MINUTES
WINTER QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
FEBRUARY 15, 1977

The winter quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Poteat at 7;30 p. m. in the Library Conference Room of the College. Following the invocation offered by Mr. Johnny Clark, Mr. Poteat welcomed Mrs. Rosemarie Palmer, chairperson of the allied health department; Mr. Richard Greene, dean of continuing education; Dr. E. R. Chapman, dean of planning and development; Mr. Roger Carter, chairman of the faculty senate; and Mr. Kenneth Clark, recently appointed business manager. Mr. Poteat also expressed his appreciation to the trustees for the confidence and trust exhibited toward him in electing him chairman of the Board.

I. ROLL CALL

Members present: Thad M. Poteat, Chairman
E. P. Dameron, Vice-Chairman
E. W. Phifer, Jr., M. D., Secretary
John H. Carson
Robert P. Carr
Johnny R. Clark
J. Ray Childers
D. Holman Sigmon
Donald E. Smith
William M. Fulton

Members absent: C. Sam Brinkley
Noah O. Pitts, Jr.

Others present: Gordon C. Blank, President
H. D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Robert C. Small, Associate Business Manager
Roger C. Carter, Chairman of the Faculty Senate
Richard N. Greene, Dean of Continuing Education
E. R. Chapman, Dean of Planning and Development
Rosemarie Palmer, Chairperson, Allied Health Department
Mickie Jones, Recording Secretary

II. MINUTES

Mr. Johnny Clark moved that the Board dispense with the reading of the minutes of October 26, 1976 and that the minutes be approved as written. The motion was seconded by Mr. Fulton and carried unanimously.

III. REPORT OF THE EXECUTIVE COMMITTEE

At the request of Mr. Poteat, chairman of the Executive Committee, Dr. Blank summarized the actions of the committee at meetings held since the last quarterly meeting of the Board:

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Meeting of the Executive Committee on November 11, 1976

A. Received information on the status of the educational leave with pay situation of Mr. Lawrence Bernhardt, who did not return to his teaching position as required by his educational leave contract.

B. Received information that the County Commissioners declined, at this time, to provide a portion of the local matching funds for the Appalachian Regional Commission grant.

C. Were briefed on the circumstances leading to the reassignment of Mr. Tom Corley from the continuing education division to the office of planning and development.

D. Were brought up-to-date on the status of the Appalachian Regional Commission grant application.

E. Were informed that the North Carolina Board of Nursing had visited the College nursing program and that its report was generally favorable, except for the matter of medication dispensing procedures at Valdese General Hospital.

Following the summary, Mr. Small reported that Mr. Bernhardt, after negotiating with the North Carolina Attorney General's office, had agreed to pay to the College the amount in his retirement program. The College has received a notarized letter of his intent to forward this money, when received, to the College. Mr. Smith then moved that the Board approve the actions taken by the Executive Committee on November 11. The motion was seconded by Mr. Fulton and received Board approval.

Meeting of the Executive Committee on January 25, 1977

A. Heard the views of Mr. Tom Corley regarding the circumstances which led to his being reassigned from the continuing education division to the office of planning and development.

B. Confirmed the appointment of Mr. Kenneth N. Clark to the position of business manager, effective February 1, 1977.

C. Appointed Mr. Robert C. Small associate business manager, effective upon the arrival of Mr. Clark.

D. Appointed Mr. Benjamin S. Albright and Mr. Thomas B. Boyles as adjunct instructors in vocational subjects to work in the educational program at Western Correctional Center.

E. Appointed Mr. John Rodney Birdsong and Ms. Vickie Lurae Nelson as teaching parents in project reentry, a joint venture of Western Piedmont Community College's continuing education division, Broughton Hospital, Foothills Mental Health Center, and Vocational Rehabilitation.

F. Approved an architect/owners agreement between Odell Associates and Western Piedmont Community College for the design of the new Occupational Instructional Building, pending approval of the Appalachian Regional Commission grant application.

G. Appointed Mr. Jonathan Weiss and Ms. Becky Sink Schlein to membership on the Mental Health Advisory Committee.

Having heard the summary, Mr. Dameron, seconded by Mr. Smith, moved for the approval of Executive Committee actions on January 25. The motion carried.

IV. REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Mr. Childers, chairman of this committee, asked Dr. Blank to summarize the actions of the Buildings and Grounds Committee. Dr. Blank reported as follows:

Meeting of the Buildings and Grounds Committee on November 18, 1976

A. Granted request of the elevator contractor for the College Center for waiver of an $800 credit for rock allowance in drilling the elevator jack hole.

B. Approved a change order to provide for more convenient and economical light control for the College Center.

C. Received information that the Appalachian Regional Commission grant application had been given a Priority I status.

D. Agreed to recommend to the Executive Committee that an architect/owners agreement be negotiated between Odell Associates and the College for planning for the construction of the proposed Occupational Instructional Building. The agreement is to be made with the understanding that it can be cancelled if the Appalachian Regional Commission grant is not approved.

Dr. Blank added that the Division of Property and Construction in Raleigh had disallowed the $800 credit waiver to the Elevator Contractor. Upon motion by Mr. Childers, seconded by Mr. Johnny Clark, the actions of the Buildings and Grounds Committee were approved.

V. REPORT OF THE FINANCE COMMITTEE

No report was given.

VI. REPORT FROM THE PRESIDENT

A. Briefing on the Allied Health Department

Mrs. Rosemarie Palmer, chairperson of the allied health department, reported on the programs of medical office assistant, dental assistant, and medical laboratory technology, which constitute her department.

B. Broughton Hospital Education Proposal

Mr. Richard Greene, dean of continuing education, informed the trustees that the Department of Human Resources and the Department of Community

Colleges are working on a proposal which would enable Western Piedmont Community College to initiate educational services to selected patients at Broughton Hospital. The project will require a special legislative appropriation of approximately $768,500 for the 1977-79 biennium. The program is proposed to include training in academics, vocations, and orientation and motivation. If approved, the program will be field-tested in Morganton with hopes of expanding it throughout the state. It was reported that prospects for funding were uncertain.

C. Winter Quarter Enrollment

Mr. Moretz referred the trustees to the enrollment report included in their packets. He pointed out that though there was a 101 decrease in special credit students, there was a 114 increase in special technical students, which was the result of a reclassification of special credit students. The total curriculum enrollment for winter quarter, 1976-77, is 1,432.

D. Report on Minority Hiring

Since trustees had already received a written report on the efforts Western Piedmont is making to implement equal opportunity, Dr. E. R. Chapman reviewed the report and answered trustee questions.

E. Quarterly Fiscal Summary

Mr. Kenneth Clark reviewed state and local budgets with trustees and reported that 44 percent of the local budget and 45 percent of the state budget had been expended at the end of December, 1976.

