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MINUTES
WINTER QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
FEBRUARY 22, 1978

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 College Center Conference Room of the College. Mr. Poteat welcomed Mr. Johnson; Mr. Wilkins; Dr. Chapman; Ms. Usher; and Ms. Jones, who had just returned from a leave of absence. It was noted that a quorum was present and the meeting began with the invocation by Mr. Carson.

I. ROLL CALL

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

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

Others present: Dr. Gordon C. Blank, President
H. D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Robert Wilkins, President, Faculty Senate
Dr. E. R. Chapman, Dean of Planning and Development
Mr. Roy Johnson, Odell Associates, Inc.
Ms. Susan Usher, Reporter, The News Herald
Mickie Jones, Recording Secretary

II. MINUTES

The minutes of the November 15, 1977, meeting of the Board were approved as distributed following a motion by Dr. Phifer, which was seconded by Mr. Sitton.

III. COMMITTEE REPORTS

A. Executive Committee

1. Meeting on January 30, 1978

a. Approved the appointment of Miss Nancy Fetsko to the position of instructor in the Medical Laboratory Technician program.

b. Approved appointments to the Medical Office Assistant Advisory Committee and the Water-Wastewater Program Advisory Committee.

c. Received as information, with action to be taken at a later date, the following:

(1) a request for removal of the late registration fee,

(2) changes in personnel policies regarding vacation policies as they relate to non-teaching professional staff, and

(3) a recommended change in the application of the New Year's Day holiday.

d. The committee was briefed on a humanities workshop which the College will sponsor in April.

e. Received, for referral to the full Board of Trustees, Dr. Gordon C. Blank's letter of resignation, to take effect during the summer of 1978.

2. Meeting on February 22, 1978

a. Removed the late registration fee.

b. Approved a change in the vacation policy which will now permit the accumulation of thirty days maximum.

c. Revised the holiday policy to read as follows:

When July 4 falls on a Saturday or Sunday, the following Monday will be observed as a holiday. When January 1 falls on a Saturday or Sunday, either the Friday before or the Monday following will be observed as a holiday, as specified in the academic calendar for that year.

d. Were informed that Mrs. Rosalynn Carter will not be able to speak at spring graduation, but that Dr. Gordon Blank will do so.

e. Discussed the roof leak in the library.

B. Buildings and Grounds Committee

1. Approved the architectural plans and procedures for the vocational-technical building as presented by Mr. Roy Johnson of Odell Associates, Inc.

2. Authorized Dr. Blank to invote Article 22 against Johnson Controls and Shanklin Air Conditioning if the mechanical installation in the College Center is not completed by January 6, 1978.

3. Discussed the committee's dissatisfaction with bonding procedures and the performance of bonding companies in North Carolina. It was suggested that a complaint on behalf of the College be lodged with the Commissioner of Insurance when the College Center project is closed out.

4. Deferred action on the matter installing a cover area between "A" and "G" buildings. Mr. Roy Johnson of Odell Associates, Inc. estimated that an appropriate permanent concrete cover would cost approximately $8,000.

5. Received a proposal from the College Arts and Lectures Committee that the Third Century Artist, Beth Crumley, be asked to design a mural to be painted on the hall wall facing the stairwell on the ground floor of the College Center. The proposal was approved with the final design to be approved by the Trustees' Buildings and Grounds Committee.

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Dr. Phifer moved that the actions of the Executive Committee and the Buildings and Grounds Committee be approved as reported. The motion was duly seconded and passed without dissent. Dr. Blank reported that the mechanical installation in the College Center was completed by January 6; therefore, it was not necessary to invoke Article 22 against Johnson Controls and Shanklin Air Conditioning.

C. Finance Committee

Dr. Blank reported that the Finance Committee had not met since the last quarterly meeting of the Board, but that a meeting would be held soon to consider the local budget request.

D. Bylaws Revision Committee

Mr. Smith, chairman of the committee, referred trustees to the suggested changes which had been included in their packets. Mr. Smith noted that the most significant changes recommended were:

1. Since a trustee at age 75 creates a vacancy on the Board, it should be the responsibility of the chairman of the Board to notify a trustee approaching age 75 six months in advance of his birthday.

