of other locally supplemented positions would receive the State increase, without either reducing or increasing the amount of local supplement, it was moved by Mr. Patton, seconded by Mr. Moore, that the Executive Committee recommend that the Board of Trustees rescind from its blanket approval given the salary schedule the position of President so that he, too, should receive the merit increase approved by the State, without any reduction in the supplement paid from local funds.

The Executive Committee took cognizance of the Board's action in approving a two-year contract for the President for the period July 1, 1966--June 30, 1968. On motion duly made and seconded and unanimously approved, the Executive Committee suggests that the two-year contract be regarded by the Board as applicable specifically to Dr. Herbert F. Stallworth but that thereafter the Board give serious consideration to the adoption of a one-year contract for the President in the future so that the President shall be appointed annually as are other members of the staff.

Mr. Hill moved, with second by Mr. Hoffmeyer, that the action of the Executive Committee be approved. The motion carried unanimously.

Mr. Patton moved that the local budget for 1966-67, as approved by the Finance Committee on May 9, be approved by the Board. Mr. White seconded the motion and it carried unanimously.

President Stallworth read the minutes of a meeting of the Buildings and Grounds Committee held on May 13 concerning the second round of construction which would consist of three buildings with the following order of priority: a Technical-Vocational Shop, Lab and Classroom Building; a Classroom-College Center-Administration Building; and a Classroom and Laboratory Building. Mr. Moore moved, with second by Mr. White, that the recommendations of the Committee be adopted. This was unanimously approved.

President Stallworth reported on delivery of working drawings to Mr. Bourne on May 9, 1966. Mr. Bourne indicated that he would give a review of the plans in four weeks.

Chairman Phifer called on Mr. Hill for a report of his committee on power rate studies. Mr. Hill gave a full explanation of his conversations with City officials and Duke Power Company representatives, and moved that the Trustees refer the present rate schedules of Duke Power and the City of Morganton to the architect and his heating specialist, have them evaluate the schedules, and make a professional recommendation to the Board as to which would best serve the interests of the College. The Board could then decide on the matter. Mr. White seconded the motion, and it was approved unanimously.

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President Stallworth read the minutes of the Finance Committee meeting of May 9, 1966. With reference to the Work Study Program, Mr. Moore moved, with second by Mr. Patton, that the use of $3,000 in local funds be approved in order to take advantage of the Work Study Program grant. The vote was unanimous, with the stipulation that the action in no way changed the general view of the Board that local funds should be spent for maintenance and upkeep p;imarily, and the further stipulation that the action would apply only for one year. Mr. Hoffmeyer reported that his institution would be able to furnish the matching rate in order to generate approximately $7,500 of grant funds in a cooperative venture between the College and the Deaf School to obtain use of College students for work on grounds at the School this summer. Mr. Hill moved, with second by Mr. Patton, that this arrangement be approved. The vote was unanimous. It was suggested that similar arrangements might be made with Western Carolina Center, Broughton Hospital, and the City and County schools.

The Board approved the action of the Finance Committee in connection with the establishment of a foundation for the College, and the Committee's choice of Mr. Dameron to investigate and make a proposal to the Board on this matter. Mr. Dameron asked for discussion on the general purposes and limitations of such a foundation.

The following amendment of the By-Laws was proposed and distributed to the Trustees for consideration and action at the next meeting:

Motion to amend Article VI. Western Piedmont Community College, Section 5. Personnel, by adding the following paragraph:

When the President, a member of the faculty, or other member of the professional staff of the College shall have been appointed, the Secretary of the Trustees in the first case and the President of the College in all other cases shall write the aforesaid person a letter notifying him of his election, advising him of his salary and of the term of his office, and providing him with duplicate copies of an appropriate letter agreement, setting forth the responsibilities assured by both parties. The agreement shall be signed for the College by the person designated to give notice of the election. One copy shall be signed by the person elected and returned to the College for inclusion in its permanent files. The Agreement shall include an indication that the person concerned has been elected to said office subject to the By-Laws, policies, rules and regulations of the Trustees, and applicable State laws and State Board of Education policies, rules and regulations. The agreement should further include an indication that the person, in accepting the office, approves and undertakes to

promote the purposes of the College as stated in the By-Laws and policies of the Trustees.