F. 1975-76 Operating Budget Reversions and Updated Capital Funds Expenditure

Dr. Blank informed the trustees that the College reverted .8 percent of the 1975-76 state budget allocation compared to a 2.7 overall statewide reversion. Statewide comparative information was included in the Trustee packets. Also reviewed was a written report of capital funds expended or obligated.

G. College Center Construction

Dr. Blank reported that the interior of the building is expected to be completed by the scheduled completion date of March 25, 1977. However, because of weather conditions, the exterior site work has been delayed. The contractor is concentrating his exterior work efforts on the east entrance to the building where the fill requirements

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are minimal. If this exterior work can be completed, the College Center can be occupied on schedule with no serious problems.

H. Announcements about Special Trustee Meetings

1. Dr. Blank reminded trustees that the Association of Community College Trustees is sponsoring a seminar to be held in Charlotte on March 10 and 11.
2. The North Carolina Association of Community College Trustees will meet on May 11. Information regarding the meeting will be forthcoming.
3. Dr. Blank informed the trustees that plans are being made for a regional legislator-trustee meeting for mid March.

VII. NON-AGENDA ITEMS

A. Dr. Blank informed the trustees that, because of the severe cold weather experienced in January, the roof of "A" building has been damaged causing severe leakage. Repairs are being made at this time. Insurance is expected to cover both property damage and roof repair.

B. Dr. Phifer requested a status report on the previously requested long-range philosophical study being conducted by the president and staff on the purposes and goals of the College. Dr. Blank reported that most of the information for the report has been gathered and a rough outline is being developed; however, the exigencies of the winter quarter have slowed down his work on the study.

C. Dr. Blank reported that the Community College System has been receiving criticism from the Legislative Fiscal Research Division and that a number of newspaper articles have been published raising questions about practices and policies of the State Board of Education and Department of Community Colleges.

D. Dr. Blank informed the trustees that the College has received a preliminary FTE (Full Time Equivalency) Audit Report which

disallows approximately 18 FTE for fund generation purposes. This represents a potential loss of ½ of one percent in our operating budget, or approximately $12,000. The discrepancies reported relate primarily to coding errors and are typical of errors made throughout the Community College System. The College will probably take exception with one adjustment recommended by the FTE Auditor.

E. Trustees were informed that Mr. Roy McGalliard, chairman of the English/Humanities Department, is seeking election to the Burke County School Board.

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VIII. EXECUTIVE SESSION

During Executive Session, a discussion was held concerning the number of presentations from faculty and staff members made during the regular quarterly meetings. Mr. Carson moved that, in order to expedite meetings, the practice of having faculty and staff members present briefings on their particular area of responsibility be modified by having selected faculty or staff appear before the Board in Executive Session by special invitation on periodic occasions. Dr. Phifer seconded, and the motion carried.

Thad M. Poteat, Chairman

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

(Mrs.) Mickie Jones
Recording Secretary

(Note: Minutes of Meeting of May 18, 1977 recorded on pp. 233-237 MJC)

MINUTES
SUMMER QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
SEPTEMBER 13, 1977

The summer quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Poteat at 7:30 p.m. in the conference room of the College Center. For the invocation Mr. Poteat asked that there be a moment of silent prayer in remembrance of Mr. Johnny R. Clark. Mr. Poteat then welcomed the new trustees, Mr. Charles Digh, Mr. Stanley Moore, who was unable to be present, Mr. Richard Lowman, President of the Student Government Association, and the recording secretary, Mrs. Sandra Taylor. It was noted that a quorum was present.

I. ROLL CALL

Members present: Thad M. Poteat, Chairman
E.W. Phifer, Jr., M.D., Secretary
Charles S. Digh
Robert P. Carr
John H. Carson
J. Ray Childers
William M. Fulton
Donald E. Smith
Richard Lowman

Members absent: W. Stanley Moore
Noah O. Pitts, Jr.
D. Holman Sigmon

Others present: Gordon C. Blank, President
H.D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Sandra Taylor, Recording Secretary

II. MINUTES

Following a motion by Dr. Phifer, seconded by Mr. Carr, the trustees voted to approve the minutes of the last meeting of the Board held on May 18, 1977.

III. REPORT OF THE EXECUTIVE COMMITTEE

At the request of Mr. Poteat, Chairman of the Executive Committee, Dr. Blank summarized the actions of the committee at meetings held since the last quarterly meeting of the Board:

Meeting of the Executive Committee on May 25, 1977

A. Approved the appointment of Miss Brenda Dellinger as Learning Laboratory Coordinator.

B. Approved educational leave for seventeen professional staff members.

C. Appointed six instructional faculty members to tenure effective September 1, 1977.

D. Approved changes in traffic regulations.

E. Approved the write-off of seventeen uncollectible debts totalling $1,027.

F. Reviewed the proposed new policies concerning hiring, classification, termination, tenure and due process relating to professional staff of the college. The proposal was discussed, with action to be taken at a subsequent meeting.

Meeting of the Executive Committee on August 10, 1977

A. Approved recommended staff members and salaries for FY 1977-78.

B. Adopted a new policy for assessing student activity fees. The new policy is that all curriculum students pay the activity fee at the rate of 50¢ per credit hour, up to a maximum of $6 per quarter.

C. Discussed institutional obligations in regard to compliance with Federal Handicapped Legislation, the status of institutional staffing for 1977-78, the status of trustee appointments, and minority recruiting.

Meeting of the Executive Committee on September 7, 1977

A. Approved the appointment of Mr. Gary C. Jennings as Chairman of the Allied Health Department and Coordinator/Instructor of the Medical Laboratory Technician Program.

B. Approved a motion to recommend to the Board of Trustees that the Board adopt revised personnel policies dealing with hiring, classification, tenure, and termination of professional staff.

C. Received information regarding the possible mandatory reversion of state budget funds at mid-year.

D. Received a status report on the progress of plans for the vocational-technical facility additions.

Mr. Childers questioned the meaning of "mandatory reversion". Dr. Blank responded that the Legislature had given the State Board of Education a mandate to review and reallocate funds in mid year according to institutional enrollments and needs. Dr. Blank also pointed out that the State Board of Education is concerned about the community college system's budget plight for this year and has stated that improvements to the budgeting formula will be made for next year.

Having heard the summaries of all the Executive Committee meetings, Mr. Carson moved for the approval of these actions. The motion was seconded by Mr. Smith and unanimously approved.

A. Changes to Personnel Policies

Dr. Blank distributed a summary sheet of the proposed changes to personnel policies, in addition to the complete document which had been previously circulated. A discussion was held concerning financial exigency

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and the salary levels of community college faculty compared to senior college and university salaries.

Mr. Poteat commented that the committee has worked hard for two years to complete this package of changes which was requested by the Board. He stated that the Executive Committee met on September 7, and thoroughly reviewed the package and recommends that the changes be made.