2. Additional wording in Article II, Section 1 (d), which permits the chairman to serve only two consecutive years unless a change in the chairmanship would seriously effect ongoing negotiations or activities of the Board. Under such conditions the chairman may be elected for a third term, but under no conditions may he serve a fourth term.

Mr. Sitton questioned the vagueness of the additional wording in Article II, Section 1 (d), and pointed out that the trustees could use this clause to keep a chairman in office for a third term under any circumstances. Committeeman Phifer responded that the wording was somewhat ambiguous, but committee members felt that it should be that way. Following a general discussion, Dr. Phifer moved, seconded by Mr. Sigmon, that the trustees accept the recommendations for review and agreed that Mr. Sitton should be allowed to improve the wording of Article II, Section 1 (d), if he feels there is need to do so. Chairman Poteat exptessed appreciation to Mr. Smith, Dr. Phifer, and Mr. Carr for their excellent work on this committee.

IV. REPORT FROM THE PRESIDENT

A. Construction Planning Progress

Dr. Blank asked Mr. Roy Johnson of Odell Associates, Inc. to review the plans for the vocational-technical facility. Mr. Johnson reported that the contract document had been sent to Raleigh. Contract advertisement is expected to occur the second week in March with the opening of bids occurring April 11-13. The construction completion date is expected to be in the spring of 1979. The design satisfies the most recent building codes. Mr. Johnson also informed the trustees that this construction would bring existing heating and air conditioning capabilities to their limit.

B. Quarterly Fiscal Reports

Mr. Clark reported that 58 per cent of the budget is complete, and that 59 per cent of state and 58 per cent of local funds have been expended. Mr. Clark pointed out that it was necessary to decrease part-time instruction in order to bring the budget in line. Complete state and local fiscal reports for the quarter were included in the trustee packets.

C. Community College System Budget Adjustment Request - 1978-79

Dr. Blank reported that, according to the state reversion plan, the Continuing Education Division of the College will receive an additional $4,400, a smaller amount than the entitlement as a result of the small amount of funds reverted by other institutions.

D. Report on the Mission and Goals Study

Dr. Chapman reported that the committee is proceding with its plans to do an on-campus and off-campus survey in order to ascertain public opinion of college programs, services, finances, etc. The questionaire is planned to be distributed outside the College through direct mail, and by newspaper, or other means. Mailing of the questionnaire is expected to occur in a few weeks. The results of the survey will be included in an updated long-range planning document for the College.

E. Resignation of the President

Mr. Poteat referred trustees to Dr. Gordon C. Blank's letter of resignation. Dr. Blank asked that his resignation be acepted and stated that he feels he is leaving the College in a position of strength. He also expressed appreciation to the trustees for the support he has been given as president of Western Piedmont Community College. Mr. Sigmon expressed his belief that the College is a better place for Dr. Blank's having been here, and Mr. Smith moved that the resignation be accepted with reluctance. Following a second to the motion by Dr. Phifer, the resignation was accepted. Dr. Blank will leave Western Piedmont mid-summer 1978 to become president of Adirondack Community College in Glens Falls, New York.

In accordance with the bylaws, Mr. Poteat presented the following resolution for consideration:

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Resolution Requesting Appointment of Acting President

WHEREAS, The Board of Trustees of Western Piedmont Community College, in regular session, on February 22, 1978, received and accepted the resignation of Dr. Gordon C. Blank, president of Western Piedmont Community College, to be effective on a date to be arranged during the summer of 1978, and

WHEREAS, The Bylaws of the Board of Trustees of Western Piedmont Community College state that the dean of the college shall serve as acting president under such circumstances until the Board has selected a temporary or permanent president, and

WHEREAS, The General Statutes of North Carolina empower the trustees of Western Piedmont Community College to elect a president, subject to standards established by the North Carolina State Board of Education, for such term and under such conditions as the trustees may fix, subject to the approval of the North Carolina State Board of Education, therefore, be it

RESOLVED, That the Board of Trustees of Western Piedmont Community College hereby requests that the State Board of Education approve the appointment of Mr. H. D. Moretz, presently dean of the college, to acting president of Western Piedmont Community College, subject to the terms and conditions set forth by the Chairman and Executive Committee of the Board of Trustees of Western Piedmont Community College, to be effective during summer of 1978 upon the departure of President Gordon C. Blank.

