MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, JANUARY 14, 1975

Members present: Mr. W. Stanley Moore, Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. William Fulton
Mr. John H. Carson
Mr. J. Ray Childers
Mr. Thad M. Poteat
Mr. Noah O. Pitts, Jr.

Members absent: Mr. D. Holman Sigmon
Mr. E. P. Dameron
Mr. Robert P. Carr
Mr. C. Sam Brinkley
Mr. Johnny R. Clark

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mr. David Lieberman, Chairman, Faculty Senate
Miss Marta Grady, President, Student Government Association
Mr. Jack Copeland, Odell Associates
Mr. Gary Williams, Odell Associates
Mr. Roy Johnson, Odell Associates

Chairman Moore convened the meeting at 8:05 p. m., and apologized for the late start, since the meeting had been called for 7:30 p. m.

Mr. Childers presented the recommendation of the Buildings and Grounds Committee concerning the location of the Student Instructional and Services Building, and asked Mr. Williams to review the proposal and to answer any questions posed. After this explanation and discussion, Mr. Childers moved that the general area for the location of the Student Instructional and Services Building as recommended by the architect be approved. Mr. Carson and Mr. Poteat seconded, and Board approval was unanimous.

Further discussion of the Master Plan followed, with detailed questions and answers. As a result, Dr. Phifer moved that the Board accept the basic concepts of the plan, subject to later and final approval of the exact location, orientation, and design of each subsequent building to be constructed. After Mr. Poteat's second to this motion, Board approval occurred without dissent.

Dr. Blank informed the Board that the State Department of Property and Construction had changed its review policy, and is now concentrating its attention at earlier design stages, rather than at the working drawing stage. This requires a change in the contract arrangements with the Architect. A

CCD319

discussion followed in regard to the extent of detailed planning that should be done at the master plan stage on buildings which will follow completion of the Student Instructional and Services Building. By consensus, it was agreed that schematic drawings of later buildings would not be prepared as part of the master plan, and that the Architect will calculate the cost of master planning to date, and bill the College for that service. Dr. Phifer moved, and Mr. Carson seconded, that no schematic drawings for buildings beyond the Student Instructional and Services Building be prepared at this time. The motion received unanimous approval.

Dr. Blank announced that the winter quarterly meeting of the Board will occur on January 21, with State President Ben Fountain as a guest, and that the hearing committee in the matter of Hazel Ballou had been appointed by Chairman Moore, consisting of Mr. Poteat, Chairman; Mr. Carr; and Mr. Sigmon. Chairman Poteat has established the time of the hearing to be 4:30 p. m., January 23, 1975, in Room E-111 of the College. He further announced that the Board of Trustees of Western Piedmont Community College, Caldwell Community College and Technical Institute, Wilkes Community College, and Mayland Technical Institute had planned a meeting with the state legislators of the districts in which the institutions are located. This meeting will be held on February 15, 1975, at 11:00 a. m. at the Cedar Rock Country Club in Lenoir.

There being no further business, the meeting adjourned at 9:05 p. m.

E. W. Phifer, Jr., M. D.
Secretary

W. Stanley Moore
Chairman

H. D. Moretz
Recorder

CCD319

MINUTES OF THE QUARTERLY MEETING OF THE
BOARD OF TRUSTEES OF
WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, JANUARY 21, 1975

Members present: Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice Chairman
Mr. John H. Carson
Mr. C. Sam Brinkley
Mr. Johnny R. Clark
Mr. J. Ray Childers
Mr. Thad M. Poteat
Mr. D. Holman Sigmon
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

Members absent: Dr. E. W. Phifer, Jr.
Mr. E. P. Dameron

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mr. David Lieberman, Chairman of the Faculty Senate
Miss Marta Grady, President of the Student Government Association
Dr. Ben E. Fountain, Jr., President, North Carolina Department of Community Colleges
Mr. Hugh Battle, Associate Vice-President, North Carolina Department of Community Colleges

The quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order on Tuesday evening, January 21, 1975, at 7:30 p. m. by Chairman Moore. Chairman Moore asked Mr. Poteat to open the meeting with prayer.

Chairman Moore extended a special welcome to Dr. Ben Fountain, President of the North Carolina Department of Community Colleges, and Mr. Hugh Battle, Associate Vice-President of the North Carolina Department of Community Colleges.

Also welcomed were Mr. David Lieberman, Chairman of the Western Piedmont Community College Faculty Senate, and Miss Marta Grady, President of the Western Piedmont Community College Student Government Association. It was suggested, in Executive Session of the Board of Trustees at its annual meeting on October 22, 1974, that these two representatives be asked to sit in on meetings of the Board.

By consensus, the minutes of the annual meeting of the Board on October 22, 1974, and the special called meeting on October 31, 1974, were approved.

By request of the Chair, Dr. Blank summarized the meetings of the Board of Trustees since the last quarterly meeting on October 22, 1974:

Meeting of the Buildings and Grounds Committee on October 31, 1974.

I. Mr. Clark of Unifour Designs presented his plans for the Emergency Services Training area.

II. The appropriateness of siting the facility on the main College campus was questioned.

III. The question of proceeding with construction of the Emergency Services Training facility was referred to the full Board without specific recommendations from the Buildings and Grounds Committee.

Special Called Meeting of the Board of Trustees on October 31, 1974.

I. It was decided that various College staff and trustees would visit Wilson County Technical Institute to interview people there regarding appearance, smoke, and noise in conjunction with the Fire Training program and also take pictures of the training ground in use and bring them back to the Board.

II. Mr. Autry was asked to consult Burke County regarding other possible sites in the event the Board decides to put the Emergency Training Facility off-campus.

III. Mr. Clark with Unifour Designs was asked to consult with the Environmental Protection Agency in Atlanta to determine what pollution control regulations of that agency apply to training facilities of the type being considered.

Meeting of the Executive Committee on November 14, 1974.

I. The following personnel appointments were approved:
   a. Mr. Robert Small as Assistant Business Manager
   b. Miss Mary Crowell Edwards as Instructor in Medical Laboratory Technology
   c. Mr. Roger D. Sharpe as Instructor in Corrections
   d. Mr. James Rowland as Instructor/Coordinator in Fire Science

II. Mr. Moore informed the committee that Mr. Livingston Vernon would have to terminate his services as attorney for the College since he had been elected to a District Judgeship. The Committee decided to offer appointment as College Attorney to Mr. John H. McMurray and asked Chairman Moore and Dr. Blank to pursue the matter with Mr. McMurray.

Meeting of the Buildings and Grounds Committee on November 19, 1974.

I. The Committee heard comments from those who attended and observed the fire training exercises at Wilson Technical Institute, and received the November 19 memorandum from Richard Greene, Director of Continuing Education at Western Piedmont Community College, concerning the elimination of the Fire Services Training component from the proposed extension facility.