Dr. Phifer asked for clarification of Part 1, Section D, 2b. Mr. Moretz responded with the example of Mr. George Fouts, a person with outstanding ability who was granted tenure with the approval of the Board before the five year probationary period was up.

Mr. Smith commented on the use of chairman instead of chairperson.

Dr. Phifer moved that the new policies be approved. The motion was seconded by Mr. Childers and received Board approval.

IV. REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Dr. Blank reported on the actions of the committee at meetings held since the last quarterly meeting of the Board:

Meeting of the Buildings and Grounds Committee on June 9, 1977

A. A detailed discussion was held concerning the architectural program and project schedule for the proposed vocational-technical facility additions. The architects were instructed to make a further study of options for heating and cooling the new facilities, and to select the best alternatives based on the results of the study.

B. The architectural program and project schedule was approved as presented.

Meeting of the Buildings and Grounds Committee on July 14, 1977

A. Welcomed Mr. Charles Digh to membership on the Board of Trustees and the Buildings and Grounds Committee.

B. Held a discussion on all aspects of the schematic design and the mechanical system for the proposed vocational-technical facility additions. The schematic design drawings were approved, subject to minor revisions to be worked out with the college staff.

C. Received information, based on the results of an on-site inspection by engineers from Odell Associates, that the present cooling capacity is adequate to serve the proposed additions, and that the present boiler can be made adequate with the addition of a larger burner and heat exchanger.

Dr. Blank stated that this is expected to reduce the mechanical cost of the project, and will allow the architect to proceed with further planning. The project is presently three weeks behind schedule due to a delay in Raleigh on reviewing the plans. Mr. Olsen, Mr. Moretz and Dr. Blank are to meet with the architect on Thursday, September 15, to go

over the design of the additions. It is planned to have the architect here in three weeks to give a presentation to the Buildings and Grounds Committee on the design, and to be able to request bids right after the first of the year.

D. Discussed the status of the 1977-78 state operating budget.

Mr. Fulton moved for the approval of these minutes and Mr. Carr seconded. The minutes were approved by the Board.

V. REPORT OF THE FINANCE COMMITTEE

No meetings have been held since the last Board of Trustees' meeting.

VI. ANNOUNCEMENT OF THE APPOINTMENT OF THE NOMINATING COMMITTEE AND CHANGES IN COMMITTEE APPOINTMENTS

It was pointed out that the next meeting of the Board will be the annual meeting.

Chairman Poteat requested that the following people serve on the nominating committee for Board officers: Dr. Phifer, Mr. Smith and Mr. Carr.

Mr. Pitts was appointed to chair the Finance Committee. Mr. Moore was appointed to the Executive Committee and Mr. Digh was appointed to the Buildings and Grounds Committee.

VII. DISCUSSION OF THE BY-LAWS OF THE BOARD OF TRUSTEES

Mr. Smith indicated that he had discussed with Mr. Fulton the section of the Trustees' By-Laws relating to retirement at age 75. It was Mr. Smith's opinion that the matter should have been taken up at the time Mr. Fulton became 75, but he still felt that the By-Laws should be followed. Mr. Fulton reviewed his activities while on the Board and then orally submitted his resignation as Trustee in order to make way for a younger person. He recommended that Mr. E. P. Dameron be sought as his replacement.

Mr. Smith moved that the resignation be accepted. Dr. Phifer seconded the motion, and Trustee approval was unanimous. Chairman Poteat thanked and commended Mr. Fulton for his service as Trustee. Dr. Phifer then requested that the Trustee By-Laws be printed in pamphlet form and new copies be distributed to the Trustees.

Dr. Phifer, as Secretary, was instructed to write a letter to Governor Hunt, recommending the reappointment of Mr. E. P. Dameron to fill the vacancy created by Mr. Fulton's retirement.

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The matter of the vacancy on the Board created by the untimely death of Mr. Johnny R. Clark then arose, and it was pointed out that it was the duty of the Burke County Public School Board of Education to appoint a member to fill the vacancy. Mr. Digh suggested that Dr. Blank write a letter reminding the School Board that the appointment must be made within 60 days, or the Governor is empowered to make the appointment. The only qualifications required of the appointee was that he or she be a citizen of Burke County or a contiguous county and be within the age limits.

VIII. REPORT FROM THE PRESIDENT

A. Summer Enrollment Report and Status of Fall Registration

Mr. Moretz reveiwed the report included in the agenda package. Comparing 1977 to 1976, there was a reduction of nine summer students in the college transfer and special credit programs, a reduction of forty-two in the two year occupational-technical program, and an increase of eighty-five in the one year occupational program. Total summer curriculum enrollment for 1977 was up thirty-four students over Summer of 1976.

Mr. Smith expressed concern about how the loss of Roger Sharpe had affected our police science enrollment. Mr. Carr questioned whether or not instructor's political involvements had affected their college programs. Mr. Moretz noted that losing Mr. Sharpe had affected the corrections program as there was no one doing heavy recruiting. Mr. Moretz further pointed out that other instructors who were involved with political activities had always put their college work first. Mr. Smith suggested writing a policy on this. Dr. Blank stated that he felt the existing policy was appropriate for dealing with the political activities of staff but that individual citizen activities outside of working hours were an area left to individual discretion.

Mr. Moretz discussed the fall enrollment based on tentative data now available. It appears that college transfer enrollment has increased by about 20 people, but there is an apparent reduction of ninety-six in the technical area, with the largest reduction in the business department. There is a slight drop in industrial engineering, and a reduction of forty-four in nursing. This was due to a return to the admission of only one new class per year in this program. The inflated enrollment last year was caused by the presence of extra students who graduated at the end of summer quarter.

Enrollment in corrections is down to nine but police science is up. It is estimated that there is a loss of sixty students this year from last year; however, we are paralleling the national trend.

Dr. Blank stated that he had two major concerns about the fall enrollment. One was that if there were a significant drop in enrollment, there might have to be a reversion of funds at mid year, and secondly, whether or not the institution could properly handle a large increase in enrollment.

B. Quarterly Financial Report

Mr. Kenneth N. Clark reported that the budget for local funds was adequate to meet institutional needs for this fiscal year. The County had asked that funds be conserved, and the college made significant economies in the areas of electricity and water use last year, with a net savings of about $18,000. Mr. Clark continued by stating that every appropriate effort was made to spend the state funds, and in fact 99.6% of the total budget for last year was used. The .4% reversion is under the state average. He commented that this year the budget is such that there again will be little reversion. Mr. Smith questioned what capital outlay was used for. Mr. Clark informed him that it represents expenditures on books and equipment.