/s/
Thad M. Poteat, Chairman
Board of Trustees

/s/
E. W. Phifer, Jr., M. D.
Secretary, Board of Trustees

Mr. Brinkley moved that the resolution be accepted. Mr. Carson seconded and the motion was approved by unanimous vote.

Mr. Poteat informed trustees that a presidential search committee would be appointed soon.

V. NON-AGENDA ITEMS

A. Budget Proposal, Department of Community Colleges, 1978-79

Dr. Blank reported that the State Board of Education is proposing a forty-five million dollar operating budget increase for the overall community college system for 1978-79. Also, proposed is a decrease in the student/instructor ratio from 23:1 to 22:1.

B. North Carolina Association of Public Community College Presidents

Mr. Moretz informed the trustees that he had attended a meeting of the association on January 24 and 25. The most significant item reported at that meeting was that a revised budget formula is being considered by the Community College Advisory Council. The proposal, if approved, will be forwarded to the State Board of Education for its consideration.

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C. Affirmative Action

Dr. Blank reported that an affirmative action meeting had been held at Western Piedmont on February 21, 1978. The meeting involved staff from the Department of Community Colleges in Raleigh, college staff, and representatives from nine other community colleges/technical institutes in the surrounding area. It was learned that the Department of Health, Education, and Welfare has approved the North Carolina Department of Community College's affirmative action plan. As requested by Dr. Blank, Dr. Chapman reviewed the progress being made by Western Piedmont in meeting the May 22, 1978, deadline for submission to Raleigh of the College's implementation plans. The document will be presented to the trustees for their approval.

VI. EXECUTIVE SESSION

A general discussion was held during the executive session, but no action was taken.

Thad M. Poteat, Chairman

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

Mickie Jones, Recording Secretary

MINUTES
SPECIAL CALLED MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
MAY 10, 1978

A special called meeting of the Board of Trustees of Western Piedmont Community College was held on the evening of May 10, 1978, at 7:00 p.m. in the College Center Conference Room. Chairman Poteat presided.

Members present: Thad M. Poteat, Chairman
D. Holman Sigmon, Vice-Chairman
C. Sam Brinkley
John H. Carson
J. Ray Childers
Charles S. Digh
W. Stanley Moore
Donald E. Smith

Members absent: Robert P. Carr
E. W. Phifer, Jr., M. D.
Noah O. Pitts, Jr.
Claude S. Sitton
Sheila W. Stevens

Others present: Gordon C. Blank, President
H. D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Harold P. Olsen, Dean of Curriculum Programs
John H. McMurray, College Attorney
Roy Johnson, Odell Associates, Inc.
Gene Midyette, Odell Associates, Inc.
Mickie Jones, Recording Secretary

The purpose of this meeting was to consider bids recieved on the vocational-technical expansion project at the bid opening held at 3:00 p.m. this same day. The bids were received as follows:

| | | Low Bidder |
|---|---|---|
| **General Contract** | | |
| W. R. Patton Company | $497,475 | |
| Burke Construction Company | | $494,000 |
| R. T. Dooley | 538,700 | |
| Causby Construction Company, Inc. | 495,000 | |
| Hickory Construction Company | 513,417 | |
| Anchor Construction Company | 561,409 | |
| **Mechanical Contract** | | |
| B & R Sheet Metal | | 124,798 |
| Ingold Company, Inc. | 143,600 | |
| G. A. Thompson & Son | 153,652 | |
| **Plumbing Contract** | | |
| Burke Construction Company | | 105,000 |
| Buckner Plumbing & Heating | 128,985 | |
| Ingold Company, Inc. | 111,800 | |
| G. A. Thompson & Son | 119,626 | |

| Electrical Contract | | Low Bidder |
|---|---|---|
| Electric Wiring Company, Inc. | $ 63,650 | |
| Home Electric Company | 69,390 | |
| Kenworthy Electric Company | 57,779 | |
| Caldwell Electric Company | | $ 57,125 |
| Hayes & Lunsford Electric Company | 73,738 | |
| TOTAL — LOW BIDS | | $780,923 |

The budget for the project is $602,000, with $542,950 budgeted for the actual building construction. The Appalachian Regional Commission funded 80 per cent of the project, and the other 20 per cent came from local matching funds. The bid overrun was $237,973.

