MINUTES
WINTER QUARTERLY MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
FEBRUARY 13, 1979

The Board of Trustees of Western Piedmont Community College held its winter quarterly meeting Tuesday, February 13, 1979, at 7:30 p.m. in the College Center Conference Room. Dr. Phifer, Chairman, called the meeting to order and Mr. Smith gave the invocation. Dr. Phifer called upon the recording secretary, Miss Dorothy Whitener, to call the roll. A quorum was present.

I. ROLL CALL

Members Present: E. W. Phifer, Jr., M.D., Chairman
C. Sam Brinkley, Vice-Chairman
Robert P. Carr
John H. Carson
J. Ray Childers
W. Stanley Moore
Claude S. Sitton
Donald E. Smith
Robert E. Tolbert, Ex Officio

Members Absent: Charles S. Digh
Noah O. Pitts, Jr.
Thad M. Poteat
D. Holman Sigmon

Others Present: H. D. Moretz, Acting President
Kenneth N. Clark, Business Manager
Larry Clark, Tenurial Faculty Chairman
Ruth Thomas, Faculty Senate Chairperson
Marlene Rosenkoetter, Nursing Department Chairperson
Jack Copeland, Odell Associates, Inc.
Roy Johnson, Odell Associates, Inc.
Dorothy Whitener, Recording Secretary

II. MINUTES

The minutes of the November 14, 1978, annual meeting of the Board were unanimously approved as distributed on a motion by Mr. Carr and second by Mr. Moore.

III. PRESENTATIONS OF RECOMMENDATIONS FOR DEALING WITH POSSIBLE REDUCTIONS IN STAFF

Dr. Phifer asked the speakers for the respective groups if discussion of the recommendions could be limited to thirty minutes, including time for the Board to ask questions. All were in agreement that their presentations could be within the time limit.

Mrs. Ruth Thomas, Chairperson for the Faculty Senate, informed the Board that the Faculty Senate had unanimously approved the Faculty Senate Report to the Board of Trustees on Tuesday, February 13, 1979, as distributed

to the Board, and that she would answer any questions the Board wished to ask.

Mr. Larry Clark, Chairman of the Tenurial Faculty, advised the Board that he had nothing to add to the Tenurial Faculty Report as presented to the Board and would answer any questions.

Mrs. Marlene Rosenkoetter, Chairperson of the Nursing Department, came before the Board and stated she would answer any questions in reference to the Department of Nursing Report.

CCD319

At Dr. Phifer's request, Mr. Moretz, Acting President, commented on Mr. Harold Olsen's document presented to the Executive Board at the January 11 meeting regarding the reduction in staff. Mr. Moretz emphasized that Mr. Olsen's Reduction in Staff (RIF) included suggestions from Mr. Olsen, with input from department chairmen, of possible options available to the Board for dealing with the College's present problem of being overstaffed. The report is not a program of action, but presented a list of possible actions, of which any, all, or none might be implemented.

Board members then asked questions of Mrs. Ruth Thomas, Mr. Larry Clark, and Mrs. Marlene Rosenkoetter regarding educational leave, contracts, salary, part-time versus full-time faculty, recruitment, and attrition rates. At this point, Board members questioned Mr. Moretz on program costs, Full-time Equivalent (FTE) production, budgeting, and faculty workload.

Following further discussion, Dr. Phifer closed the discussion expressing the Board's gratitude to the group for coming and giving their ideas. Dr. Phifer advised the group that the Board of Trustees did not intend to close any curriculum programs, that these problems had accumulated over a long period of time, and that these problems could not be solved in a short time.

IV. PRESENTATION BY MR. JACK COPELAND OF ODELL ASSOCIATES, INC., ARCHITECTS

Mr. Jack Copeland and Mr. Roy Johnson of Odell Associates, Inc., came before the Board of Trustees to explain the problems encountered with the current building project and the added expense to the College. Errors were made by the firm in making estimates due to the instability of the materials and labor markets in the local economy. Mr. Copeland and Mr. Johnson both assured the Board that their firm had given the College's project its full attention using full-time personnel and did not cut their services on the project. Due to the losses already suffered by the firm in regard to cost and

a $7,000 cut in fees by the state, Mr. Copeland felt the $5,000 rebate in fees was inappropriate. The Trustees accepted their defense and by consensus, agreed to rescind their request for a rebate.