There being no further business, the meeting adjourned.

Ben E. Hoffmeyer, Secretary

MINUTES OF REGULAR MEETING OF

JULY 12, 1966

The Board of Trustees of Western Piedmont Community College held its regular quarterly meeting at 7:30 P. M., on Tuesday, July 12, 1966 at the College.

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

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

I. Consideration and Disposition of the Minutes of May 16, 1966

As copies of the minutes of the meeting of May 16, 1966 had previously been distributed to the members, Mr. Patton moved that the reading of those minutes be dispensed with and that they be approved as written. Mr. Spencer seconded the motion and it was approved unanimously.

II. Report of the Meetings of the Executive Committee

The Executive Committee submitted to the Board a list of approved faculty members and non-teaching professional staff members for Board election.

The names recommended were as follows:

College Parallel

Olson, Joseph L.	Chairman of Social Sciences-Humanities
Clark, Larry R.	Instructor of Social Sciences
Owens, Richard G.	Instructor of Social Sciences
Sample, Roger L.	Instructor of Social Sciences
Medders, William K.	Instructor of Humanities
Semkow, Jules L.	Instructor of Humanities
Egner, Robert E.	Instructor of Humanities

Whalen, Donald W.	Chairman of Natural Sciences-Mathematics
Eller, Catherine M.	Instructor of Natural Sciences
Harbison, Ruby D.	Instructor of Natural Sciences
Huss, Jack H.	Instructor of Natural Sciences
Eller, Tommy O.	Instructor of Mathematics
Champion, Ural R.	Instructor of Mathematics

Technical-Vocational

Cates, James B.	Instructor in Business
Parton, Glenda L.	Instructor in Business
Floyd, Myrtle L.	Chairman of Nursing
Hutchins, Paul	Chairman of Business
Pool, Nelda W.	Related Subjects Instructor
(Instructor, full-time)	Instructor in Nursing
(Instructor, full-time)	Instructor in Nursing
Brown, Donald V.	Instructor in Drafting
Sample, Geraldine T.	Related Math/Physics
Smith, Shirley A.	Instructor in Auto Mechanics

Non-Teaching Staff

Head, Carmen Hope	Assistant Librarian
Reynolds, Bradford J.	Director of Evening and Extension Programs
Moore, Nancy R.	Counselor-Psychometrist

Unfilled Positions

Admissions-Registration Counselor
Superintendent of Buildings and Grounds
Two additional secretaries

Mr. Spencer moved that the personnel recommended by the Executive Committee be elected. Mr. Dameron seconded the motion and it was approved unanimously.

President Stallworth recommended to the Board that Mr. Robert E. Egner be offered $9,096.00 as instructor of Humanities. Dr. Stallworth informed the Board of the fact that Mr. Egner would be making a financial sacrifice to come and that Mr. Egner's coming was somewhat contingent on employment for his wife in the community. Dr. Stallworth also recommended that Mr. Egner's pay begin as of July 1 and that his salary for the month of July be paid from local funds.

The Board expressed their deep interest in doing all possible in securing employment for Mrs. Egner and directed the President to convey this feeling to Mrs. Egner.

Mr. Moore moved that Mr. Egner be offered $9,096.00 and that his pay for July be from local funds. Mr. White seconded the motion and it was approved unanimously.

III. Report of the Committee on Buildings and Grounds

Mr. Carr, chairman, informed the Board of a joint meeting that his committee had with Mr. Bourne from the Department of Property Control and representatives from A. G. Odell Architects on June 13. Mr. Carr brought out the fact that the Department of Property Control had done a thorough job of reviewing the plans and had made numerous changes, many of which were advantageous. He brought out that the major and most significant disagreement between the architect and Mr. Bourne was in the all-electric heating and cooling system designed by the architect. Mr. Bourne refused to approve the all-electric system and suggested as an alternate a gas-fired heating system and unit cooling system.

Mr. Carr stated that after hearing two sides of the question by experts, it was the recommendation of the Building Committee to direct the architect to let alternate bids for electric and gas heating and cooling systems.