A lengthy discussion ensued with Mr. Johnson and Dr. Blank presenting possible alternatives the trustees might take since a bid could not be accepted. There were many questions that could not be answered without further inquiry, such as:

1. Are additional funds available?
2. What were the causes of the overrun?
3. Will the Appalachian Regional Commission permit a reduction in the scope of the project? If so, what areas should be involved?
4. Will the Appalachian Regional Commission permit a time extension, and so forth?

It was agreed during the discussion the college administrators and the architects will investigate alternatives for the project and present their recommendations to the Trustee Buildings and Grounds Committee.

The meeting was adjourned at 8:00 p.m.

Thad M. Poteat, Chairman

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

Mickie Jones, Recording Secretary

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MINUTES
SPECIAL CALLED MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
NOVEMBER 6, 1978

The Board of Trustees of Western Piedmont Community College met in special session on Monday, November 6, 1978, at 7:30 p.m. in the College Center Conference Room. Chairman Poteat called the meeting to order, and welcomed Mr. Robert E. Tolbert to his first meeting as ex-offici trustee. Mr. Tolbert is president of the Student Government Association.

Members present: Thad M. Poteat, Chairman
D. Holman Sigmon, Vice-Chairman
E. W. Phifer, Jr., M.D., Secretary
C. Sam Brinkley
John H. Carson
J. Ray Childers
W. Stanley Moore
Noah O. Pitts, Jr.
Claude S. Sitton
Donald E. Smith
Robert E. Tolbert, Ex-officio

Members absent: Robert P. Carr
Charles S. Digh

Others present: H. D. Moretz, Acting President
Kenneth N. Clark, Business Manager
Mickie Jones, Recording Secretary

The purpose of this meeting was to consider bids received on the vocational-technical expansion project. Mr. Moretz was asked to apprise the trustees of the status of the project to date.

Mr. Moretz reported that the project was originally bid on May 10, 1978. The bids reflected a 40 to 45 per cent cost overrun and no contracts were awarded. Subsequently, the project was reduced in size by 4,795 square feet (29.7 per cent) and rebid on October 10, 1978. The base bids were recieved as follows:

| General Contract | | Low Bidder |
|---|---|---|
| Anchor Construction Company, Inc. | $410,729 | |
| Burke Construction Company, Inc. | 385,000 | |
| Causby Construction Company, Inc. | 407,000 | |
| Hickory Construction Company, Inc. | 404,300 | |
| L. P. Cox Company | 490,000 | |
| Wilkie Construction Company, Inc. | | $359,887 |

| | | Low Bidder |
|---|---|---|
| Plumbing Contract | | |
| Buckner Plumbing & Heating, Inc. | | $ 70,197 |
| Burke Construction Company, Inc. | $ 85,275 | |
| Ingold Construction, Inc. | 79,800 | |
| G. A. Thompson & Son, Inc. | 88,575 | |
| Mechanical Contract | | |
| B & R Sheet Metal, Inc. | | 91,887 |
| Ingold Company, Inc. | 106,700 | |
| G. A. Thompson & Son, Inc. | 118,450 | |
| Electrical Contract (Only two bids were received, instead of the needed three, at the October 10 bidding. No bids were opened on October 10, and the electrical contract was rebid on October 24 with the following results): | | |
| Caldwell Electric Company, Inc. | 68,150 | |
| Electric Wiring Company, Inc. | 66,500 | |
| J. B. Brooks Electric Company | | 54,900 |
| BASE BID TOTAL | | $576,871 |
| PROJECT RELATED COSTS | | 63,376 |
| TOTAL PROJECT COST | | $640,247 |
| FUNDS PRESENTLY AVAILABLE ($120,400 local and $481,600 ARC) | | 602,000 |
| Present Deficit | | 38,247 |
| Carryover Bond Money and Interest | | 22,291 |
| BALANCE NEEDED | | ($ 15,291) |