II. The Committee agreed to defer action on the extension facility for the time being.

III. The Committee authorized Odell Associates to proceed with plans to design and construct the Student Services Facility as the first building to be constructed in Phase V and to continue with further master plan development.

Meeting of the Executive Committee on December 4, 1974.

I. The purpose of this meeting was to brief the committee on the status of the reduction in instructional faculty necessitated by the reduced position allottment made to Western Piedmont Community College by the Department of Community Colleges for the fiscal year 1974-75.

II. A detailed review of the process used in determining that the positions occupied by Mrs. Hazel Ballou and Dr. Walter Nicaise would be terminated effective May 31, 1975, was given.

Meeting of the Buildings and Grounds Committee on December 10, 1974.

I. It was agreed that the Committee would refer the question of further action on the Continuing Education facility to the full Board, with detailed information on the programs to be carried out in the proposed building to be furnished to the Board.

II. Payment of Mr. Clark for the work already done by his firm was authorized.

III. Administration was authorized to contract for a new topographical survey of the entire campus.

IV. The College was authorized to have a detailed, accurate and complete model of the entire 130 acre campus procured.

Meeting of the Buildings and Grounds Committee on January 9, 1975.

I. It was agreed that the general area for the location of the Student Services Building as recommended by the Architect be approved by the Buildings and Grounds Committee for recommendation to the full Board of Trustees.

Special Called Meeting of the Board of Trustees on January 14, 1975.

I. The Board approved the general area for the location of the Student Instructional and Services Building as recommended by the Architect.

II. The Board accepted the basic concepts of the master plan, subject to later and final approval of the exact location, orientation, and design of each subsequent building to be constructed.

III. Dr. Blank informed the Board that the State Department of Property and Construction has changed its review policy, and is now concentrating its attention at earlier design stages, rather than at the working drawing stage. This requires a change in the contract arrangement with the architect.

IV. It was agreed that schematic drawings of later buildings would not be prepared as part of the master plan, and that the architect will calculate the cost of master planning to date, and bill the College for that service.

V. It was also agreed that no schematic drawings for buildings beyond the Student Instructional and Services Building would be prepared at this time.

CCD319

Chairman Moore called for a report from the Finance Committee. Because of Mr. Dameron's absence, Chairman Moore asked Dr. Blank to report on a projected deficit which had been discussed with Mr. Dameron and Mr. Moore. Dr. Blank reported that the fossil fuel cost increase, increases in insurance, telephone service, and other inflationary cost rises, the College projected a $16,000 deficit for the year. The College has contacted Dr. Robert Cantine, County Manager, and plans to pursue this matter with the County Commissioners. Mr. Autry added that several measures have been taken to reduce costs--parking light cut-offs, a reduction in the heating system levels, and efforts to cut telephone costs to a minimum.

Mr. Childers reported, by request of the Chair, that the Fire Services Training Facility will not be located on the College campus. Mr. Autry has contacted Dr. Robert Cantine, County Manager, regarding other possible locations. Discussion followed.

Chairman Moore called for the report from the President. Dr. Blank reported that the curriculum enrollment of 1,387 for the current 1974-75 winter quarter compares with the 1973-74 winter quarter enrollment of 1,188--a 16.8 percent gain over last year. The fall 1974 enrollment of 1,509 was compared with the winter quarter 1974-75 enrollment of 1,387. The Continuing Education enrollment continues its brisk pace, with quarterly enrollments estimated at 3,000 by the end of the current 1974-75 winter quarter. Dr. Fountain stated that a decline in enrollment within the college transfer area has been fairly typical within the system. Four-year institutions are recruiting more than they use to and students are realizing the need for more skills in their jobs. As long as the occupational divisions are increasing, there is no need for concern.

Local and State Budgets were then distributed and discussion followed.

Dr. Blank reminded the trustees that Chairman Moore had appointed a Hearing Committee--Mr. Thad Poteat, Chairman; Mr. Holman Sigmon; and Mr. Robert Carr--regarding the matter of Mrs. Hazel Ballou's position being terminated. This committee will hear the case on Thursday, January 23, and will then submit its recommendations to the Board of Trustees.

Dr. Blank also reminded the trustees of the joint legislator-trustee meeting to be held at Cedar Rock Country Club on Saturday morning, February 15, 1975. The meeting will involve trustees from Western Piedmont Community College, Caldwell Community College and Technical Institute, Wilkes Community College and Mayland Technical Institute and legislative representatives from the areas served by these institutions. The purpose of the meeting is to discuss budgetary needs of the community colleges.

There being no new business to bring before the trustees, Chairman Moore asked Dr. Ben Fountain and Mr. Hugh Battle to speak to the trustees. Dr. Fountain and Mr. Battle conducted a discussion on the status of the community college system, relationships between institutional activities and statewide activities and legislative and budgetary matters.

The meeting was adjourned at 9:15 p. m.

CCD319

E. W. Phifer, Jr., M. D.
Secretary

W. Stanley Moore
Chairman

(Mrs.) Mickie Jones
Recording Secretary

MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON THURSDAY, MARCH 13, 1975

Members present: Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. C. Sam Brinkley
Mr. John H. Carson
Mr. J. Ray Childers
Mr. Johnny R. Clark
Mr. E. P. Dameron
Mr. William Fulton
Mr. Noah O. Pitts, Jr.
Mr. Thad M. Poteat

Members absent: Mr. D. Holman Sigmon

Others present: Mr. John H. McMurray, College Attorney

CCD319

A special called meeting of the Board of Trustees was held at 4:30 p. m. March 13, 1975, to review the report of the committee of the Board of Trustees heretofore appointed to hear and consider the appeal of Mrs. Hazel Ballou who had been informed of the termination of her position.

Chairman Moore opened the meeting by calling for two non-agenda items.

Mrs. Mickie Jones informed the Board members, by request of Dr. Blank, that a special called meeting of the Board for the purpose of architectural review of the student services facility would be needed on Thursday, March 20; Friday, March 21; Monday, March 24; or Tuesday, March 25. Through discussion, it was decided that Tuesday, March 25, at 4:00 p. m. would be the best meeting time.

Mr. Robert Carr reported that Mr. Doan Ogden, landscape architect from Asheville, had met with him, Miss Eunice Ervin and a number of faculty and staff to discuss the siting of the horse sculpture. As suggested by Mr. Ogden, the Siting Committee recommended that the horse sculpture be situated so that it will be visible both from the nature trail and the entrance street and be placed on a bronze colored concrete pad. Mr. Sam Brinkley moved to approve the recommendation, Mr. Pitts seconded, and the motion carried.