V. TRUSTEE COMMITTEE REPORTS

A. The Executive Committee

1. Accepted the resignation of Carolyn Stewart, Instructor in Nursing, effective December 31, 1978.

2. Approved the appointment of Alvin C. Corpening as director of the Human Resources Development Program, effective January 1, 1979.

3. Approved the transfer of Reid Lawrence to the position Recruiter-Instructor in the HRD Program from the position Assistant Learning Laboratory Coordination, effective January 1, 1979.

4. Approved the appointment of Donna Lattimore to the position Assistant Learning Laboratory Coordinator, effective January 8, 1979.

5. Heard a preliminary report on Full-time Equivalent (FTE) production trends and possible consequenses for staffing for the 1979-1980 fiscal year.

Dr. Phifer asked Mr. Moretz to report to the Board the actions of the Executive Committee. Mr. Moretz added to the report that Mr. George Fouts, Instructor in English, was approved for half-time educational leave for the period January 15 through July 15, 1979, to attend the University of Iowa's Institute of Writing. Upon a motion by Mr. Moore and a second by Mr. Sitton, the Board approved the actions of the Executive Committee.

B. The Buildings and Grounds Committee

1. Recommended the adoption of a long-range roof maintenance plan for all college buildings.

2. Authorized the administration to proceed immediately with modifications to the roof flashing on "C" Building (Automotive Shop).

3. Discuss a request by the City of Morganton for an easement along the east and part of the south boundaries of the college property for the installation of a power line to the site of the proposed shopping mall near Magnolia Plantation. By consensus, it was decided that Mr. Ken Clark should have further discussion with the city administration to obtain more detailed information before action is taken on this matter. Also, the committee will walk over the area concerned before making any decision on the request.

At the request of Mr. Childers, Chairman of the Buildings and Grounds Committee, Mr. Moretz commented on the meeting held February 6, 1979. Mr. Brinkley moved to approve the actions of the Buildings and Grounds Committee, and Mr. Smith seconded the motion. The motion passed.

C. The Finance Committee

Mr. Sitton, Chairman of the Finance Committee, reported to the Board that the committee had not held any meetings and asked Mr. Ken Clark, Business Manager, for a report on the budget. Mr. Clark distributed copies of the state and local budget and reported that 52 percent of the state funds were expended and 58 percent of the local budget expended with 58 percent of the expired. Mr. Clark informed the Board there was a $7,852.88 deficit in the local budget due to the unexpected expense of repairing the chiller which froze and ruptured last September. The cost of the repairs was not totally covered by insurance. Mr. Clark added that he had submitted a request to the county manager to shift some funds.

CCB319

Mr. Clark also reported that Mr. James Huffman, electrician for the College, had instituted an energy saving utilities program at the College, saving the College several thousand dollars. Mr. Moore made the motion that a commendation to Mr. Huffman for his conservation program go into the minutes. Mr. Brinkley seconded the motion and it passed unanimously.

VI. ACTION ON REVISED BYLAWS

Dr. Phifer pointed out that there were not nine voting members present, therfore no action could be taken on the Revised Bylaws. The Board will take action on this matter at the next regular meeting.

Mr. Moore then made a motion that the Board go into executive session to discuss property matters and personnel matters, and that any action taken would be done in an open meeting. Following a second by Mr. Brinkley, the motion passed.

VII. EXECUTIVE SESSION

Upon returning to open session, the Board voted not to sell any property along U. S. 64 at this time, this decision being in response to an inquiry of an out of town real estate developer. No actions were taken on personnel matters.

The meeting then adjourned.

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

W. Stanley Moore, Secretary

Dorothy Whitener

Dorothy Whitener, Recording Secretary

MINUTES
SPECIAL CALLED MEETING
BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
MARCH 16, 1979

The Board of Trustees of Western Piedmont Community College held a special called meeting at 5:00 p.m. Friday, March 16, 1979, in the Library Conference Room. The session was held on the quick call of the Chairman for the purpose of helping to expedite the search for a President. Presiding was the Chairman, Dr. E. W. Phifer, Jr.