Mr. Moretz further reported that the administration had submitted an application for a community development grant of up to $60,000 through the Department of Natural Resources and Community Development. Also, the Burke County Board of Commissioners were requested to allocate additional funding for the construction. At the Commissioners' meeting of June 20, 1978, the Commissioners unanimously approved capital improvement funding of $20,000 at such time as the community development grant is made. Grant offers were expected in October; however, it has been learned that grants will not be made until February. Following the final bidding on October 24 and the projection of a total construction cost of $640,247, Mr. Moretz informed Mr. Kenneth R. Thompson, Burke County Manager, that all possible funding sources had been exhausted, that a funding deficit of

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$15,291 remains, and that contracts must be signed and delivered by November 9. The Commissioners will consider this request at their next meeting scheduled on November 8; however, because of the time problem, Mr. Thompson discussed this funding request with the Commissioners individually and then suggested to Mr. Moretz that the trustees should proceed with the signing of contracts.

Mr. Poteat reported that the Executive Committee met on November 1, 1978, with Mr. John McMurray, college attorney, present. The Executive Committee recommends that the Board of Trustees approve the signing and awarding of contracts to the low bidders. Mr. Sitton moved that the project be approved and the contracts be signed. Dr. Phifer seconded the motion and it was passed unanimously by those present. During the discussion following the motion, Dr. Phifer recommended that the County Commissioners be informed at the meeting on November 8 that the presidential search committee will likely need additional funds to support a supplement to the state salary for president of the College. Also, Mr. Moretz was asked to seek a 90-day extension on the add alternates since additional money might be received through the community development grant in February. Mr. Smith expressed his dissatisfaction with the work of Odell Associates on this project and the college center project. Following a lengthy discussion, Dr. Phifer moved that Mr. Moretz be asked to negotiate a reduction in fee with Odel Associates. The motion was seconded by Mr. Sitton and carried.

Chairman Poteat adjourned the meeting at 8:13 p.m.

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

_____
Thad M. Poteat, Chairman

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Mickie Jones, Recording Secretary

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MINUTES
ANNUAL MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
NOVEMBER 14, 1978

The Board of Trustees of Western Piedmont Community College held its annual meeting Tuesday, November 14, 1978, at 7:30 p.m. in the College Center Conference Room. Chairman Poteat called the meeting to order and Mr. Clark gave the invocation. A quorum was present. Mr. Poteat welcomed Mr. Robert Tolbert, SGA President; Mrs. Ruth Thomas, Faculty Senate Chairman; and Ms. Dorothy Whitener, who will replace Ms. Mickie Jones as secretary to the president and to the dean of the college. He also recognized the presence of Sharon Pritchard, reporter for radio stations WMNC and WQXX, and Terrell Bunn, reporter for the Pioneer Press.

I. ROLL CALL

Members present:
Thad M. Poteat, Chairman
C. Sam Brinkley
Robert P. Carr
John H. Carson
J. Ray Childers
Charles S. Digh
W. Stanley Moore
E. W. Phifer, Jr., M.D.
Noah O. Pitts, Jr.
Claude S. Sitton
Donald E. Smith
Robert E. Tolbert

Members absent: D. Holman Sigmon

Others present:
H. D. Moretz, Acting President
Kenneth N. Clark, Business Manager
Ruth Thomas, Faculty Senate Chairman
Sharon Pritchard, Reporter, WMNC/WQXX
Terrell Bunn, Reporter, Pioneer Press
Mickie Jones, Recording Secretary
Dorothy Whitener, Recording Secretary

II. MINUTES

The minutes of the February 22, 1978, meeting of the Board were unanimously approved on a motion by Mr. Moore and second by Mr. Sitton.