C. Status of Programs

Dr. Blank stated that due to an approximate 5% reduction in the college budget compared to last year (discounting the mandatory salary increase funds) various steps had been taken to maintain both the quality and range of basic programs. Among these activities were: not refilling certain staff vacancies, increasing staff workloads, reducing travel funds, and reducing the funds allotted for materials and supplies. It has been recognized by the State Board and the Department of Community Colleges' staff that serious problems exist in the budgeting process, and strong efforts are being made to improve the process. A new and smaller Community College Advisory Council has been established, and Mr. Stanley Moore has been appointed to membership on that Council.

Mr. Moretz pointed out that the professional staff contracts were written to end May 31, instead of June 30. A special allotment of $124,000 was provided to increase salaries based on an average increase of 6.5%, plus a

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1.7% annual incremental increase similar to that provided for other state employees. The total increase averaged 8.2%. A general discussion followed on area pay rates and raises.

Mr. Carson questioned the outcome from the letter from "interested black citizens". Dr. Blank responded that there has been nothing further on this. However, we do have problems in minority staff recruiting and have had for a number of years. Minorities can go elsewhere and get more money than we can offer. Several responses were received from agencies that received a copy of the letter and Dr. Blank's response to it.

Mr. Smith questioned the status of the study on mission and goals of the college by the appointed committee. Dr. Blank stated that work had not begun on this study as yet, but would begin soon.

Mr. Smith suggested getting a public relations program started. Dr. Blank noted that the college is not staffed to have a P.R. person and that it is left up to each dean to initiate news releases. He further said that the college needs a good publicity and public relations program and would intensify efforts in that direction.

IX. EXECUTIVE SESSION

A general discussion was held with Mr. Richard Lowman in his capacity as a new trustee and as President of the Student Association. Following that discussion, and by unanimous consent, the following resolutions honoring Mr. Johnny R. Clark and Mr. William M. Fulton were adopted:

RESOLUTION HONORING MR. JOHNNY R. CLARK

WHEREAS, the Board of Trustees of Western Piedmont Community College, in session on September 13, 1977, noted with deep regret the untimely and tragic death of Mr. Johnny R. Clark, and

WHEREAS, Mr. Clark had served with distinction as a valued member of the Board of Trustees of Western Piedmont Community College, and

WHEREAS, Mr. Clark had generously devoted his time, energy and talents to the development of Western Piedmont Community College, and

WHEREAS, Mr. Clark unselfishly made significant contributions to the educational and cultural betterment of the region served by Western Piedmont Community College, be it

RESOLVED, that the Board of Trustees expresses its sense of great loss at the death of Mr. Clark and extends its sincere sympathy to his loved ones in their time of grief, and

BE IT FURTHER RESOLVED, that this resolution be tendered to his family, in its bereavement, as a sincere expression of the heartfelt sympathy of the Board of Trustees of Western Piedmont Community College, and that a copy be placed in the permanent minutes of the Board of Trustees.

Thad M. Poteat, Chairman
Board of Trustees

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RESOLUTION HONORING MR. WILLIAM M. FULTON

WHEREAS, the Board of Trustees of Western Piedmont Community College, in session on September 13, 1977, noted the resignation of Mr. William M. Fulton, and

WHEREAS, Mr. Fulton has served Western Piedmont Community College as a trustee ably and well, with conscientiousness and enthusiasm, and

WHEREAS, Mr. Fulton has made many contributions to the betterment of Western Piedmont Community College, and

WHEREAS, Mr. Fulton has generously devoted his time and talents in furtherance of enhanced educational opportunities for the students served by Western Piedmont Community College, be it

RESOLVED, that the Board of Trustees expresses its appreciation to Mr. Fulton for his fine work in behalf of the college while he served as a member of the Board of Trustees, and

BE IT FURTHER RESOLVED, that this resolution be presented to Mr. Fulton and that a copy be included in the permanent minutes of the Board of Trustees.

Thad M. Poteat, Chairman
Board of Trustees

There being no further business, the meeting was adjourned.

Thad M. Poteat, Chairman

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

Sandra J. Taylor, Recording Secretary

MINUTES
FALL QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
NOVEMBER 22, 1977

The fall quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Poteat at 7:30 p.m. in the Conference Room of the College Center. It was noted that this meeting was the annual meeting and that a quorum was present.

I. ROLL CALL

Members present: Thad M. Poteat, Chairman
Robert P. Carr
D. Holman Sigmon
Charles S. Digh
Noah O. Pitts, Jr.
J. Ray Childers
John H. Carson
Claude Sitton
E.W. Phifer, Jr., M.D., Secretary
Donald W. Smith
Sheila Stevens

Members absent: C. Sam Brinkley
W. Stanley Moore

Others present: Gordon C. Blank, President
H.D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Susan Usher, Reporter, The News Herald
Sandra Taylor, Recording Secretary

II. MINUTES

Dr. Phifer moved to approve the minutes of the last meeting of the Board of Trustees held on September 13, 1977 as distributed. Mr. Carson seconded the motion and Board gave unanimous approval.

III. REPORT OF THE EXECUTIVE COMMITTEE

At the request of Mr. Poteat, Chairman of the Executive Committee, Dr. Blank summarized the actions of the committee at meetings held since the last quarterly meeting of the Board:

Meeting of the Executive Committee on November 22, 1977

A. Accepted the resignation of Mrs. Rosemarie Palmer, Chairman of the Allied Health Department and Coordinator of the Medical Labortory Technician Program, with regret, and authorized the college administration to express the Board of Trustees' appreciation to Mrs. Palmer for her outstanding services.

B. Received information and discussed the new program offered by Western Carolina University on Western Piedmont Community College's campus for a Bachelor of Science Degree in Business Administration or Industrial Technology. Also received information about discussions with other senior colleges and universities for possible additional upper division programs to be offered on the WPCC campus.

C. Received information on a joint Vocational Education Advisory Council to serve both the college and Burke County Public Schools and approved the nominees to the council.

D. Authorized appointments to college advisory committees for the Nursing, Industrial Engineering and Automotive Mechanics Programs.

Mr. Carson questioned if the BS program is being offered in any nearby community colleges. Dr. Blank informed the group that representatives from Western Carolina University had met with other community colleges in this region and had chosen WPCC for the program for its central location. Mr. Pitts moved to approve the summary of the Executive Committee meeting. Mr. Childers seconded the motion and it carried unanimously.

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IV. REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Mr. Childers asked Dr. Blank to discuss the actions taken by the committee since the last quarterly meeting of the trustees.

Meeting of the Buildings and Grounds Committee on September 28, 1977

A. Mr. Roy Johnson, Architect for Odell Associates, gave a project status report on the vocational-technical additions which are in the design-development phase. Unanimous committee approval was given after a detailed review of the plans was presented.

B. The committee asked that the architects prepare an estimate of the cost of a covered walkway between "A" and "G" Buildings.

C. An on-site inspection and a general discussion of the proposed additions were held.

Dr. Phifer moved that this report be received as information. Mr. Carr seconded and the motion passed.