Upon assembling, motion was duly made, seconded, and passed that the Board go into executive session on the grounds that personnel matters were to be discussed, with action, if any, to be taken in an open meeting following Executive Session.

The Board heard reports from Mr. W. Stanley Moore, Chairman of the Presidential Serach Committee and other members of that group.

Returning to open session, a motion was made by Mr. Noah O, Pitts, Jr., and seconded Mr. Don Smith, that the Board of Trustees should extend an invitation to Dr. W. H. Droze, Provost of Texas Woman's University of Denton, Texas, and one of the applicants being considered for the presidency, to be invited to meet with the Board of Trustees and the Advisory Search Committee and others during the weekend of March 24-26, and authorized the Search Committee to negotiate with him under the terms made possible by the Board of County Commissioners in an offical poll at its meeting March 13 on budget needs for fiscal year 1979-80. The motion passed.

A motion by Mr. Don Smith, seconded by Mr. J. Ray Childers, was made for the purpose of putting the Board of Trustees on record as unanimously approving the actions of the Presidential Search Committee from its creation date. This motion was unanimously approved.

Considered in open meeting was a delayed proposal to approve revised Bylaws for Western Piedmont Community College Trustees which had been the subject of several sessions and had been reviewed by the full Board. There being the required number of Trustees present, Mr. Smith made the motion, with a second by Mr. Childers, that the Bylaws be approved. The vote was unanimous.

Trustees present for the meeting were:

E. W. Phifer, Jr., M. D., Chairman
W. Stanley Moore, Secretary
C. Sam Brinkley
John H. Carson
J. Ray Childers
Noah O. Pitts, Jr.
Thad M. Poteat
D. Holman Sigmon
Donald E. Smith
Robert E. Tolbert, President, Student Government Association

Trustees absent for the meeting:

Robert P. Carr
Charles S. Digh
Claude S. Sitton

There being no further business, the meeting was adjourned at 6:00 p.m.

CCD319

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

W. Stanley Moore
Secretary

MINUTES
SPRING QUARTERLY MEETING
BOARD OF TRUSTEES
WESTERN PIEDMONT COMMUNITY COLLEGE
May 8, 1979

The Board of Trustees of Western Piedmont Community College held its Spring Quarterly meeting Tuesday, May 8, 1979, at 7:30 p.m. in the Library Conference Room of the College. Dr. E. W. Phifer, Jr., Chairman, called the meeting to order and Mr. Ken Clark gave the invocation. Miss Dorothy Whitener, Recording Secretary, called the roll. A quorum was present.

I. ROLL CALL

Members Present: E.W. Phifer, Jr., M.D., Chairman
C. Sam Brinkley, Vice Chairman
Robert P. Carr
John H. Carson
J. Ray Childers
Charles S. Digh
Claude S. Sitton
Donald E. Smith
Robert E. Tolbert, ex officio

Members Absent: W. Stanley Moore, Secretary
Noah O. Pitts, Jr.
Thad M. Poteat
D. Holman Sigmon

Others Present: H. D. Moretz, Acting President
Ken Clark, Business Manager
Robert Small, Associate Business Manager
Harriet Dockery, Reporter, The Hickory Daily Record
Susan Usher, Reporter, The News Herald
Sharon Pritchard, Reporter, Radio Stations WMNC/WQXX
Dorothy Whitener, Recording Secretary

II. MINUTES

Dr. Phifer informed the Board that the minutes of the winter quarterly meeting of February 13 and the special called meeting of March 16 were included in their packets of information and asked for a motion that the minutes be approved as distributed. Mr. Brinkley made the motion and Mr. Smith seconded the motion. The motion carried without dissent.

III. COMMITTEE AND SPECIAL MEETING REPORTS

A. Finance Committee

a. Adopted resolution regarding the financial exigency expected to exist during the 1979-1980 Fiscal Year, to be recommended to the Executive Committee

b. Adopted a contingency plan to deal with the expected financial exigency, to be recommended to the Executive Committee

c. Deferred action on a business-industry survey recommended by Mr. Moretz

d. Adopted a local budget request for Fiscal Year 1979-1980 for submission to the Burke County Commissioners

Mr. Sitton, Chairman of the Finance Committee, advised the Board that a Summary of the Actions of the Finance Committee was included in the trustees material distributed prior to the meeting and asked if there were any questions. There were no questions and the Summary of the Actions of the Finance Committee was accepted by the Board upon the motion of Mr. Smith and a second by Mr. Brinkley.