III. COMMITTEE AND SPECIAL MEETING REPORTS

A. Executive Committee

1. Meeting on May 25, 1978

a. Adopted revised sick leave and maternity leave policies as recommended by college staff.

b. Rescinded existing policy which limited faculty recruiting from the Burke County Public Schools.

c. Approved an affirmative action plan developed by college staff.

d. Approved educational leave for 19 professional staff members.

e. Granted tenure to Mrs. Carolyn Stewart, Nursing Instructor, and Mr. Jerry Rowland, Fire Science Instructor.

f. Approved the action of the college staff in not renewing the contract of Mr. Benjamin S. Albright.

g. Accepted the resignations of Mrs. Anita D. Peterkin, Mr. Thomas Boyles, and Mr. Kenneth N. Clark (Mr. Clark later withdrew his resignation).

h. Appointed Dr. Spottswood Neale as Medical Director of the Medical Laboratory Technician Program.

i. Approved the appointment of Mr. Robert Small as Business Manager upon the departure of Mr. Kenneth N. Clark.

j. Approved the removal of Mr. Willard J. Wilson as Chairman of the Engineering Sciences Department (at Mr. Wilson's request) and appointed Mr. Roger Carter as Chairman of this department.

k. Agreed by consensus that the salary for Mr. H. D. Moretz while Acting President would be based on an annual rate to include the state salary for which he would qualify, plus the local presidential supplement provided by the county.

2. Meeting on July 18, 1978

a. Approved the appointment of the following:

(1) Martha L. Baskin, Instructor in Nursing

(2) Sylvia Milne, Adult Basic Education Coordinator.

b. Approved full-time staff and staff salaries for the 1978-79 year.

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c. Approved the transfer of $2,077.80 from the Food and Vending Fund to the Traffic Office Fund.

d. Accepted resignations from the following:

(1) Mr. Willard H. Garrell, Superintendent of Buildings and Grounds

(2) Ms. Beverly McClure, Counselor.

e. Heard a status report on the vocational-technical expansion project.

3. Meeting on July 24, 1978

a. The purpose of this meeting was to discuss the resignation of Mr. Willard H. Garrell and to determine whether or not further action should be taken. Mr. John H. McMurray, college attorney, attended the meeting. Following lengthy discussion, it was agreed that no action would be taken.

4. Meeting on October 5, 1978

a. Approved the appointment of the following:

(1) Helen I. Keller, Recruiter/Student Activities Coordinator

(2) Billie A. Meeks, Counselor

(3) Gary R. Bishop, Adjunct Instructor (Prison Program)

(4) James R. Lawrence, Assistant Learning Laboratory Coordinator

(5) Judith A. Carswell, Adult Basic Education Instructor, Human Resources Development Program.

b. Approved the resignations of the following:

(1) Dr. James B. Cates, Instructor in Business

(2) Dr. Jason D. Bryant, Instructor in Business.

c. Approved new policy on the consolidation, control, and use of auxiliary service funds.

5. Meeting on November 1, 1978

a. It was reported that all bids had been received on the vocational-technical expansion project, that all fund sources have been exhausted and that there is a $15,291 deficit remaining. The county manager, Mr. Kenneth R. Thompson, had been contacted and suggested that the contracts be signed on the expectation that the County Commissioners will provide the needed funds. Mr. John H. McMurray,

b. It was agreed that Dr. James B. Cates would be forgiven his obligation to repay his 1978 summer educational leave with pay on the grounds that Dr. Cates had taken advantage of only three of four opportunities for educational leave with pay and that much of the time and expense that Dr. Cates had put in on his doctoral degree was his own.

c. Received a report on curriculum FTE (full-time equivalency) production for the past year. There is a reduction of approximately 10 per cent FTE production, which indicates that the college may lose as many as five faculty positions for next year. Faculty have been informed of this; however, it is not possible or practical to draw definite conclusions at this time. The Executive Committee agreed that it would deal with the problem of declining FTE production and the probable consequences after the matter of the vocational-technical facilities expansion project is settled.

Dr. Phifer moved that the summary of the meetings not be read by Mr. Moretz, but that they be approved as distributed. Mr. Carson seconded and the motion carried.

Prior to the Board meeting, the Executive Committee had met and approved the resignation of Mr. Samuel B. Tate as Director of Human Resources Development.