V. REPORT OF THE FINANCE COMMITTEE

No meetings have been held since the last Board of Trustees' meeting.

VI. REPORT OF THE MISSION AND GOALS COMMITTEE

Dr. Blank reported that the committee has had two meetings to date. There are approximately fifteen people serving on the committee including trustees, faculty, staff and students. The intent of the committee is to look ahead ten to twenty years and project the future role of Western Piedmont in serving this region. The committee is currently developing a survey document along with issue statements and trend statements. The final report is expected to be completed by the end of the Spring quarter.

VII. REPORTS FROM STATEWIDE AND REGIONAL TRUSTEES' ASSOCIATION MEETINGS

There was a regional Trustees' Association meeting in Asheville recently which Mr. Moore, Ms. Stevens, Mr. Smith, Mr. Poteat, Dr. Blank and Mr. Moretz attended. Mr. Smith gave a summary of the meeting stating that he had expected more to have been discussed than actually was discussed. Mr. Poteat stated that the Association is trying to increase communications by holding regional meetings throughout the state.

Dr. Blank then discussed the statewide Trustees' Association meeting at which Mr. Moore represented WPCC. Copies of the summary of that meeting were included in the agenda package. Dr. Blank pointed out that the most significant attachment was the transcript of Dr. Ray Stone's remarks on a proposed revision to the funding system.

VIII. NOMINATING COMMITTEE

The nominating committee composed of Mr. Smith, Dr. Phifer, and Mr. Carr, made the following nominations: Mr. Poteat, Chairman, Dr. Phifer, Secretary, and Mr. Sigmon, Vice-Chairman. Mr. Poteat called for further nominations from the floor. There being no further nominations, Mr. Carson moved that the nominated officers be elected to serve for next year. Mr. Pitts seconded the motion and it passed unanimously.

Mr. Poteat emphasized that being an officer and a trustee of WPCC should not be considered an honorary position but one of strong involvement.

IX. REPORT FROM THE PRESIDENT

A. Construction Project

Dr. Blank stated that the Buildings and Grounds Committee is expected to review the working drawings phase of the vocational-technical addition the week of December 19 with submittal to Raleigh by the end of December. Advertisements should go out by the end of January, and bid opening should occur near the end of February, with contracts awarded in mid March.

In discussing the funding of the project, Mr. Kenneth Clark stated that the projected cost is approximately $600,000, of which the Appalachian Regional Commission will provide $480,000 and $120,000 will be provided from residual local bond funds. There followed a discussion of the interest received on the local bond funds with regard to the amount that will remain after the project is complete. Mr. Clark estimated that there will be a remainder of $15,000 in accrued interest from the original bonds.

B. Quarterly Fiscal Report

Mr. Clark stated that we are on line with the local budget and that he is working to provide a possible savings of money again this year.

A discussion of the new telephone long distance tie-line now in use at the college followed and it was stated that approximately $350 per month is being saved.

Mr. Clark also stated that we are one-third of the way through this fiscal year and have exhausted about 33% of the state budget. He further stated that we will continue to watch our state funds very closely and will stretch supplies and materials as far as possible.

A general discussion was held concerning the use of part-time instructors and their effect on our educational programs.

C. County Services Review

An information summary about the college will be presented to the County Commissioners on December 5, 1977 at 7 p.m. to better acquaint them with this county funded agency. Mr. Poteat extended an invitation to the trustees to attend this meeting. Mr. Poteat also commended college officials for preparing the information summary.

D. Annual Report

Dr. Blank asked for questions on the annual report which was in the agenda package. Mr. Poteat stated that the report contained a great deal of useful information. He felt that those who prepared it are to be commended.

E. By-Laws

Dr. Phifer suggested that the chairman appoint a committee to study the by-laws, make necessary alterations in them, and report back to the trustees at the Spring meeting. This recommendation was seconded by Mr.

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Carr and passed unanimously.

F. Mechanical Phase of "G" Building

Dr. Blank asked Mr. Clark to report on the status of our contract with Shanklin Heating and Air Conditioning, Inc. for the mechanical work on "G" Building. Mr. Clark explained that Shanklin's work was incomplete. Their subcontractor, Johnson Controls, Inc., refused to return to the job because they have not been paid by Shanklin. Mr. Clark has instructed the architects to request the bonding company to complete the job. The bonding company has been notified by the architects, but they have not yet taken any action.

X. EXECUTIVE SESSION

A general discussion was held regarding the need to review the By-Laws and other matters. An ad hoc committee was appointed to study and make recommendations for revising the By-Laws, with Mr. Don Smith as Chairman, assisted by Dr. Phifer and Mr. Carr.

The meeting adjourned at 8:55 p.m.

Thad M. Poteat, Chairman

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

Sandra J. Taylor, Recording Secretary

MINUTES
SPRING QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
MAY 18, 1977

The spring quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Poteat at 7:30 p. m. in the Library Conference Room of the College. Following the invocation, Mr. Poteat welcomed Mrs. Marlene Rosenkoetter, chairman of the department of nursing; and Mr. Richard Lowman, president of the Student Government Association.

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I. ROLL CALL

Members present: Thad M. Poteat, Chairman
E. P. Dameron, Vice-Chairman
E. W. Phifer, Jr., M. D., Secretary
John H. Carson
Robert P. Carr
J. Ray Childers
William M. Fulton
D. Holman Sigmon
Donald E. Smith
Noah O. Pitts, Jr.

Members absent: C. Sam Brinkley
Johnny R. Clark

Others present: Gordon C. Blank, President
H. D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Marlene Rosenkoetter, Chairman, Department of Nursing
Richard Lowman, President, Student Government Association
Mickie Jones, Recording Secretary

II. MINUTES

Following motion by Mr. Carson, seconded by Mr. Dameron, the trustees voted to approve the minutes of the last meeting of the Board held on February 15, 1977.

III. REPORT OF THE EXECUTIVE COMMITTEE

Mr. Poteat reported that the Executive Committee had not met since the last quarterly meeting of the full Board.

IV. REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

A. Mr. Childers reported that the Buildings and Grounds Committee had not met formally since the last quarterly meeting of the Board, but that he and some of the other members had participated in the final inspection of the College Center held on May 10. Mr. Childers moved that the College Center construction be accepted by the trustees subject to the completion of all punch-list items. Dr. Phifer seconded the motion which then received

unanimous approval. Mr. Poteat commended the members of the Buildings and Grounds Committee for the fine job they had done on the College Center.

B. Dr. Blank and Mr. K. Clark informed trustees that $4,100 remained in the contingency fund. Of this fund, $2,000 had already been committed to the relocating of the fire hydrant. Landscape Architect Doan Oogden of Asheville had developed a plan for the College Center site with little maintenance and a natural setting in mind. The plan was presented to the trustees with administrative recommendation that the trustees approve the development of the plan over a three to five year period using the remaining $2,100 in the contingency fund to begin the project. Mr. Childers moved that the remaining contingency fund, $2,100, be used to implement the landscape plan prepared by Mr. Doan Oogden. The motion was seconded by Mr. Dameron and approved by the trustees.