Chairman Stanley Moore presented the written report of the Hearing Committee which was dated February 28, 1975, and signed by the members of the Committee:

The Trustee Hearing Committee on January 23, 1975 conducted a hearing to consider the appeal of Ms. Hazel Ballou who had been informed that her position was being terminated at Western Piedmont Community College.

The Committee concurred that, to the best of their knowledge, an Emergent Financial Condition exists in that the state reduced funds for instructors from 53½ positions to 51½ positions; whereby, 2 instructional positions must be terminated.

One of these positions was in the English/Humanities Department in which Ms. Ballou is a member. A criteria and procedure for reduction was instituted by the administration. To the best of our knowledge, the Department of English/Humanities acted in their best judgment based on this criteria in the de-selection of Ms. Ballou.

Ms. Ballou charged that Mr. McGalliard (Chairman of the English/Humanities Department) deprived her of her position because of a personal vendetta. It is the committee's belief and judgment that Mr. McGalliard and the Department was not unfair to Ms. Ballou in the deselection.

The Committee met in executive session on February 24 and it is our recommendation that Ms. Ballou's position be terminated as scheduled by the administration; however, if a position becomes available for which Ms. Ballou is qualified we would hope that she be given due consideration.

After a full and lengthy discussion, Mr. William Fulton made a motion that the report of the Hearing Committee be approved. This motion was seconded by Mr. E. P. Dameron. A vote was taken and was unanimously in favor of the recommendation.

Chairman Moore then expressed the appreciation of the Board for the work of this Hearing Committee in working out the necessary procedure of due process in this matter.

The meeting was then adjourned.

E. W. Phifer, Jr., M. D.
Secretary

W. Stanley Moore
Chairman

John H. McMurray, College Attorney
Recorder

MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, MARCH 25, 1975

Trustees present: Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice Chairman
Mr. J. Ray Childers
Mr. Johnny Clark
Mr. Sam Brinkley
Mr. William Fulton
Mr. Noah O. Pitts, Jr.

Trustees absent: Dr. Edward W. Phifer, Jr.
Mr. E. P. Dameron
Mr. Thad M. Poteat
Mr. D. Holman Sigmon
Mr. John H. Carson

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mrs. Nancy R. Moore, Director of Student Services
Mr. Roy Johnson, Architect, Odell Associates
Mr. Gary Williams, Architect, Odell Associates

The meeting was called to order and the Chairman asked Mr. Roy Johnson to present the architects proposal. He did so, touching on the determinants which guided the architects in their planning, and mentioning the criticisms which had been brought out in the earlier meeting between the architects and the College Council and the staff Buildings and Grounds Committee.

An open discussion followed, with much emphasis being placed on the desirability of relocating the proposed Student Services and Instructional Building as far north as possible, the need for a more adequate area for service loading and unloading for both the existing "A" Building and the new building.

Late in the discussion Mr. Carr stated that, based on the general dissatisfaction with the proposed plan, more planning should be done before the Trustees take any action on the proposal.

Dr. Blank reiterated strongly that the college staff and trustees need information in the form of schematics and verbal descriptions well in advance of further scheduled meetings with the architects, and Mr. Johnson stated that the architects needed a smaller group of Trustees and staff to work with in planning changes to the proposal. He further stated that he needed specific directions from the Board as to the outer limits to be adhered

CCD319

to in moving the site of the building farther north, and to where additional money might be found to pay for any extra costs involved.

By consensus, the Board directed Mr. Johnson to restudy the plan with the purpose of moving the building site as far north as possible without disturbing the existing water and gas mains. Chairman Moore also appointed an ad hoc committee from the College consisting of Mr. Carr, Mr. Childers, Dr. Blank, and Mrs. Nancy Moore to go to Charlotte to advise the architects on changes which needed to be made in siting the building as well as in redesigning the internal floor plans and functional arrangements and relationships.

Dr. Blank announced a meeting of the Trustees Association to take place in Raleigh on April 24 and 25. He will mail further information to each trustee.

Chairman Moore noted a quorum of the Trustees Building and Grounds Committee, as well as a quorum of the Board, was present for this meeting.

There being no further business, the meeting was adjourned at 5:56 p. m.

E. W. Phifer, Jr., Secretary

W. Stanley Moore, Chairman

H. D. Moretz, Recorder

MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, APRIL 8, 1975

Members present: Mr. W. Stanley Moore, Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. John H. Carson
Mr. C. Sam Brinkley
Mr. Johnny R. Clark
Mr. J. Ray Childers
Mr. D. Holman Sigmon
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

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

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mrs. Nancy Moore, Director of Student Services
Mr. Roy Johnson, Architect, Odell Associates
Mr. Gary Williams, Architect, Odell Associates
Mr. Jim Reed, Intern, Appalachian State University
Mr. Brock Smith, Intern, Appalachian State University

CCD319

The special called meeting of the Board of Trustees for the purpose of receiving and reacting to the revised plan for schematics for the Student Instructional and Services Facility was called to order at 4:15 p. m. by Chairman Moore.

Mr. Jim Reed and Mr. Brock Smith, interns from Appalachian State University, were welcomed to the meeting by Mr. Moore.

Mr. Moore began the meeting by reporting that House Bill 451, a bill presented by Representative Gilmore and others for the purpose of adding the President of the Student Government Association of community colleges and technical institutes to the Board of Trustees as the thirteenth voting member, had been tabled last night.

At the March 25, 1975 meeting of the Board, an Ad Hoc Committee of Mr. Childers, Mr. Carr, Dr. Blank, and Mrs. Moore was appointed to work with the architects on the plans for the Student Services and Instructional facility. Mr. Moore called on this committee to report to the Board. Mr. Childers, Dr. Blank, and Mrs. Moore stated that they and Mr. Carr worked at length with the architects in Charlotte on April 2, 1975, and felt that they had come up with a good plan for the new facility. Mr. Childers added that he was satisfied with the siting for the building.

After Mr. Roy Johnson and Mr. Gary Williams presented the factors involved in choosing the particular site of the building and presented the

schematics for the facility, Dr. Phifer moved that the plan be approved as presented. Mr. Brinkley seconded the motion and it carried unanimously.

Concern was voiced regarding the time table for the project. Mr. Moore stated that the Ad Hoc Committee, with Mr. Childers having been empowered to speak for the Board, would be able to assist the architects through the Design Development Stage of the project.

Mr. Johnson reported the need to have soil tests made, stating that this is a state requirement. Mr. Brinkley moved that the soil tests be made. Mr. Carson seconded and the motion carried unanimously.

Mr. Moore informed the Board that its next quarterly meeting would be at 7:30 p. m. on Tuesday, April 29. The Board was also reminded of the Community College Trustees Association Second Annual Inservice Workshop to be held in Raleigh on April 24 and 25.