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Mr. Patton moved, with second by Mr. Hahn, that the recommendation of the Building Committee be approved. The motion carried unanimously.

Mr. Carr informed the Board concerning the increase in the construction budget due to rising building costs.

IV. Finance

A. Consideration of Policy on President's Fund

Dr. Stallworth submitted to the Board the following policy proposal concerning the profits earned from the college store and vending services.

The earnings from auxiliary enterprises such as the college store and vending machines shall be deposited in the Western Piedmont Community College Special Fund. An account in the Special Fund will be established for the control of receipts and disbursements of funds from each source of revenue.

The President is authorized to approve expenditures from such accounts at his discretion for such purposes as the following:

Student receptions and other affairs of student groups as are related to the life of the College; flowers for staff members; greeting cards; special student or staff travel expenses; special items of equipment; refreshments for staff and student affairs; plaques and other objects of recognition for students and staff in special cases; honoraria for speakers or other persons brought to the campus for the benefit of the College; and other similar purposes which the President shall judge to be in the interests of the College.

It was moved by Mr. Dameron and seconded by Mr. Spencer that the Board approve the policy as presented. The motion carried unanimously.

V. Other Business

A. Report of Committee for Establishment of a Foundation

Mr. Dameron, chairman, informed the Board that only preliminary work had been done and that there was nothing significant to report.

B. Report on Staffing

Dr. Stallworth brought the Board up to date on the

staffing. The report was most gratifying in that nearly all the teaching position were filled. The Board complimented Dr. Stallworth on the success of filling the positions.

C. Report on Student Application

Dr. Stallworth reported that as of July 12 there were 302 paid applications on file. He estimated that enrollments in college parallel for the Fall Quarter would be 372, and for the technical program would be 174 for a total of 546.

There being no further business, the meeting was adjourned.

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Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary to the Board of Trustees

MINUTES OF ANNUAL MEETING OF

OCTOBER 11, 1966

The Board of Trustees of Western Piedmont Community College held its Annual Meeting on Tuesday, October 11, 1966 at 7:30 P. M. at the College.

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

Members absent: Mr. Thad M. Poteat
Mr. E. P. Dameron

Others present: Dr. Herbert F. Stallworth, President
Mr. Livingston Vernon, County Attorney
Miss Betty Claywell, Clerk

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

On motion of Mr. Spencer, seconded by Mr. Moore, the Minutes of the meeting of July 12, 1966, previously circularized to the members and the State budget, also previously distributed, were unanimously approved.

President Stallworth read the Minutes of the Executive Committee of July 29, 1966. Mr. White moved that the actions taken by the Committee be approved. Mr. Hoffmeyer seconded the motion and it was carried unanimously.

President Stallworth read the Minutes of the Executive Committee meeting of September 16, 1966. Mr. Moore moved, with second by Mr. Hill, that the actions of the Committee be approved. The motion carried unanimously.

The President read the Minutes of the meeting of the Committee on Buildings and Grounds held on September 13, 1966. On motion of Mr. Patton, seconded by Mr. Moore, the actions of the Committee were approved.

The Minutes of the meeting of the Building and Grounds Committee, held on October 5, 1966, were read by the President. Chairman Carr reported on the Committee meeting held just prior to the Annual Meeting at which time the Committee voted to recommend to the Board adoption of the following resolution:

"BE IT RESOLVED that the Board of Trustees of Western Piedmont Community College approve the award of construction contracts to the low bidders as follows:

1. GENERAL CONSTRUCTION - Base Bid No. 2
(September 13, 1966) Laxton Construction Co. $1,026,200.00

2.	PLUMBING - Base Bid No. 2 (September 13, 1966) Tompkins-Johnston Co., Inc.	$ 88,915.00
3.	MECHANICAL - Base Bid No. 1 (October 5, 1966) Shanklin Heating & Air Cond. Co.	339,000.00
4.	ELECTRICAL - Base Bid No. 2 (September 13, 1966) Sigmon Electrical Co.	160,385.00
5.	ELEVATOR - Base Bid No. 1 (September 13, 1966) Westbrook Elevator Mfg. Co., Inc.	26,128.00
	TOTAL OF ALL LOW BIDS	$1,640,628.00
	Construction Contingency	69,372.00
	TOTAL ALLOCATED FOR PROJECT CONSTRUCTION	$1,710,000.00