B. Executive Committee

1. March 13, 1979

a. Adopted the Resolution and Contingency Plan to deal with

CCD319

the expected financial exigency in Fiscal Year 1979-1980 as recommended by the Finance Committee.

RESOLUTION

WHEREAS, based on currently available data and information, it appears that a financial exigency will exist at Western Piedmont Community College during the 1979-1980 fiscal year, and

WHEREAS, such a financial exigency will cause the College to be unable to continue to support the same number of staff persons it supported during the 1978-1979 fiscal year,

THEREFORE NOW BE IT RESOLVED, That the following contingency plan for reducing staff as necessary is hereby adopted.

CONTINGENCY PLAN

The following actions will be taken, as necessary and in the order listed, to keep the College budget within allocated funds:

1. Request funding in local (county) budget to support the switchboard operator position.

2. The full-time adjunct curriculum instructional position in the Light Construction Program shall be converted to a part-time position.

3. The data processing position in the Business Department will be filled, but the secretarial skills position shall not be filled.

4. With state approval, funds shall be transferred from the extension instructional budget to the curriculum instructional budget sufficient to support two positions for the 1979-1980 fiscal year only.

5. The instructional position in the Nursing Department vacated by Carolyn Stewart shall be filled and the Chairman of the Nursing Department will be required to teach an average of six hours per quarter.

6. The adjunct position in the Criminal Justice Department shall be terminated as of May 31, 1979. Make use of part-time instructors as necessary to supplement the work of the two remaining instructors.

7. The clerical and/or support staff shall be reduced sufficiently to support one curriculum instructional faculty position for 1979-1980 only. The administration is authorized to make the decision as to which positions are to be terminated.

It is hoped that these measures will enable the College to maintain the remainder of staff positions during the 1979-1980 fiscal year. However, until the general assembly has completed its work and has established the state budget for 1979-1980, no firm commitments can be made. It is possible that all of the listed actions may not be needed, but it is also possible that additional economy measures may be required.

/s/
E. W. Phifer, Jr., M.D.
Chairman

b. Approved for recommendation to the full Board, items one through six of the Policy Affecting Future Actions, as recommended by the Finance Committee.

c. Agreed by consensus that item seven of the Policy Affecting Future Actions should be handled on an individual basis by each trustee as he saw fit.

POLICY AFFECTING FUTURE ACTIONS

In order that the College may be better able to deal with possible reductions in financial support in the future, without having to take drastic actions which may have a serious effect on individuals, these policies are hereby adopted:

1. Enforce educational leave policy very strictly, with benefit to the institution to be the controlling factor in granting approval for such leave.

2. Declare all vacancies generated by resignations or transfer to be adjunct positions until each department has at least thirty percent of its positions classified as adjunct.

3. For curriculum instructional faculty who are on continuing contract, the following policy should be applied:

   a. Where educational program needs require, instructional faculty may be employed for twelve months per year.

   b. For other faculty, every effort will be made to alternate twelve months of employment in one year with ten and one-half months of employment in other years, for average annual employment in other years, for average annual employment of eleven and one-fourth months over each two years.

4. Sources of local funds to provide continuing support for one or more positions in the Nursing Department will be investigated by the Board of Trustees.

5. Study the feasibility of paying an appropriate percentage of the salary of the department chairmen from the administrative and/or instructional support line in the budget.

6. Study the present continuing contract (tenure) policy, to determine if this policy places undue or untenable constraints on the institution in regard to length of notice required, percentage of faculty who may become tenured, and obligations of faculty to the institution as well as obligations of institution to the faculty. Concurrently, the legal status of a tenure system in the community college system of North Carolina should be established.

7. Begin to bring pressure on the State Board of Education to use a differential program budgeting procedure which recognizes the differing costs of different programs. This can be done through the Trustees Association, the Community College Advisory Council, or regular political channels.