B. Buildings and Grounds Committee

1. Meeting on May 30, 1978

a. Authorized the college staff and architects of Odell Associates to proceed with efforts to bring the vocational-technical expansion project in line with available funding. The following recommendations for reducing the cost of the project were made and approved:

(1) Remove the "C" Building additions

(2) Reduce the "E" Building expansion by 1900 square feet

(3) Remove the outdoor forensic science laboratory

(4) Consider replacing the terrazzo in the hallways with another less expensive construction material

(5) Seek additional funds from other sources; specifically, the capital reserve fund of Burke County and from the community development grant fund of the North Carolina Department of Natural Resources and Community Development

(6) Include add-alternates to protect the basic grant and to make use of any additional funds that may be obtained.

b. Authorized Mr. Roy Johnson of Odell Associates to investigate the use of steel jacketed hot water lines instead of pre-cast concrete.

c. Approved a motion to reject all bids received on May 10.

2. Meeting on August 29, 1978

a. Reviewed and approved the revised plans for the vocational-technical expansion project.

b. Heard a report that a grant application had been submitted to the North Carolina Department of Natural Resources and Community Development for up to $60,000, and that the Burke County Board of Commissioners have committed an additional $20,000 provided this grant is received.

c. Approved a re-bid date of October 10.

d. Approved the use of a Ricwel pipe system for the distribution of hot water, which will result in a considerable reduction in cost.

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Mr. Moretz summarized the status of the bidding for the vocational-technical building. The bids exceeded the available funds by $15,291. This amount had been requested from Burke County Board of County Commissioners on November 8 and was appropriated for the project. Mr. Brinkley moved that the contracts be signed and Mr. Moore seconded the motion. The motion carried without dissent.

Mr. Sitton inquired about the FTE (full-time equivalency) for the year 1977. Mr. Moretz explained that FTE was down approximately 10 per cent, which may result in a loss of some faculty positions next year. Although no definite conclusions can be reached at this time, the administration and Executive Committee of the Board of Trustees will study this situation in the near future. Mr. Moretz indicated to the Board that the Continuing Education Division of the college is continuing to expand. Mr. Clark noted that the Department of Community Colleges had advised him that this college is not in a unique situation, as FTE is lower throughout the system. Chairman Poteat advised the Board that the FTE matter would be discussed further as soon as the present building project is finalized.

C. Finance Committee

1. Meeting on March 21, 1978

a. Approved the local budget request for 1978-79

Mr. Carson moved that the summary of the Finance Committee be approved as distributed and Mr. Brinkley seconded the motion. The motion carried unanimously.

D. Special Called Meetings of the Board of Trustees

1. Meeting of May 10, 1978

The purpose of this meeting was to consider bids received on the vocational-technical expansion project. Bids were received at a cost overrun of $237,973; therefore, no bids were accepted. The Buildings and Grounds Committee of the Board of Trustees, the college administrators, and the architects were instructed to investigate project alternatives.

2. Meeting of November 6, 1978

a. Received a report on the status of the vocational-technical expansion project. Agreed to sign and award contracts on the low base bids. Asked Mr. Moretz to seek a 90-day extension on the add-alternate bids made by the low bidders.

b. Expressed dissatisfaction with Odell Associates and asked Mr. Moretz to negotiate a reduction in fee.

Mr. Moretz summarized the minutes of the May 10 meeting noting that the bids could not be accepted as they were 43 per cent over the budget. The trustees asked for alternatives on the project. The project was redesigned and reduced in scope. On November 6, the Board agreed to accept the low base bids of October 10 and October 24 for the revised vocational-technical project.

E. Presidential Search Committee

Mr. Moore reported to the Board that the five-member Presidential Search Committee had been working diligently reviewing the 141 applications recieved and had narrowed the field to 19 applicants. The names of the 19 applicants will be presented to the college Presidential Search Advisory Committee. After screening the 19 applicants, the Advisory Committee will be asked to present to the Presidential Search Committee five to

seven applicants for further consideration. The Presidential Search Committee will then proceed to the interview stage. No deadline had been set, but the committee is ready to proceed as soon as the advisory group accomplishes its task. Mr. Moretz advised the Board that the Western Piedmont Foundation has agreed to underwrite the travel expenses of applicants for interview to a maximum of $2,000. The first installment of $1,000 had been received. Dr, Phifer asked that the Board thank the Foundation for its support.