C. Dr. Blank informed the trustees that approval from the Appalachian Regional Commission for the Vocational/Technical facility has passed all but the final stages. A news release from Congressman James Broyhill's office is expected soon.

V. REPORT OF THE FINANCE COMMITTEE

The Finance Committee met on Thursday, April 14. Mr. Pitts chaired the meeting in Mr. Clark's absence. The actions of the committee were summarized as follows:

A. The committee agreed to recommend to the full Board that it approve a revised policy on the use of profits from the bookstore, vending machines, and other conveniency concessions.

B. Reviewed and approved the local budget request to be presented to the Burke County Commissioners for FY 1977-78.

Following the report, Dr. Phifer moved that the trustees approve the revised policy on the use of profits from the bookstore, vending machines, and other conveniency concessions. Mr. Carr seconded the motion and it carried. Mr. Dameron then moved that the trustees accept the local budget request. Mr. Sigmon seconded the motion and it was approved.

VI. REPORT OF THE MEETING OF THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES IN CHARLOTTE

Mr. Carson presented a written report of the meeting to the trustees and reported that he, Mr. Fulton, and Dean Moretz attended the meeting.

VII. REPORT OF THE NORTH CAROLINA TRUSTEES ASSOCIATION MEETING IN RALEIGH

Dr. Blank referred the trustees to a report on the meeting which was included in their packets. A general discussion of Senate and House Bills being considered by the legislature which would effect the community college system were discussed.

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VIII. REPORT FROM THE PRESIDENT

A. Proposed Resolution in Opposition to Additional Area A.D.N. Programs

Dr. Blank reported that last summer the Board had responded in opposition to a request by Catawba Valley Technical Institute that they initiate an associate degree nurse program. He further reported that within the last few weeks the movement toward an A.D.N. program at Catawba Valley Technical Institute has gained momentum. Mrs. Marlene Rosenkoetter, chairman of the department of nursing, presented statistical information to the trustees which supported Western Piedmont's stand against another A.D.N. program in this area. Reasons sited for opposing the program were:

1. Clincial agencies in this area are rapidly becoming over-utilized, overloaded, and saturated with nursing students.
2. An additional A.D.N. program in this area could seriously jeopardize the quality of existing and established programs.
3. The availability of qualified nursing faculty in this area is extremely limited.
4. The long-range job market potential for a larger number of nursing graduates in this area is uncertain.

Mrs. Rosenkoetter proposed that the Board draft a resolution opposing another A.D.N. program in this area. A lengthy discussion followed during which trustees stressed that the resolution should be based on their belief that they have a responsibility to the public to prevent unnecessary duplication, to use public funds prudently, and to safeguard program quality. Mr. Dameron then moved that the trustees authorize the

administration of Western Piedmont Community College to oppose the A.D.N. program at Catawba Valley Technical Institute. The motion was seconded by Mr. Carson and passed unanimously.

B. Institutional Missions and Goals Study

Dr. Blank referred the trustees to a preliminary plan and outline for the Institutional Missions and Goals Study. Dr. Phifer moved that the general plan be approved as submitted. The motion was passed following a second by Mr. Childers.

Chairman Poteat noted that the plan called for the appointment of three trustees to serve on a special study group. He then appointed Mr. Smith, Mr. Childers, and Dr. Phifer to serve in this capacity.

C. Audit Reports for Year Ending June 30, 1976

The reports had been previously distributed to the trustees for their review. Mr. K. Clark led a brief discussion of the reports noting that there were no audit exceptions. Mr. Carson commended College employees for the fine work they had done.

D. Quarterly Fiscal Reports

Mr. Clark referred the trustees to the reports included in their packets, discussed the reports briefly, and informed trustees that through the third quarter 71 percent of the budget had been expended.

E. Annual Enrollment Report for 1975-76

In reviewing the enrollment report, Mr. Moretz pointed out that the College served 9,000 Burke Countians (one-seventh of the county population) during 1975-76.

F. Appalachian Regional Commission Satellite Project

Dr. Blank reported that the College has been chosen as a site in the Appalachian Regional Commission Satellite Project. The College will receive approximately $20,000 in federal equipment which includes a dish antenna to be used in receiving programs which originate at the University of Kentucky. The College will be responsible for mounting the antenna which is approximately 10 feet in diameter and weighs approximately 750 pounds. It was agreed by consensus that the College should participate in the project and that county funds in this year's budget should be used for mounting the equipment.

G. Announcements

Dr. Blank invited trustees to attend the Nursing Pinning Ceremony on Wednesday evening, May 25; and graduation on Friday evening, May 27.

IX. NON-AGENDA ITEMS

Chairman Poteat recognized and congratulated Dr. Phifer on the completion of his book Burke: The History of a North Carolina County. Mr. Richard Lowman presented the 1977 yearbook, The Happening, to each of the trustees.

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X. EXECUTIVE SESSION

During Executive Session the trustees duscussed the desirability of having the Student Association President, or his representative, meet with trustees during their next Executive Session to discuss student reactions to the programs of the College.

XI. There being no further business, the meeting was then adjourned.

Thad M. Poteat, Chairman

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

(Mrs.) Mickie Jones
Recording Secretary

(Note: Pages 238-246 are a duplicate set of the Minutes entered on pages 220-227 in error, dated September 13, 1977. DAW)

MINUTES
SUMMER QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
SEPTEMBER 13, 1977

The summer quarterly meeting of the Board of Trustees of Western Piedmont Community College was called to order by Chairman Poteat at 7:30 p.m. in the conference room of the College Center. For the invocation Mr. Poteat asked that there be a moment of silent prayer in remembrance of Mr. Johnny R. Clark. Mr. Poteat then welcomed the new trustees, Mr. Charles Digh, Mr. Stanley Moore, who was unable to be present, Mr. Richard Lowman, President of the Student Government Association, and the recording secretary, Mrs. Sandra Taylor. It was noted that a quorum was present.

I. ROLL CALL

Members Present:	Thad M. Poteat, Chairman E. W. Phifer, Jr., M.D., Secretary Charles S. Digh Robert P. Carr John H. Carson J. Ray Childers William M. Fulton Donald E. Smith Richard Lowman
Members Absent:	W. Stanley Moore Noah O. Pitts, Jr. D. Holman Sigmon
Others Present:	Gordon C. Blank, President H. D. Moretz, Dean of the College Kenneth N. Clark, Business Manager Sandra Taylor, Recording Secretary

II. MINUTES

Following a motion by Dr. Phifer, seconded by Mr. Carr, the trustees voted to approve the minutes of the last meeting of the Board held on May 18, 1977.