Mr. Moore adjourned the meeting by expressing his appreciation to the members of the Board and especially to the Ad Hoc Committee for their special efforts on this project. The meeting adjourned at 5:32 p. m.

E. W. Phifer, Jr., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

MINUTES OF THE QUARTERLY MEETING
OF THE BOARD OF TRUSTEES OF
WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, APRIL 29, 1975

Members present: Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice-Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. John H. Carson
Mr. C. Sam Brinkley
Mr. Johnny R. Clark
Mr. J. Ray Childers
Mr. Thad M. Poteat
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

Members absent: Mr. E. P. Dameron
Mr. D. Holman Sigmon

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mr. David Lieberman, Chairman, Faculty Senate
Mrs. Mickie Jones, Recording Secretary
Mr. Sam B. Tate, Human Resources Development Coordinator
Mr. Alvin Corpening, Instructor/Recruiter, HRD
Mrs. Mary S. Giles, Instructor/Recruiter, HRD

CCD319

I. Chairman Moore called the April 29, 1975 quarterly meeting of the Board of Trustees to order at 7:30 p. m. in the Library Conference Room and asked Mr. Poteat to open the meeting with prayer.

II. At the request of the Chair, Dr. Blank introduced Mr. Samuel B. Tate, Mr. Alvin Corpening, and Mrs. Mary S. Giles, Western Piedmont Community College staff members who conduct the Human Resources Development Program. They informed the Board that the Human Resources Development Program is designed to aid under-achievers. On this program each student completes an eight week course: basic skills are taught in the first four weeks; social skills are taught the second half of the program. Thirty-four students have graduated thus far. Of these, 50 percent are now employed and 34 percent are working through the General Education Development program. It is the duty of the staff to do a one-month, six-months, and twelve-months follow-up on all graduates.

III. By consensus, the minutes of the prior meetings of the Board of Trustees were approved.

IV. Dr. Blank summarized the meetings held since the last quarterly meeting of the Board of Trustees as follows:

A. Meeting of the Buildings and Grounds Committee on February 6.

1. During discussion of the architectural program for the Student Instructional and Services facility, it was brought out that the food service area probably needed to be increased, that the schedule proposed by the architect did not meet the July 1, 1975 deadline for completion of bid documents as proposed in the original agreement, and that all activities involved in the project needed to move as rapidly as possible.

2. A motion to approve the architectural program as revised, with future changes in the adjustment of spaces to be made as necessary, passed unanimously.

B. Special Called Meeting of the Board of Trustees on March 13.

1. The Horse Sculpture Siting Committee recommended that the horse sculpture be situated as recommended by Mr. Doan Ogden, landscape architect from Asheville. The recommendation was approved by the Board.

2. The Trustees Hearing Committee in the case of Mrs. Hazel Ballou recommended that Mrs. Ballou's position be terminated as scheduled by the administration; however, if a position becomes available for which Mrs. Ballou is qualified the committee would hope that she would be given due consideration. The recommendation received unanimous approval of the Board.

C. Special Called Meeting of the Board of Trustees on March 25.

1. Architects for the Student Instructional and Services Building presented their proposed plan. Based on the dissatisfaction expressed by both the staff and the Board, Mr. Moore appointed an ad hoc committee to advise the architects on changes that needed to be made.

D. Special Called Meeting of the Board of Trustees on April 8.

1. Mr. Moore reported that House Bill 451 had been tabled.

2. The Board heard a report from members of the ad hoc committee appointed to advise the architects. The architects presented the factors involved in choosing the particular site of the building and the schematics for the facility, after which the Board approved the plan as presented.

3. As was requested by the architects and is required by the state, the Board authorized having soil tests made.

E. Meeting of the Executive Committee on April 17.

1. The College was authorized to secure tort liability insurance to the maximum extent that funds will allow.

2. Mr. Alex Huppé, instructor in English/Humanities, was approved for leave without pay for the academic year, 1975-1976.

3. Educational leave with pay was approved for thirteen members of the faculty and staff for summer 1975 subject to administrative approval of the program of study.

V. Mr. Childers, Chairman of the Buildings and Grounds Committee, reported that the requested soil tests had been made at a cost of $1,600. Dr. Blank stated that there will be no problems in locating the Student Instructional and Services facility as planned.

Mr. Childers also reported that he, Dr. Blank, Mrs. Moore and representatives of Odell Associates had presented the plans for the new facility to the County Commissioners on Tuesday, April 22, 1975.

VI. Chairman Moore brought up the matter of tort liability insurance. Mr. Brinkley asked that the desirability of a joint tort liability insurance policy including Western Piedmont Community College, the public schools, and the County Commissioners be considered. During a lengthy discussion which followed, Mr. Clark stated that if a company agreed to write a joint policy, it would be based on the largest liability, thereby increasing the cost. Also, Mr. Autry informed the Board members that there are only three companies that write this type insurance. He has received a bid from one and expects a response from the others.

Mr. Poteat moved that the Board approve the recommendation of the Executive Committee: that the coverage be obtained as soon as possible, that it be the highest comprehensive coverage which the College can afford, and that the business manager be authorized to secure the best coverage possible. Mr. Poteat added that a bid should be received from the other two companies or the College should be advised, in writing, that these two companies cannot offer the College coverage. Mr. Pitts seconded the motion and it passed with one dissenting vote.

VII. At Dr. Blank's request and by consensus, the Board agreed to the mounting of a plaque on the base of the horse sculpture, reading as follows:

Provided by the City of Morganton

and the

Community Appearance Commission

1974

VIII. The Finance Committee report was deferred.

IX. A lengthy discussion was held regarding funding problems and rising enrollment, FTE falsifications at sister institutions, abuse of war veteran's tuition privileges, and policies of the College regarding entrance requirements.

CCD319

X. At the request of the Chair, Mr. John Carson and Mr. Johnny Clark reported on their participation in the Community College Trustees Association Second Annual Inservice Workshop held in Raleigh on April 24 and 25, 1975.

XI. At Chairman Moore's request, Dr. Blank and Mr. Autry presented the state and local budgets. In reviewing the state budget, Mr. Autry pointed out that credit balances indicated an over-expenditure but budget revisions will be made later.

Mr. Autry also reported that the funding for the work-study program has been reduced from $18,005 for the 1974-1975 academic year to $10,340 for the 1975-1976 year.

XII. Dr. Blank called the Trustees' attention to the following items which were mailed to the Board members prior to the meeting:

A. Faculty Salary Supplement Survey

B. Report on Articulation with the Burke County Public Schools

C. Facilities Usage Report

D. Supplemental Legislative Budget Request

E. Percentage Expenditures by Categories Report

F. A. A. C. J. C. brochure: "The Community College: Some Perspectives and Perceptions"

XIII. When asked, Dr. Blank reported that Mrs. Hazel Ballou had been offered the position of Registrar but she had declined.