BE IT RESOLVED further that the above approval of award of contracts be contingent upon the receipt of concurrence of the Department of Administration of the State of North Carolina and the Office of Housing and Urban Development;

BE IT RESOLVED further that the low bidders be notified of the intent of the Board of Trustees of Western Piedmont Community College to award bids as indicated above;

BE IT RESOLVED further that as soon as verbal concurrence is received from the approving agencies named above that notice to proceed be issued to the contractors."

On motion of Mr. Patton, seconded by Mr. Hill, the resolution was unanimously adopted.

President Stallworth brought up the matter of the kind and extent of groundbreaking exercises the Board would wish to hold. Chairman Phifer suggested that the committee appointed on November 2, 1965, consisting of Mr. Moore and Mr. Hahn, work with President Stallworth to design a simple groundbreaking program. The Board agreed.

President Stallworth announced that a pre-construction conference would be held in about two weeks with the Division of Property Control and the Department of Housing and Urban Development. Aftern this conference, we will be better able to determine the approximate time for groundbreaking.

President Stallworth announced that he would be going to Raleigh on October 12 for a Higher Education Facilities Act planning session with the Presidents of the institutions under the Community College system to determine whether or not Western Piedmont will be awarded an additional $155,000.00.

The President furnished members with a report of enrollment showing 421 full-time equivalent students.

The President provided members with information on results on the Southern Regional Education Board conference on the subject of the preparation of "middle level" mental health workers. Mr. Hoffmeyer moved that the following resolution be adopted:

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"BE IT RESOLVED that Western Piedmont Community College cooperate with the Department of Community Colleges in the establishment of an experimental two-year program designed to prepare middle-level mental health workers for employment in a wide range of mental health and mental health-related positions."

Mr. Hill seconded the motion, and the resolution was unanimously adopted.

The President had previously informed the members regarding the prospect of the formation of an organization to establish an Eastern Appalachian Regional Health Center in this area. After brief discussion, Mr. Spencer moved, with second by Mr. White, that the Trustees be recorded as approving the following statement:

> It is the desire of the Trustees that Western Piedmont Community College participate in all appropriate ways in the effort to secure and operate the Eastern Appalachian Regional Health Center.

Mr. Moore gave a report on the progress of the Trustees' Organization. He stated that a special committee meeting was held on Friday, October 7, at Guilford Technical Institute to approve the final draft of the organization. As soon as the draft has been distributed, a general meeting will be called to get the organization operational. He advised that the Board would be called upon to designate a delegate to this meeting to serve as a member of the council which will select the Executive Committee. Mr. Hahn moved that the Board go on record as supporting the organization and that Chairman Phifer be authorized to select a delegate to the meeting. Mr. Hill seconded the motion and it was unanimously carried. Chairman Phifer named Mr. Moore to represent Western Piedmont.

Mr. White proposed that the By-Laws be amended by the substitution of the following language for the language now included under Article VI, Section 7:

> The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees and diplomas awarded in recognition of the completion of curriculum programs, and to all certificates awarded in recognition of the completion of Special Extension programs. Special Extension programs shall be understood to include programs in Supervisory Development Training, Police Training, Fire Service Training, and Hospitality Training, and other such programs as may be added from time to time. The signatures of the Director of Adult Education and Community Services and the President shall be affixed to certificates awarded in recognition of completion of all other General Adult, Basic Adult, and Extension Short Courses.

Mr. Patton proposed amendment of Article VI. Western Piedmont Community College, Section 5. Personnel, by adding the following paragraph:

> When the President, a member of the faculty, or other member of the professional staff of the College shall have been appointed, the Secretary of the Trustees in the first case and the President of the College in all other cases shall write the aforesaid person a letter notifying him of his election, advising him of his salary and of the term of his office, and providing him with duplicate copies of an appropriate letter agreement, setting forth the responsibilities assured by both parties. The agreement shall be signed for the College by the

person designated to give notice of the election. One copy shall be signed by the person elected and returned to the College for inclusion in its permanent files. The Agreement shall include an indication that the person concerned has been elected to said office subject to the By-Laws; policies, rules and regulations of the Trustees; and applicable State laws and State Board of Education policies, rules and regulations. The agreement should further include an indication that the person, in accepting the office, approves and undertakes to promote the purposes of the College as stated in the By-Laws and policies of the Trustees.