2. April 30, 1979

   a. Approved eight applicants for educational leave with pay, one applicant for educational leave without pay, and one applicant for educational leave with half pay.

   b. Heard a report on the status of the grievance of Stefan Plumacher, Instructor in Police Science.

Dr. Phifer requested Mr. Moretz, Acting President, to comment on the Executive Committee's actions. Mr. Moretz advised the Board that the Resolution and Contingency Plan would deal with this year's financial situation and the Policy Affecting Future Actions would deal with future years. Also, it was felt that item seven of the Policy Affecting Future Actions was a good idea, but should be handled individually by each trustee as he saw fit.

In regard to educational leave applicants, Mr. Sitton requested to know who had been approved. Mr. Moretz responded that Mr. John Whiteheart, English Department; Mrs. Lois Dechent, Nursing Department; Mrs. Naomi Smith, Dental Assisting Program; Mrs. Ruby Harbison, Science Department; Mrs. Betty Lawing, Learning Lab; Mr. Odell Witherspoon, Math Department; and Dr. E. R. Chapman, Planning and Development, were approved with pay. Mrs. Ruth Thomas, Social and Behavioral Sciences Department, was approved with half pay and Miss Linda Brown, Nursing Department, was approved without pay per their requests.

CCD319

Mr. Moretz added that this was about half the number of applicants normally approved.

Mr. Carson made the motion that the Executive Committee's actions be received as information. Mr. Smith seconded the motion and it carried.

IV. FISCAL REPORT

Mr. Robert Small, Associate Business Manager, reported to the Board that the budget was on target with 80 percent of the local budget expended and 81 percent of the state budget expended with 83 percent of the year expired.

V. REPORT ON THE STATUS OF BUDGET REQUESTS FOR 1979-1980

Mr. Small distributed a Revised Budget for the fiscal year 1979-80 pertaining to the local budget. Information included the original request, additions or reductions, and the revised budget request. Mr. Small explained that Mr. Kenneth Thompson, County Manager, requested the College to hold its overall budget increases this year to 9.2 percent. The increases for the year included a five percent across-the-board raise for employees paid wholly from county funds, the additional supplement for the new president, a projected added supplement for the dean upon Mr. Moretz's retirement, and a two percent merit increase for locally paid employees. The Board was informed that these requests may not necessarily be approved by the Burke County Commissioners.

Also, of eight capital program requests, one request and portions of two requests were approved. These were: (1) a request of $26,150 for roof restoration ($11,650 approved); (2) a request of $27,000 for college vehicles ($5,000 to replace a truck approved); and (3) a request of $6,300 to replace two gang reel mowers approved. Items denied were $6,900 to re-surface four tennis courts, $4,000 to replace drapes with blinds in "A" Building, $18,200 for college vehicles, $8,000 for a kilowatt control demand limiter, and $3,400 for a leaf sweeper. There being no further discussion or comment, the Board accepted the information as given.

VI. OTHER BUSINESS

Due to the fact that the present trustee meeting date is in conflict with another trustee's obligations, it was recommended that the meeting date of the Board of Trustees of Western Piedmont Community College be changed from the second Tuesday to the first Monday of the months of August, November, February, and April. Motion was duly made and seconded. Including Mr. Sigmon's proxy vote, the motion carried unanimously.

Mr. Smith then made the motion to go into executive session to discuss personnel matters with any action to be taken in an open meeting. Following a second by Mr. Brinkley, the motion passed.

VII. EXECUTIVE SESSION

Upon returning to open session, the Board wished to express its approval and appreciation to the planning committee and other participants of the "Growing '79" Open House held May 6, 1979, and unanimously voted a motion of commendation. No actions were taken on personnel matters.

Dorothy Whitener
Recording Secretary

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

DAW/akh

MINUTES
SUMMER QUARTERLY MEETING
BOARD OF TRUSTEES
WESTERN PIEDMONT COMMUNITY COLLEGE
August 6, 1979

The Board of Trustees of Western Piedmont Community College held its summer quarterly meeting Monday, August 6, 1979, at 7:30 p.m. in the Library Conference Room of the College. Dr. E. W. Phifer, Jr., Chairman, called the meeting to order and Mr. Claude Sitton gave the invocation. Dr. Phifer welcomed Mr. Carl Lusk, newly-elected President of the Student Government Association as Student Trustee. Dr. Phifer announced that the Western Piedmont Foundation, Inc. would meet at 6:30 p.m., August 21, at the Holiday Inn. Refreshments and dinner would be served. Miss Dorothy Whitener, Recording Secretary, called the roll. A quorum was present.