XIV. Mr. Moore informed the trustees that the Association of Community College Trustees will have their spring seminar in Atlanta on May 15-17, 1975. Those who wished to attend were asked to inform Dr. Blank.

XV. The Board went into Executive Session at approximately 9:30 p. m.

E. W. Phifer, Jr., M. D., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON WEDNESDAY, JUNE 25, 1975

Members present: Mr. W. Stanley Moore, Chairman
Mr. John H. Carson
Mr. Robert P. Carr
Mr. C. Sam Brinkley
Mr. Johnny R. Clark
Mr. J. Ray Childers
Mr. D. Holman Sigmon
Mr. E. P. Dameron

Members absent: Mr. William M. Fulton
Mr. Thad M. Poteat
Mr. Noah O. Pitts, Jr.
Dr. E. W. Phifer, Jr.

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mrs. Nancy Moore, Director of Student Services
Mrs. Mickie Jones, Recording Secretary
Mr. Roy Johnson, Architect, Odell Associates
Mr. Gary Williams, Architect, Odell Associates

CCD319

The special called meeting of the Board of Trustees was called to order at 5:15 p. m. by Chairman Moore. The purpose of the meeting was to consider approval of the Design Development Stage of the plans for the Student Instructional and Services facility.

At the request of the Chair, Mr. Childers reported that he, Dr. Blank, Mr. Moretz, Mrs. Moore and other staff had met with the architects, had reviewed the plans and drawings, and were pleased with the design.

After presentation of the design by Mr. Johnson and Mr. Williams and discussion which followed, including agreement by consensus to use terrazo on the floor of the food services area, Mr. Johnny Clark moved to approve the design development plan and proceed to the next stage of development. Mr. Carson seconded the motion and it passed unanimously.

Those in attendance decided to have the quarterly meeting of the Board on Monday, July 21. It was agreed to have an informal dinner at the lakeside picnic area at 6:00 p. m. followed by the business session at 7:30 p. m.

The meeting was adjourned at 6:10 p. m.

E. W. Phifer, Jr., M. D., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

MINUTES OF THE QUARTERLY MEETING
OF THE BOARD OF TRUSTEES OF
WESTERN PIEDMONT COMMUNITY COLLEGE
ON MONDAY, JULY 21, 1975

Members present: Mr. W. Stanley Moore, Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. John H. Carson
Mr. C. Sam Brinkley
Mr. Johnny R. Clark
Mr. J. Ray Childers
Mr. Thad M. Poteat
Mr. D. Holman Sigmon
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

Members absent: Mr. Robert P. Carr
Mr. E. P. Dameron

Others present: Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman Autry, Business Manager
Mr. David Lieberman, Chairman, Faculty Senate
Mrs. Betty Lawing, Chief Coordinator, Learning Laboratory
Mrs. Mickie Jones, Recording Secretary

I. Chairman Moore called the quarterly meeting of the Board of Trustees to order at 7:30 p. m. in the Library Conference Room of the College.

II. By motion of Mr. Sigmon, the reading of the minutes was waived and the minutes were approved as distributed.

III. Upon request of the Chair, Dr. Blank summarized the meetings held since the last quarterly meeting on April 29, 1975, as follows:

A. Special Called Meeting of the Board of Trustees on June 25.

1. The Board approved the Design Development Stage of planning for the Student Instructional and Services facility.

2. The Board agreed to use terrazzo on the floor of the food services area of the Student Instructional and Services facility.

B. Meeting of the Executive Committee on July 9.

1. Appointment nominations were approved for:
   a. Mr. Dennis Brockland as Instructor in Police Science
   b. Miss Louise White as Instructor in English

2. A revised student code was approved.

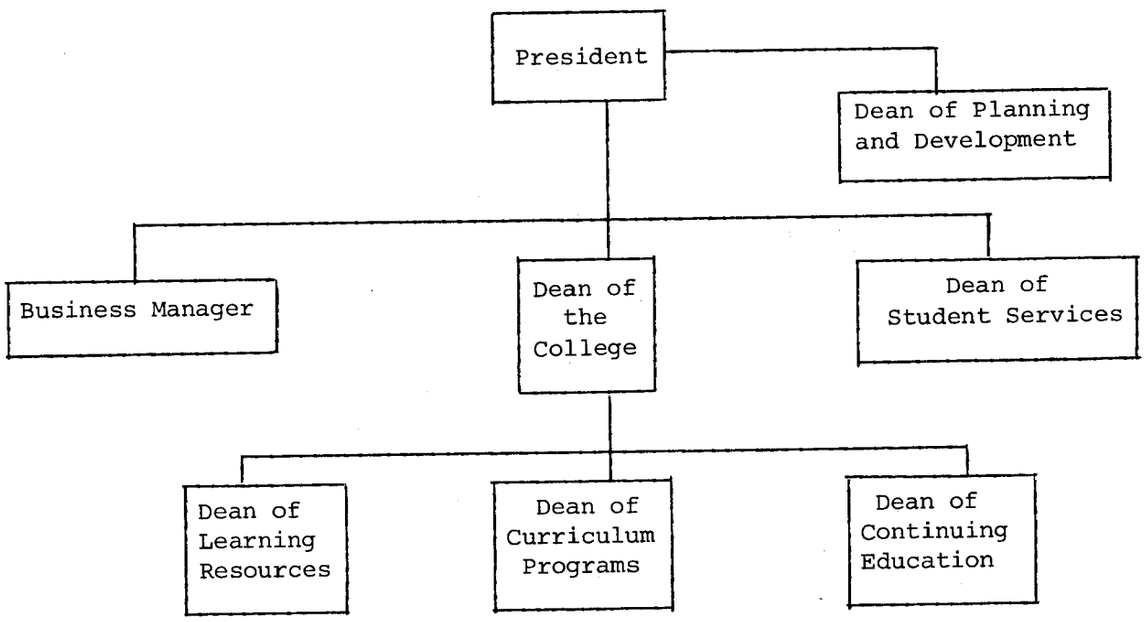
3. Budget expectations for 1975-76 were discussed.

4. A proposed organizational plan for 1975-76 was recommended for approval to the full Board.

5. A cooperative maintenance program between the College and the County was discussed.

6. The availability of a mobile office unit from the county was discussed.

After a general discussion of the proposed organization structure, Mr. Fulton moved for approval of the organizational structure as recommended by the Executive Committee. The motion was seconded by Mr. Brinkley and received unanimous approval of the Board. The approved structure is as follows:



By consensus, the other actions of the Executive Committee were confirmed.