President Stallworth briefed the Board on proposed salary recommendations to the Advisory Budget Commission, and stated that the Presidents wished to recommend that the salary proposals be revised.

President Stallworth brought to the attention of the Board for its consideration the matter of inauguration of the College President. He stated that if the Board wished to hold formal ceremonies it might be valuable due to the fact that it would generate interest. Mr. Hill pointed out the value to the faculty. Mr. Patton asked if it would be inappropriate to wait until completion of the new buildings. Chairman Phifer asked if it would be agreeable to the Board to ask Dr. Stallworth to look into this in more detail and determine the time and nature of the event that would be appropriate to the College. Mr. Hill moved that planning for the installation of the President this Fall be effected, Mr. Spencer seconded, and the motion carried unanimously. It was agreed that Dr. Phifer, Mr. Moore, and Dr. Stallworth would serve as a committee on the matter.

At the request of the Chairman, an executive session was called and the following action was taken:

Mr. Patton moved, with second by Dr. Walton, that all present officers of the Board be re-elected. The motion carried unanimously.

Mr. Spencer moved that the Board commend President Stallworth and his administrative staff on the excellent college program design and further commend them on the efficient manner in which the College was set in operation. Mr. Hill seconded the motion and it carried unanimously.

There being no further business, the meeting adjourned.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary to the
Board of Trustees

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MINUTES OF THE CALLED MEETING

OF DECEMBER 3, 1966

The Board of Trustees met at 10:00 A. M. on Saturday, December 3, 1966, at the College.

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. W. Stanley Moore, Vice-Chairman
Mr. Ben E. Hoffmeyer, Secretary
Reverend L. Clement Hahn
Mr. Thad M. Poteat
Mr. E. P. Dameron
Mr. G. Maurice Hill
Mr. Eugene M. White
Mr. Frank C. Patton

Members absent: Mr. Earl M. Spencer
Mr. Robert P. Carr
Dr. C. L. Walton

Others present: Dr. Herbert F. Stallworth, President

The meeting was called to order by Chairman Phifer who stated that the single purpose of the meeting was to consider a report of the Committee on Buildings and Grounds relating to the purchase of electric power. Chairman Phifer then called upon the Committee on Buildings and Grounds to make its report. Mr. Hoffmeyer made the following report and motion. Mr. Moore seconded the motion.

"The Committee wishes that I first read a brief statement in explanation of our forthcoming recommendations. First, the Architect has, as requested by the Trustees, through his heating specialist, made a comparison of the applicable electric rate systems of the City of Morganton and the Duke Power Company, and the Architect has reported to the Committee on Buildings and Grounds that, from the point of view of economics alone, there is little basis for a choice between the two sources. Now the Committee wishes to state at the onset that it is fully aware of the interest shown by the Duke Power Company in the College in the beginning and it is also just as aware that it will be to the advantage of the College to stand in the good graces of this corporation.

The recommendations of the Committee on Buildings and Grounds are based upon a variety of considerations. The City of Morganton has, through its government, also shown a high degree of interest in the College from the beginning. You will recall that rent-free space and services were provided for the College operation during its first year. The City contributed labor and equipment for the preparation of parking spaces at Central School. In addition, the City furnished engineering services for the laying out of the entrance road at the permanent site, checked elevations for the State Highway Department at the time of the grading of the road, and re-established a permanent monument at the completion of the grading of the road. The City has made special trash pickups when requested to do so. As a matter of fact, all requests for assistance by the College have been granted by the City. Furthermore, as of this date, more than twenty-five per cent of the ad valorem tax base of the county is accounted for by the City of Morganton and therefore a significant portion of the construction and operations revenue of the College is provided by the City.