CCD319

I. ROLL CALL

Members Present: E. W. Phifer, Jr., M.D., Chairman
C. Sam Brinkley, Vice Chairman
W. Stanley Moore, Secretary
Robert P. Carr
John H. Carson
J. Ray Childers
Charles S. Digh
Noah O. Pitts, Jr.
Thad M. Poteat
D. Holman Sigmon
Claude S. Sitton
Donald E. Smith
Carl E. Lusk, Student Trustee (ex officio)

Members Absent: None

Others Present: Wilmon H. Droze, President
H. D. Moretz, Dean of the College
Kenneth N. Clark, Business Manager
Harold P. Olsen, Dean of Curriculum Programs
Richard N. Greene, Dean of Continuing Education
Dorothy A. Whitener, Recording Secretary

II. MINUTES

Dr. Edward W. Phifer informed the Board that the minutes of the spring quarterly meeting were included in their packets of information. Mr. C. Sam Brinkley moved that the minutes be approved as distributed, and Mr. J. Ray Childers seconded the motion. The motion carried without dissent.

III. REPORTS OF COMMITTEES OF THE BOARD OF TRUSTEES

A. Buildings and Grounds Committee

Mr. Ray Childers, Chairman of the Buildings and Grounds Committee, advised the Board that the Committee had not met since the last trustee meeting. A copy of the monthly Construction Progress Report for the Vocational/Technical addition under construction was included in the packets for information. Dr. W. H. Droze, President, noted that 36 percent of the work was complete at this date. Although the building should be at the 38th percent point of

completion, the administration was reasonably happy with the work completed to date. The Board accepted the information as presented by Mr. Childers and Dr. Droze.

B. Finance Committee

Mr. Claude S. Sitton, Chairman of the Finance Committee, reported to the Board that the Committee had met on July 13, 1979, and a summary of their actions was included in the packet of information. The Finance Committee had:

1. Approved an annuity agreement between Western Piedmont Community College and Southwestern Life Insurance Company of Dallas, Texas, to be recommended to the Executive Committee.

2. Approved adoption of staffing and salary recommendations for fiscal year 1979-1980 for recommendation to the Executive Committee.

3. Received as information the Adult Basic Education budget to be presented to the Executive Committee.

Mr. Sitton observed that the College did not receive all the funds requested from the County Commissioners. The summary was received as information.

C. Executive Committee

Dr. Edward W. Phifer, Chairman of the Executive Committee, informed the Board that the Executive Committee met on July 13, 1979, following the meeting of the Finance Committee, and acted on the following listed items which were included in the packets of information:

1. Approved an agreement with Southwestern Life Insurance Company of Dallas, Texas, for the purchase of annuities by employees, and authorized the President to sign the agreement.

2. Approved staffing and individual salaries presented by the Finance Committee as recommended by the administration for fiscal year 1979-80.

3. Approved the Adult Basic Education Budget for fiscal year 1979-1980 for submission to the Department of Community Colleges.

Dr. Phifer asked Dr. Droze to comment on the actions of the Executive Committee. Dr. Droze informed the Board that the agreement approved for implementation with Southwestern Life Insurance Company was a standard tax-sheltered annuity which would not result in any cost to the College. Mr. Noah Pitts moved that this action of the Executive Committee be received as information. Mr. Brinkley seconded the motion and it carried.

Regarding budget and salaries, Dr. Droze explained that the positions allocated in the final budget were significantly lower than had been expected, based on the tentative budget information received in March. Specifically, the allottment was lower by 6.0 curriculum instructional positions, 3.7 extension instructional positions, 0.4 senior administrative positions, 2.1 instructional support positions, and 1.3 clerical positions. Based on this allottment, salary schedule was developed which provides average increases of 6.9 percent for the Human Resources Development staff, 6.2 percent for the technical/clerical staff, approximately 6.0 percent for

instructional faculty members, and about 5 percent for senior administrative staff members.