Dr. Blank presented two appointment nominations which had been finalized since the meeting of the Executive Committee on July 9:

A. By motion of Mr. Clark, seconded by Mr. Sigmon, Mrs. Marlene Rosenkoetter was approved as Chairman of the Department of Nursing.

B. Mr. James A. Reed was approved as Registrar/Director of Admissions upon motion by Mr. Poteat, seconded by Dr. Phifer.

IV. At Mr. Moore's request for a report from the Buildings and Grounds Committee, Mr. Childers informed the Board that the Design Development drawings had been sent to Raleigh and had received a preliminary review. The architects and the college administration are working with the Department of Community Colleges and the Division of Property and Construction to reconcile points of contention and differences. Dr. Blank and Mr. Childers will meet with the County Commissioners on August 5, 1975, to report the progress for planning on the Student Instructional and Services facility.

V. The Finance Committee report was deferred.

CCD319

VI. Chairman Moore recognized Dr. Blank for the President's report.

A. Dr. Blank recognized Mrs. Betty Lawing, Chief Coordinator of the Learning Laboratory, to report on the Learning Laboratory program at Western Piedmont Community College. Her report included the following:

In a regular quarter the Learning Laboratory enrolls from 250 to 400 students who range in age from 18 to 75. The Laboratory averages 90 students per day with each student working from three to six hours per day. The students are either remedial college students, students working on their own, adult high school students, or special interest students.

The Learning Laboratory is "the college" to the students it serves. The Laboratory does its own testing, program planning, counseling, and so forth. Each student must score 85 on each unit of study. When all units are completed, the student takes the General Education Development test. If he scores high enough, he is given a high school equivalency diploma. Thus far, 642 people have graduated the General Education Development program at Western Piedmont Community College. The norms for testing students in the General Education Development program are set by testing actual high school seniors. It has been determined that one-third of current high school seniors could not pass the General Education Development tests.

Mrs. Lawing noted that the failure rate has dropped from 54 percent in 1970 to 7 1/2 percent this year. There has been a 60 percent increase in staff since 1972 and a 1,118 percent increase in contact hours. In 1972 there were 2 1/2 staff members and a total of 2,309 contact hours per quarter. Presently, there are four (4) staff members with a total of 28,103 contact hours per quarter.

B. At Dr. Blank's request, Mr. Autry referred the trustees to the Audit Report which had been included in their packets and reported that there were no audit exceptions. A general discussion of the audit reports followed.

C. With regard to the 1975-76 budget, Dr. Blank reported:

1. The budget has been set, with one minor revision yet to be made, at $1,740,000. The 1974-1975 budget was $1,682,000. This reflects an increase of $57,000.

2. Student full-time equivalencies (FTE's) produced earned 56 1/2 curriculum teaching units, based on 100 percent funding. However, funding is expected to be only about 95 percent, which will reduce the number of units to 53 1/2. This is 1 1/2 more than last year.

3. The funding faculty/student ratio was changed from 22:1 to 23:1.

4. Out-of-state tuition has been changed from $550 to $650 per year.

5. Tuition has been waived for persons 65 years of age and older. The College cannot accumulate "full-time equivalencies" (FTE's) for this instruction.

6. The General Assembly approved a .97 percent longevity increment for community college personnel. The College is planning a $204 across-the-board increment. This represents a slightly more than .97 percent increase.

7. The Human Resources Development program was cut $5,500.

8. The Disadvantaged and Handicapped program was cut $5,300.

9. Dr. Blank expressed his appreciation to the County Commissioners for an $8,800 increase in the local budget to assist with increases in utility rates.

Mr. Moretz noted that the faculty of Western Piedmont Community College, by carrying overloads and heavy loads without extra pay, are responsible for the 4 1/2 faculty allotment units earned. The trustees expressed their appreciation to the faculty for their accomplishment.

D. A general discussion of the state and local budgets for 1974-75 was held. Mr. Autry reported that approximately 1/3 of one (1) percent of the state budget funds were reverted at the end of the year.

CCD319

VII. Mr. Moore welcomed Mr. David Lieberman, Chairman of the Faculty Senate to the meeting and also expressed appreciation to Mrs. Margaret Fulk and Mrs. Nancy Moore for the delicious steak dinner served to the trustees and senior administrative staff prior to the meeting.

VIII. A general discussion was held during the Executive Session, but no formal action was taken.

There being no further business, the meeting was adjourned.

E. W. Phifer, Jr., M. D., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

MINUTES OF THE SPECIAL CALLED MEETING OF THE
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
ON TUESDAY, SEPTEMBER 23, 1975

The Board of Trustees of Western Piedmont Community College met in special session on Tuesday, September 23, 1975, at 5:15 p. m. to receive and react to the recommendations of the Buildings and Grounds Committee regarding energy analysis and final plans for the Student Instructional and Services facility.

Members present:
Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice-Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. John H. Carson
Mr. C. Sam Brinkley
Mr. J. Ray Childers
Mr. Thad M. Poteat
Mr. D. Holman Sigmon
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

Members absent:
Mr. Johnny R. Clark
Mr. E. P. Dameron

Others present:
Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman R. Autry, Business Manager
Mrs. Nancy R. Moore, Dean of Student Services
Mr. Jerry Garrell, Superintendent of Buildings and Grounds
Mr. Gary Williams, Architect, Odell Associates
Mr. Roy Johnson, Architect, Odell Associates
Mrs. Mickie Jones, Recording Secretary

Chairman Moore reported to the Board of Trustees that the Trustees' Buildings and Grounds Committee had met just prior to this meeting and had taken the following two actions:

1. The Buildings and Grounds Committee recommended that the Board of Trustees, pursuant to the provisions of the State Board of Education policy number 3.0411, certify that it concurs in the analysis and recommendation of the architects and college staff that the type of energy and the type of system for the Student and Instructional Services facility is judged to be the most cost-effective in terms of energy conservation, operational costs, and environmental considerations. Mr. Carson moved that this recommendation be approved. Mr. Pitts seconded the motion and it received unanimous approval by those trustees present.