III. REPORT OF THE EXECUTIVE COMMITTEE

At the request of Mr. Poteat, Chairman of the Executive Committee, Dr. Blank summarized the actions of the committee at meetings held since the last quarterly meeting of the Board:

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Meeting of the Executive Committee on May 25, 1977

A. Approved the appointment of Miss Brenda Dellinger as Learning Laboratory Coordinator.

B. Approved educational leave for seventeen professional staff members.

C. Appointed six instructional faculty members to tenure effective September 1, 1977.

D. Approved changes in the traffic regulations.

E. Approved the write-off of seventeen uncollectible debts totalling $1,027.

F. Reviewed the proposed new policies concerning hiring, classification, termination, tenure and due process relating to professional staff of the college. The proposal was discussed, with action to be taken at a subsequent meeting.

Meeting of the Executive Committee on August 10, 1977

A. Approved recommended staff members and salaries for FY 1977-78.

B. Adopted a new policy for assessing student activity fees. The new policy is that all curriculum students pay the activity fee at the rate of 50¢ per credit hour, up to a maximum of $6 per quarter.

C. Discussed institutional obligations in regard to compliance with Federal Handicapped Legislation, the status of institutional staffing for 1977-78, the status of trustee appointments, and minority recruiting.

Meeting of the Executive Committee on September 7, 1977

A. Approved the appointment of Mr. Gary C. Jennings as Chairman of the Allied Health Department and Coordinator/Instructor of the Medical Laboratory Technician Program.

B. Approved a motion to recommend to the Board of Trustees that the Board adopt revised personnel policies dealing with hiring, classification, tenure and termination of professional staff.

C. Received information regarding the possible mandatory reversion of state budget funds at mid-year.

D. Received a status report on the progress of plans for the vocational-technical facility additions.

Mr. Childers questioned the meaning of "mandatory reversion." Dr. Blank responded that the Legislature had given the State Board of Education a mandate to review and reallocate funds in mid-year according to institutional enrollments and needs. Dr. Blank also pointed out that the State Board of Education is concerned about the community college system's budget plight for this year and has stated that improvements to the budgeting formula will be made for next year.

Having heard the summaries of all the Executive Committee meetings, Mr. Carson moved for the approval of these actions. The motion was seconded by Mr. Smith and unanimously approved.

A. Changes to Personnel Policies

Dr. Blank distributed a summary sheet of the proposed changes to personnel policies, in addition to the complete document which had been previously circulated. A discussion was held concerning financial exigency and the salary levels of community college faculty compared to senior college and university salaries.

Mr. Poteat commented that the committee has worked hard for two years to complete this package of changes which was requested by the Board. He stated that the Executive Committee met on September 7, and thoroughly reviewed the package and recommends that the changes be made. Dr. Phifer asked for clarification of Part 1, Section D, 2b. Mr. Moretz responded with the example of Mr. George Fouts, a person with outstanding ability who was granted tenure with the approval of the Board before the five year probationary period was up.

Mr. Smith commented on the use of chairman instead of chairperson.

Dr. Phifer moved that the new policies be approved. The motion was seconded by Mr. Childers and received Board approval.

IV. REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

Dr. Blank reported on the actions of the committee at meetings held since the last quarterly meeting of the Board:

Meeting of the Buildings and Grounds Committee on June 9, 1977

A. A detailed discussion was held concerning the architectural program and project schedule for the proposed vocational-technical facility additions. The architects were instructed to make a further study of options for heating and cooling the new facilities, and to select the best alternatives based on the results of the study.

B. The architectural program and project schedule was approved as presented.

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Meeting of the Buildings and Grounds Committee on June 14, 1977

A. Welcomed Mr. Charles Digh to membership on the Board of Trustees and the Buildings and Grounds Committee.

B. Held a discussion on all aspects of the schematic design and the mechanical system for the proposed vocational-technical facility additions. The schematic design drawings were approved, subject to minor revisions to be worked out with the college staff.

C. Received information, based on the results of an on-site inspection by engineers from Odell Associates, that the present cooling capacity is adequate to serve the proposed additions, and that the present boiler can be made adequate with the addition of a larger burner and heat exchanger.

Dr. Blank stated that this is expected to reduce the mechanical cost of the project, and will allow the architect to proceed with further planning. The project is presently three weeks behind schedule due to a delay in Raleigh on reviewing the plans. Mr. Olsen, Mr. Moretz and Dr. Blank are to meet with the architect on Thursday, September 15, to go over the design of the additions. It is planned to have the architect here in three weeks to give a presentation to the Buildings and Grounds Committee on the design, and to be able to request bids right after the first of the year.

D. Discussed the status of the 1977-78 state operating budget.

Mr. Fulton moved for the approval of these minutes and Mr. Carr seconded. The minutes were approved by the Board.

V. REPORT OF THE FINANCE COMMITTEE

No meetings have been held since the last Board of Trustees' meeting.

VI. ANNOUNCEMENT OF THE APPOINTMENT OF THE NOMINATING COMMITTEE AND CHANGES IN COMMITTEE APPOINTMENTS

It was pointed out that the next meeting of the Board will be the annual meeting.

Chairman Poteat requested that the following people serve on the nominating committee for Board officers: Dr. Phifer, Mr. Smith, and Mr. Carr.

Mr. Pitts was appointed to chair the Finance Committee.

Mr. Moore was appointed to the Executive Committee and Mr. Digh was appointed to the Buildings and Grounds Committee.

VII. DISCUSSION OF THE BYLAWS OF THE BOARD OF TRUSTEES

Mr. Smith indicated that he had discussed with Mr. Fulton the section of the Trustees' Bylaws relating to retirement at age 75. It was Mr. Smith's opinion that the matter should have been taken up at the time Mr. Fulton became 75, but he still felt that the Bylaws should be followed. Mr. Fulton reviewed his activities while on the Board and then orally submitted his resignation as Trustee in order to make way for a younger person. He recommended that Mr. E. P. Dameron be sought as his replacement.

Mr. Smith moved that the resignation be accepted. Dr. Phifer seconded the motion, and Trustee approval was unanimous. Chairman Poteat thanked and commended Mr. Fulton for his service as Trustee. Dr. Phifer then requested that the Trustee Bylaws be printed in pamphlet form and new copies be distributed to the Trustees.

Dr. Phifer, as secretary, was instructed to write a letter to Governor Hunt, recommending the reappointment of Mr. E. P. Dameron to fill the vacancy created by Mr. Fulton's retirement.

The matter of the vacancy on the Board created by the untimely death Mr. Johnny R. Clark then arose, and it was pointed out that it was the duty of the Burke County Public School Board of Education to appoint a member to fill the vacancy. Mr. Digh suggested that Dr. Blank write a letter reminding the School Board that the appointment must be made within 60 days, or the Governor is empowered to make the appointment. The only qualifications required of the apointee is that he or she be a citizen of Burke County or a contiguous county and be within the age limits.