IV. OLD BUSINESS

Changes were recommended by the President for two actions approved by the Executive Committee on July 6. First, Mrs. Martha Baskin, Supernumerary Instructor in Nursing was reclassified as a regular instructor, and assigned to a state-allotted instructor position.

Secondly, salaries for Mrs. Patricia Crumpler and Mrs. Mary Alice Withers, Instructors in Nursing, were readjusted. Mrs. Crumpler earned an Educational Specialist Degree during the year and Mrs. Withers earned a Master's Degree. Both salary adjustments were based on the earned higher degrees. Mrs. Crumpler's salary should be changed from $1,676.00 per month to $1,698.00 per month and Mrs. Wither's salary should be changed from $1,324.00 per month to $1,368.00 per month retroactive to July 1, 1979.

CCD319

Mr. Thad Poteat moved for approval of the recommendations. Following Mr. Brinkley's second, the motion carried unanimously.

V. NEW BUSINESS

A. Recommended Changes in Salaries for Employees Paid from Local Funds

Dr. Droze informed the Board that the County Commissioners made $2,080 available to the College for the funding of merit salary increases to maintenance employees who are paid from local funds. Because the Maintenance Department takes such personal pride in the upkeep of the facilities and campus and do a superior job, Dr. Droze recommended that merit raises be awarded. Mr. Robert P. Carr moved accordingly, Mr. Sitton seconded and the motion carried.

B. Position of Apprenticeship Electrician

Mr. James Huffman, electrician for the College, plans to retire in about three years. The College has for nine months employed with CETA funds an apprentice electrician. In order to have a trained replacement for Mr. Huffman, it was recommended that the Board request approval of the County Commissioners to create the position of apprentice electrician. Dr. Droze suggested $3,000.00 of bookstore receipts and $3,093.00 from carry-over funds from last year's county budget be used to fund the apprentice electrician position. Dr. Droze further advised the Board that the CETA funds would support the position until October 1, 1979. Funding in fiscal 1979-1980 would require only nine months support. The Board authorized the funding of the apprentice electrician position.

C. Increase in Graduation Fee

This item was withdrawn from the agenda.

D. Approval of New Professional Employees

Dr. Droze requested Board approval of three candidates needed to fill budgeted vacancies at the College. Upon Dr. Droze's recommendation, Mr. Pitts moved that Elizabeth Anne Craig be approved as Adult Basic Education Instructor/ Recruiter in the Human Resources Development Program. Mr. Childers seconded. The motion carried.

Dr. Droze recommended Miss Jane E. Jeffrey, whose background is in journalism, be approved for a supernumerary instructor position in the Department of English/Humanities. Mr. Sigmon moved that Miss Jeffrey be appointed and Mr. Brinkley seconded the motion. The motion carried.

Mr. Donald J. Kemerait was recommended by Dr. Droze to fill a vacant position in the Business Department. Upon a motion by Mr. Brinkley and a second by Mr. W. Stanley Moore, Mr. Kemerait's appointment was approved.

E. Approval of Courses to be Offered to Immured Groups

Pursuant to the requirements of the North Carolina Administrative Code, Chapter 4E.0403, it is necessary for local Boards of Trustees to approve curriculum and continuing education courses to be offered to immured groups (residents of correctional facilities, nursing homes, mental institutions) prior to the College seeking authorization of the State Board of Education to offer courses to these groups. Dr. Droze recommended that both curriculum and continuing education courses be approved. Mr. Harold Olsen, Dean of Curriculum Programs, advised the Board that the curriculum courses were part of the "Introduction to Light Construction Program" at the Western Correctional Center. Mr. Richard Greene, Dean of Continuing Education, informed the Board that courses in "Coping Skills" are offered to correctional system inmates and to residents of mental retardation centers; courses in "Survival Skills" are provided correctional system inmates; "Arts and Crafts" courses are offered to residents of rest homes and nursing homes; and a seven-part cooking/baking courses is offered to correctional system inmates. Based on this information, the Board approved by consensus the motion made by Mr. Don E. Smith, and seconded by Mr. Pitts to approve courses offered to immured groups. Board members requested that a list of the courses be sent to each member.