2. Because the Buildings and Grounds Committee had not had sufficient time to cover items 9, 10, and 11 of the "Summary of Changes" which had been mailed to the Board of Trustees prior to the meeting, discussion of these items followed. It was pointed out during this discussion that these alternates have

to be taken in the order given. The Buildings and Grounds Committee then recommended that the Board of Trustees approve the "Summary of Changes" which had been developed during the Construction Document Phase. The changes were presented as follows:

SUMMARY OF CHANGES

1. Established alternates and priorities:

a.	Full-height ceramic tile on all toilet walls	$ 2,900
b.	Marble toilet compartment partitions (state requirement)	1,000
c.	Patio/plaza extension	15,000
d.	Carpet in the lounge	2,200
	TOTAL ESTIMATED COST	$21,100

2. Demountable partitions alternate deleted

3. Drapery tracks provided in contract at each classroom, lounge, and cafeteria (draperies by owner).

4. Outside water/electrical service.

5. Dumpster location at entrance to Food Preparation and adjacent to new loading dock.

6. New entrance at corridor 127 with balcony return to the upper plaza.

7. Roof gravel colors and pattern.

8. Modified toilet entrances.

9. Concrete black partitions in all "wet" areas.

10. Modified mechanical air distribution. (Variable volume dual duct system).

11. Tentative schedule:

    a. Review comments from state incorporated by September 28.
    b. Advertise for bids--September 28.
    c. Open bids--October 30

Mr. Poteat moved that the recommendation of the Buildings and Grounds Committee be approved by the Board, Mr. Sigmon seconded the motion. Those members present approved the motion unanimously. A general discussion followed regarding the availability of additional funds.

At the request of the Chair, Mr. Johnson and Mr. Williams of Odell Associates reported that the Construction Document Phase is in Raleigh pending approval by the state agencies concerned. Mr. Williams had contacted Mr. Maurice Canady in Raleigh who reported that review of the Construction Document Phase was in process. State review is behind schedule, therefore, the tentative time schedule for letting bids will probably be delayed by several days. Should there be any serious comments made by the State Board, a resubmittal of this stage of design will be required.

CCD319

So that the architects can move along as quickly as possible, Mr. Sigmon made a motion that the architects be authorized to proceed, with the guidance of the Buildings and Grounds Committee, to the point of receiving bids. Dr. Phifer seconded the motion and all approved. By consensus, it was agreed that the Buildings and Grounds Committee will call a meeting of the full Board should the State review require any significant changes.

Chairman Moore announced the death of Trustee Johnny Clark's mother. A motion was made by Mr. Carson that a resolution of condolence be sent to the Clark family. Mr. Pitts seconded, and the motion was unanimously favored by the Trustees. The resolution read as follows:

RESOLUTIONS OF CONDOLENCE

WHEREAS, the Board of Trustees of Western Piedmont Community College has been made aware of the death of Mrs. Robert D. (Annie Keller) Clark; now, therefore, be it

RESOLVED, that the Board of Trustees of Western Piedmont Community College, meeting in special session on September 23, 1975, expresses its sincere condolences to the members of the family of Mrs. Clark for the loss of their mother; and

RESOLVED, that the Board of Trustees of Western Piedmont Community College expresses its particular sympathy to Johnny R. Clark, a fellow Trustee, for his great personal loss.

/s/_____
W. Stanley Moore, Chairman
Board of Trustees

Mr. Moore also announced the appointment of Trustee Robert P. Carr to the Board of Trustees of the University of North Carolina at Asheville. Trustees congratulated Mr. Carr.

Dr. Blank brought up two additional items for consideration by the Board and asked if the Trustees wished to consider them at this time or if the items should be considered at a later time by the Buildings and Grounds Committee. The items were: (1) construction of a greenhouse, and (2) expansion of the parking area at the tennis courts/lake area. It was agreed, by consensus, that these two matters would be considered at a later time by the Buildings and Grounds Committee. Dr. Blank also announced three meetings of interest to the Trustees:

(1) the Regional Trustees Association Meeting at Surry Community College, October 9; (2) the Association of Community College Trustees Annual Convention in Miami, October 2 through 4; and, (3) the North Carolina Trustees Association Statewide Meeting in Winston-Salem, November 19.

Upon motion by Dr. Phifer, the meeting adjourned at 6:02 p. m.

E. W. Phifer, Jr., M. D., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

CCD319

MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
OF
WESTERN PIEDMONT COMMUNITY COLLEGE
ON
TUESDAY, OCTOBER 21, 1975

The quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Moore at 7:30 p. m. in the Library Conference Room of the College. Upon Mr. Moore's request, Mr. E. P. Dameron opened the meeting with prayer.

Mr. Moore welcomed Mr. Dale Kaufman, Mr. Daryl Carswell, and Mr. Jerry Garrell to the meeting.

I. Members present:
Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice-Chairman
Dr. E. W. Phifer, Jr., Secretary
Mr. C. Sam Brinkley
Mr. John H. Carson
Mr. J. Ray Childers
Mr. Johnny R. Clark
Mr. E. P. Dameron
Mr. William M. Fulton

Members absent:
Mr. Noah O. Pitts
Mr. Thad M. Poteat
Mr. D. Holman Sigmon

Others present:
Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Dale Kaufman, Chairman, Faculty Senate
Mr. Daryl Carswell, President, Student Government Association
Mr. Jerry Garrell, Superintendent, Buildings and Grounds
Mrs. Mickie Jones, Recording Secretary

II. The minutes of the July 21, 1975 quarterly meeting and the September 23, 1975 called meeting were approved as distributed upon motion by Mr. Brinkley, seconded by Mr. Dameron.

III. As requested by the Chair, Dr. Blank summarized the meetings of the Board of Trustees since the last quarterly meeting held on July 21, 1975. The summary follows:

Meeting of the Executive Committee on August 21, 1975.

I. Approved salary recommendations for 1975-1976.

II. Approved the appointment of Mr. Stefan Plumacher to a one-academic-year supernumerary position as Instructor in Police Science.

III. Approved the restructuring of the Medical Office Assistant Advisory Committee.

Meeting of the Buildings and Grounds Committee, September 23, 1975.

I. Agreed to recommend to the full Board approval of the following resolution on energy for the College Center:

Pursuant to the provisions of State Board of Education policy number 3.0411, the Board of Trustees of Western Piedmont Community College hereby certifies that it concurs in the analysis and recommendation of the architect and college staff that the type of energy and the type of system for the Student Instructional and Services Facility is judged to be the most cost-effective in terms of energy conservation, operational costs, and environmental considerations.

II. After review of the final plans for the College Center, it was unanimously agreed to recommend approval of these plans to the full board.

CCD319

Special Called Meeting of the Board of Trustees, September 23, 1975.

I. Approved the energy analysis for the College Center as recommended by the Buildings and Grounds Committee.

II. Upon the recommendation of the Buildings and Grounds Committee, approved the "Summary of Changes".

III. Authorized the architects to proceed, with the guidance of the Buildings and Grounds Committee, to the point of receiving bids.

IV. Voted to send a resolution of condolence to Trustee Johnny Clark because of the death of his mother.

IV. Mr. Childers, Chairman of the Buildings and Grounds Committee, briefly up-dated Board members on the status of plans for the construction of the Student Instructional and Services Facility. Mr. Childers also reported that the opening of bids is expected to be held in early December.