VIII. REPORT FROM THE PRESIDENT

A. Summer Enrollment Report and Status of Fall Registration

Mr. Moretz reviewed the report included in the agenda package. Comparing 1977 to 1976, there was a reduction of nine summer students in the college transfer and special credit programs, a reduction of forty-two in the two year occupational-technical program, and an increase of eighty-five in the one year occupational program. Total summer surriculum enrollment for 1977 was up thirty-four students over summer of 1976.

Mr. Smith expressed concern about how the loss of Roger Sharpe had affected our police science enrollment. Mr. Carr questioned whether or not instructor's political involvements had affected their college programs. Mr. Moretz noted that losing Mr. Sharpe had affected the corrections program as there was no one doing heavy recruiting. Mr. Moretz further pointed out that other instructors who were involved with political activities had always put their college work first. Mr. Smith suggested writing a policy on this. Dr. Blank stated that he felt the existing policy was appropriate for dealing with the political activities of staff but that individual citizen activities outside of working hours were an area left to individual discretion.

Mr. Moretz discussed the Fall enrollment based on tentative data now available. It appears that college transfer enrollment has increased by about 20 people, but there is an apparent reduction of ninety-six in the technical area, with the largest reduction in the business department. There is a slight drop in industrial engineering, and a reduction of forty-four in nursing. This was due to a return to the admission of only one new class per year in this program. The inflated enrollment last year was caused by the presence of extra students who graduated at the end of summer quarter. Enrollment in corrections is down to nine but police science is up. It is estimated that there is a loss of sixty students this year from last year; however, we are paralleling the national trend.

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Dr. Blank stated that he had two major concerns about the Fall enrollment. One was that if there were a significant drop in enrollment, there might have to be a reversion of funds at mid-year, and secondly, whether or not the institution could properly handle a large increase in enrollment.

B. Quarterly Financial Report

Mr. Kenneth N. Clark reported that the budget for local funds was adequate to meet institutional needs for this fiscal year. The County had asked that funds be conserved, and the College made significant economies in the areas of electricity and water use last year, with a net savings of about $18,000. Mr. Clark continued by stating that every appropriate effort was made to spend the state funds, and in fact 99.6 percent of the total budget for last year was used. The .4 percent reversion is under the state average. He commented that this year the budget is such that there again will be little reversion. Mr. Smith questioned what capital outlay was used for. Mr. Clark informed him that it represents expenditures on books and equipment.

C. Status of Programs

Dr. Blank stated that due to an approximate 5 percent reduction in the College budget compared to last year (discounting the mandatory salary increase funds) various steps had been taken to maintain both the quality and range of basic programs. Among these activities were: not refilling certain staff vacancies, increasing staff workloads, reducing travel funds, and reducing funds allotted for materials and supplies. It has been recognized by the State Board and the Department of Community Colleges' staff that serious problems exist in the budgeting process, and strong efforts are being made to improve the process. A new and smaller Community College Advisory Council has been established, and Mr. Stanley Moore has been appointed to membership on that Council.

Mr. Moretz pointed out that the professional staff contracts were written to end May 31, instead of June 30. A special allottment of $124,000 was provided to increase salaries based on an average increase of 6.5 percent, plus a 1.7 percent annual incremental increase similar to that provided for other state employees. The total increase averaged 8.2 percent. A general discussion followed on are pay rates and raises.

Mr. Carson questioned the outcome from the letter from "interested black citizens." Dr. Blank responded that there has been nothing further on this. However, we do have problems in minority staff recruiting and have had for a number of years. Minories can go elsewhere and get more money than we can offer. Several responses were received from agencies that received a copy of the letter and Dr. Blank's response to it.

Mr. Smith questioned the status of the study on mission and goals of the College by the appointed committee. Dr. Blank stated that work had not begun on this study as yet, but would begin soon.

Mr. Smith suggested getting a public relations program started. Dr. Blank noted that the College is not staffed to have a public relations person and that it is left up to each dean to initiate news releases. He further said that the College needs a good publicity and public relations program and would intensify efforts in that direction.

IX. EXECUTIVE SESSION

A general discussion was held with Mr. Richard Lowman in his capacity as a new trustee and as President of the Student Association. Following that discussion, and by unanimous consent, the following resolutions honoring Mr. Johnny R. Clark and Mr. William M. Fulton were adopted:

RESOLUTION HONORING MR. JOHNNY R. CLARK

WHEREAS, the Board of Trustees of Western Piedmont Community College, in session on September 13, 1977, noted with deep regret the untimely and tragic death of Mr. Johnny R. Clark, and

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(Note: Pages 238-246 are a duplicate set of the Minutes entered in error on pages 220-227. The next set of Minutes to be entered should be February 22, 1978. _____)

WHEREAS, Mr. Clark had served with distinction as a valued member of the Board of Trustees of Western Piedmont Community College, and

WHEREAS, Mr. Clark had generously devoted his time, energy and talents to the development of Western Piedmont Community College, and

WHEREAS, Mr. Clark unselfishly made significant contributions to the educational and cultural betterment of the region served by Western Piedmont Community College, be it

RESOLVED, That the Board of Trustees expresses its sense of great loss at the death of Mr. Clark and extends its sincere sympathy to his loved ones in their time of grief, and

BE IT FURTHER RESOLVED, That this resolution be tendered to his family, in its bereavement, as a sincere expression of the heartfelt sympathy of the Board of Trustees of Western Piedmont Community College, and that a copy be placed in the pernament minutes of the Board of Trustees.

Thad M. Poteat, Chairman
Board of Trustees

RESOLUTION HONORING MR. WILLIAM M. FULTON

WHEREAS, the Board of Trustees of Western Piedmont Community College, in session of September 13, 1977, noted the resignation of Mr. William M. Fulton, and

WHEREAS, Mr. Fulton has served Western Piedmont Community College as a trustee ably and well, with conscientiousness and enthusiasm, and

WHEREAS, Mr. Fulton has made many contributions to the betterment of Western Piedmont Community College, and

WHEREAS, Mr. Fulton has generously deveoted his time and talents in furtherance of enhanced educational opportunities for the students served by Western Piedmont Community College, be it

RESOLVED, That the Board of Trustees expresses its appreciation to Mr. Fulton for his fine work in behalf of the College while he served as a member of the Board of Trustees, and

BE IT FURTHER RESOLVED, That this resolution be presented to Mr. Fulton and that a copy be in included in the permanent minutes of the Board of Trustees.

Thad M. Poteat, Chairman
Board of Trustees

There being no further business, the meeting was adjourned.

Thad M. Poteat, Chairman

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

Sandra J. Taylor, Recording Secretary