At the last meeting of the Committee on Buildings and Grounds it was unanimously agreed to ask the City Board to state its attitude toward the College with regard to a variety of auxiliary services. Out of this request came the following resolution from the City.

RESOLUTION RELATIVE TO THE PROVIDING OF CERTAIN MUNICIPAL SERVICES TO THE WESTERN PIEDMONT COMMUNITY COLLEGE

WHEREAS, Western Piedmont Community College, a State-supported institution of higher education, has awarded construction contracts to build a facility

in Burke County, adjacent to the City of Morganton; and

WHEREAS, the City of Morganton is very much involved and interested in the welfare and well being of this educational institution;

NOW, THEREFORE, BE IT RESOLVED that the City of Morganton does hereby offer to provide the following municipal services to the Western Piedmont Community College as stipulated:

1. The City agrees to furnish electrical current to Western Piedmont Community College in accordance with Schedule G. of the Duke Power Company, this being the schedule which Duke offers to its institutional customers. The City agrees to provide electrical service which shall be equal to or greater than the electrical service of any other vendor in the area.

2. The City agrees that the location of power lines on the campus of Western Piedmont Community College shall be subject to the approval of the Buildings and Grounds Committee.

3. The City of Morganton agrees to provide water and sewer service and fire protection to the Western Piedmont Community College under the same conditions that it would provide these services to any other customer outside the city limits.

4. The City of Morganton agrees to provide refuse collection service to Western Piedmont Community College provided the College containerizes its refuse. It is further provided, however, that this service shall be paid for on a negotiated basis since the City of Morganton does not normally provide garbage collection service outside the City.

5. The City of Morganton agrees to provide street lighting for the main entrance road on a negotiated basis, and

BE IT FURTHER RESOLVED that the City Council of the City of Morganton does extend some services to the Western Piedmont Community College that are not normally extended to individuals or firms outside the corporate limits due to the public nature of this institution and the benefit which it brings to the City of Morganton.

Adopted this 21st day of November, 1966.

s/ Ben S. Whisnant
Mayor

ATTEST:
s/ Cyrus L. Brooks
City Manager

With all these factors in mind the Committee on Buildings and Grounds, with Mr. Carr abstaining, unanimously recommends to the Board that electric power be purchased from the City of Morganton and I so move."

After discussion of the motion Mr. Hill offered a substitute motion, seconded by Mr. Patton, to the effect that the Board accept the City's offer of water and sewerage service; that the Board not accept the City's offer of garbage pickup service on any basis other than that upon which any other user similarly situated would receive such service; and that the Board purchase electric power from the Duke Power Company. There was discussion of this motion.

Mr. Poteat asked Mr. Hoffmeyer to read the comparative cost figures which the Committee on Buildings and Grounds had received from the Architect. Mr. Hoffmeyer read the comparison between rate schedule "G" of the Duke Power

Company and rate schedule P-1 of the City of Morganton. Mr. Hill asked if the City's rate schedule P-1 was before the Board for consideration. Mr. Hoffmeyer stated that it was not since the City Council's resolution of November 21, 1966, contained a reference to rate schedule "G" of the Duke Power Company only.

After further discussion Chairman Phifer vacated the chair in order to take the floor and asked Vice-Chairman Moore to preside temporarily. The Chairman related the history of the discussions and investigations relating to the problem of selecting a vendor of electric power. He reported, among other things, that Mr. Cyrus Brooks, City Manager, had indicated to him that Mr. Brooks would favor the establishment of a special rate for the college next Spring and that Mr. Brooks indicated that he felt the City Council would look with favor upon the idea of a special rate for the college.

After extended discussion, it was agreed that the Committee on Buildings and Grounds would discuss the City's rate P-1 with City officials to determine if the City will offer rate P-1 to the college. Mr. Patton suggested that it would be desirable to have such an offer in writing.

After extended discussion, Mr. Patton moved, with second by Mr. Moore, that the meeting be recessed until the total Board is able to convene for the purpose of resolving the problem. The motion was carried unanimously and the meeting was recessed at 11:40 A. M.

Ben E. Hoffmeyer

Ben E. Hoffmeyer, Secretary to the
Board of Trustees