V. Mr. Dameron, Chairman of the Finance Committee, reported that a meeting of the Finance Committee had not been needed since the last quarterly meeting of the Board.

VI. Mr. Moore informed the trustees that he, Mr. Fulton, Mr. Carson, and Dr. Blank attended the Regional Trustees Association Meeting at Surry Community College on October 9, 1975. Each reported briefly on the meeting.

Mr. Moore also reminded Board members that the annual meeting of the North Carolina Trustees Association of Community Education Institutions will be held at the Winston-Salem Hyatt House on November 19.

VII. A report from the president was called for by Chairman Moore. Dr. Blank reported as follows:

A. Dr. Blank introduced Mr. Jerry Garrell, Superintendent of Buildings and Grounds, who reported briefly on the activities of the buildings and grounds

staff. Dr. Phifer expressed to the trustees his desire to have more trees planted on the campus. Dr. Phifer also suggested that money, when available, be allocated for this purpose.

B. Dr. Blank referred the trustees to the quarterly financial report included in their packets and informed them that Mr. Autry was out of town on college business. A general discussion of the report followed with question arising regarding line item "9268--Reserve for Construction". Dr. Blank responded that he would get further information on this line item when Mr. Autry returned and would mail this information to the trustees.

C. Dr. Blank referred the trustees to the "Annual Report" which was included in their packets. Dr. Blank thanked Mr. Moretz for the fine job he had done on the report.

D. Dr. Blank informed the Board that shortage of instructional space is one of the most urgent problems facing the College at this time. The Facilities Inventory and Utilization Study, published by the North Carolina State Commission on Higher Education Facilities, shows how over-utilized the space at Western Piedmont Community College is as well as is the space at most institutions in the community college system. Dr. Blank explained that a summary extract of this report would be sent to each trustee shortly and stated that their assistance would be needed in deciding how to handle this problem.

E. A general discussion of the following new and revised State Board policies was held:

1. 1.041--The Community College System and Vocational Education
2. 2.0411--Admission to North Carolina Technical Institutes and Community Colleges
3. 3.0133--Sick leave, annual leave, and holiday policy requirements for each technical institute and community college.
4. Definition of full-time equivalent student and student reporting.

VIII. By motion of Dr. Phifer, seconded by Mr. Fulton, the meeting was adjourned at 8:45 p. m.

IX. No action was taken by the trustees during Executive Session.

E. W. Phifer, Jr., M.D., Secretary

W. Stanley Moore, Chairman

(Mrs.) Mickie Jones, Recording Secretary

CCD319

MINUTES OF THE SPECIAL CALLED MEETING
OF THE
BOARD OF TRUSTEES
OF
WESTERN PIEDMONT COMMUNITY COLLEGE
ON
WEDNESDAY, DECEMBER 16, 1975

The Board of Trustees of Western Piedmont Community College met in special session on Wednesday, December 16, 1975 to receive and react to bids which had been opened at 3:00 p. m. the same day for the Student Instructional and Services Facility (College Center). Mr. W. Stanley Moore, Chairman of the Board of Trustees, called the meeting to order at 7:00 p. m. in room E-111 of the College. Mr. Moore welcomed Mr. Vince Outland, Assistant Vice-President for Institutional Services, Department of Community Colleges; Mr. Gary Williams, Odell Associates; Mr. Ben Montgomery, Construction Administrator, Odell Associates; Mr. John McMurray, College Attorney; and Mr. Daryl Carswell, President, Student Government Association.

Members present:
Mr. W. Stanley Moore, Chairman
Mr. Robert P. Carr, Vice-Chairman
Mr. C. Sam Brinkley
Mr. J. Ray Childers
Mr. D. Holman Sigmon
Mr. Noah O. Pitts, Jr.
Mr. William M. Fulton

Members absent:
Mr. Johnny R. Clark
Mr. Thad M. Poteat
Mr. E. P. Dameron
Dr. E. W. Phifer, Jr.
Mr. John H. Carson

Others present:
Dr. Gordon C. Blank, President
Mr. H. D. Moretz, Dean of the College
Mr. Wyman R. Autry, Business Manager
Mrs. Nancy Moore, Dean of Student Services
Mr. Jerry Garrell, Superintendent, Buildings and Grounds
Mr. Vince Outland, Assistant Vice-President for Institutional Services, Department of Community Colleges
Mr. Gary Williams, Odell Associates
Mr. Ben Montgomery, Odell Associates
Mr. John McMurray, College Attorney
Mr. Daryl Carswell, President, Student Government Association
Mrs. Mickie Jones, Recording Secretary

When recognized by the Chair, Mr. Williams and Mr. Montgomery reported as follows on the bids received: General Contractor--Sixteen (16) bids were received in this area with each making bids which included the four add alternates (full height ceramic tile, marble toilet compartments, patio/plaza,

and carpet and lounge). The bids, including the add alternates, ranged from $490,695 to $601,600. The low bidder for the general contract and four add alternates was N. A. E. Construction, Newton, North Carolina. Mechanical Contract--There were nine (9) bids made for the mechanical contract, ranging from $112,400 to $144,444. The low bidder for the mechanical contract was Shanklin Air Conditioning of Charlotte, North Carolina. Plumbing Contractor--Ten (10) bids were made in this area, with the highest bid being $41,111 and the lowest bid of $26,600 being made by Shanklin Air Conditioning, Charlotte, North Carolina. Electrical Contractor--The low bidder for the electrical contract was Caldwell Electric of Newton with a bid of $63,880 which included the add alternate for the patio/plaza. Of the six (6) bids received for the electrical contract, including the patio/plaza add alternate, the highest bid received was $80,600. Elevator Contractor--Four (4) bids were received for the elevator contract, with the highest bid being $21,750 and the lowest $16,500. The low bidder was Westinghouse of Charlotte, North Carolina. Low bids received for the contracts for the College Center totaled $710,075, nineteen percent (19%) under the estimated cost.

Following a general discussion of each of the low bidders, Mr. Childers moved that the lowest bidder in each of the contract areas, subject to certification by the architects, be awarded contracts for construction of the College Center. Mr. Pitts seconded the motion which received unanimous approval by those trustees present. The contract awards are subject to final approval by the Division of Property and Construction and the State Board of Education. Mr. Outland informed the Board that approval was expected to be obtained quickly and that he would assist in expediting our project.

Also, a general discussion of unallocated construction funds was held. It was suggested by the trustees that college administrators work with the Board of Trustees Buildings and Grounds Committee to determine priority needs for these funds.

The meeting adjourned at 7:45 p. m.

W. Stanley Moore

W. Stanley Moore, Chairman

E. W. Phifer, Jr., M. D., Secretary

Mickie Jones

(Mrs.) Mickie Jones, Recording Secretary