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IV. FISCAL REPORT

Mr. Clark reported to the Board that one-third of the year had passed and 29.5 per cent of the budget had been expended. The financial situation of the college is presently satisfactory. However, since the anticipated tuition receipts of the system is below estimates, a reversion of funds may be necessary at mid-year. The air conditioning system has had extensive repairs, and although insurance will cover most of the cost, avout $1,000 will come from the local budget.

V. ACTIONS ON REVISED BYLAWS

Mr. Moretz informed the Board that there were no changes in substance to the Revised Bylaws as accepted in February. Chairman Poteat asked for a motion that the Bylaws be accepted as distributed. Dr. Phifer suggested that further changes needed to be made. The following changes were made and the final revision will be distributed fifteen days prior to the next quarterly meeting.

The following motion was made by Mr. Smith and seconded by Mr. Pitts: that the phrase in Article II, Section I (c), on page 4, "who need not be a member of the Board of Trustees" be deleted. The motion carried.

Mr. Smith made a motion that on page 4, Article II, Section I (e), second sentence, the wording "He shall" be changed to "The President." Dr. Phifer seconded the motion and the motion carried.

Mr. Moore moved to ininclude on page 8, Article III, (a), a statement authorizing trustees to seel or lease land in accordance with applicable statutes of the state of North Carolina. Mr Pitts seconded the motion and it carried.

Mr. Moore made a motion that on page 10, Article IV, Section 3, the bylaws shall show "The Executive Committee shall consist of the Chairman of the Board, Vice-Chairman of the Board, and three other . . ." Mr. Pitts seconded the motion and it passed unanimously.

Mr. Brinkley moved that on page 13, Article IV, Section 5, the bylaws shall show that the number of persons making up the Committee on Finance be reduced from five to three. Mr. Childers seconded the motion and it passed unanimously.

After discussion, it was moved by Mr. Smith and seconded by Mr. Moore that Article IV, Section 5 (7) on page 14, be changed to read as follows: "To represent the Board, upon authorization by the Board, before the Board of County Commissioners. . ." The motion carried.

Mr. Poteat asked if there were further changes. There being no further changes or discussion, the revised bylaws were accepted by consensus. Mr. Moore then thanked the Bylaws Committee for its work.

VI. REPORT OF THE ACTING PRESIDENT

Mr. Moretz reported to the Board that Mr. Wayne Pollard, Buildings and Grounds Superintendent, had inspected the roofs of the buildings which were found to be in bad shape. It appears that repairs will necessitate an outlay of approximately thirty to forty thousand dollars over the next five years. Mr. Moretz informed the Board that a special called meeting may be necessary to discuss the matter further and to take appropriate action.

VII. REPORT OF THE NOMINATING COMMITTEE AND ELECTION OF OFFICERS

Mr. Smith, representing the Nominating Committee, made the following nominations: for Chairman, Dr. Phifer; for Vice-

Chairman, Mr. Brinkley. Mr. Moore moved the nominations be accepted and Mr. Carson seconded the motion. The motion carried. Chairman Poteat asked for further nominations. There being none, Mr. Pitts moved the nominations be closed and the nominees elected. Mr. Sitton seconded and the motion passed unanimously.

Mr. Smith made the motion that the Board go on record expressing its appreciation to the officers for serving this past year. Mr. Carson seconded the motion and it carried unanimously.

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Chairman Poteat thanked the members of the Board for their support and patience in working on the Board during his terms as Chairman.

Chairman Poteat then opened the floor for nomination for secretary. Dr. Phifer nominated Mr. Moore. Mr. Carson moved the nomination be accepted and Mr. Smith seconded the motion. The motion carried unanimously.

Chairman Poteat asked if there was any unfinished business. Mr. Moretz requested that the chairman establish its committees as soon as possible and advise him accordingly.

VIII. EXECUTIVE SESSION

A general discussion was held during the executive session and the Board of Trustees went on record thanking Mr. Moretz for the excellent work performed as Acting President.

The meeting then adjourned.

Thad M. Poteat, Chairman

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

Dorothy Whitener
Recording Secretary