VI. REPORT BY THE PRESIDENT ON SPECIAL ITEMS REGARDING PERSONNEL

Mr. Claude Sitton moved that the Trustees go into Executive Session to discuss personnel matters. Mr. Brinkley seconded and the motion carried. Dr. Phifer requested Dr. Droze and Miss Whitener to remain in the meeting room.

A. First Executive Session

Dr. Droze recommended the following changes to the Board:

1. The position of the Dean of the College remain unfilled during fiscal 1980.

2. Change the title of the position of Dean of Curriculum Programs to Dean of Instruction.

3. Abolish the position of Dean of Planning and Development.

4. Reassign Dr. Edwin Chapman to the new position of Director of Evening Programs.

5. Change the title of Dean of Learning Resource Center to Director of the Learning Resources Center and place the position under the general direction of the Dean of Instruction. Responsibilities and functions would remain the same.

Dr. Droze informed the Board that these recommendations would form a semi-level administrative organization composed of the President and three deans: Dean of Instruction, Dean of Student Services, and Dean of Continuing Education. Dr. Droze added that all these recommendations had been discussed previously with the persons involved.

Dr. Droze recommended for consideration the following personnel actions:

6. The creation of the position of Coordinator of Personnel Services. (This is presently handled by several administrators and operations need to be centralized and coordinated by one individual who can keep abreast of court actions and equal opportunity.)

7. The creation of position of Coordinator of Information Services. Reassign an instructional staff member on a part-time basis. (Currently this is handled by about eight persons. There is a need to centralize these duties and have one person responsible to work with the news media to effectively present the image of the College. Dr. Droze further recommended Alex Huppe to serve as Coordinator.)

8. The creation of the position of Administrative Assistant to the President. (Dr. Droze expressed the need in the President's Office for a person with substantial clerical and management skills along with administrative experience in an academic setting.)

9. The creation of the position of Clerk/Typist in the Office of the President.

CCD319

Dr. Droze observed that these new positions would be funded with monies formerly allotted to the position of the Dean of the College.

10. Dr. Droze also requested Board consideration of establishing a position of Supernumerary Instructor in the Criminal Justice Program on a quarter-to-quarter basis and to appoint Mr. Stefan Plumacher to the position. (Dr. Droze expressed the need for Mr. Plumacher in the Criminal Justice Program because he is a capable and effective instructor. Also, if he is not rehired, this action would be detrimental to the College program.)

Following the discussion of all recommendations for personnel actions, Mr. Moore moved the Board return to open meeting. Mr. John H. Carson seconded, and the motion passed.

Mr. Pitts moved that the first five of the recommended changes regarding internal reorganization of the College administration be approved. Mr. Moore seconded the motion and it passed without dissent.

Mr. Sigmon moved that the creation of the four new positions recommended by Dr. Droze be approved. Mr. Smith seconded and the motion carried.

Mr. Moore moved that a contractual letter of appointment be drawn up providing for employment of Mr. Stefan Plumacher on a quarter-to-quarter basis, that the letter be reviewed by the College attorney, and then sent to Mr. Plumacher requesting his services. Following a second, the motion carried, with Mr. Smith going on record as opposing the motion.

Dr. Phifer then asked if there was further business. Mr. Moore made the motion to return to Executive Session to discuss more personnel matters. Mr. Poteat seconded the motion. Consensus followed.

B. Second Executive Session

Following the second Executive Session, the Board returned to open meeting and recorded a vote of commendation for the new President, Dr. Droze, and the staff, for the manner in which he had taken over his duties and the thinking and planning demonstrated in his first regular meeting of the Board. It was noted that the full Board was in attendance, a rare occurrence. Motion regarding the appreciation and support of Dr. Droze was made by Mr. Moore, seconded by Mr. Carr and unanimously approved.

The meeting adjourned.

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

Dorothy A. Whitener
Dorothy A. Whitener
Recording Secretary

DAW/akh

MINUTES

SPECIAL CALLED MEETING

BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

Thursday, October 4, 1979

CCD319

At the request of President Wilmon H. Droze, the Board of Trustees of Western Piedmont Community College held a special called meeting on Thursday, October 4, 1979, at 5:00 p.m. in the Library Conference Room of the College. The purpose of the meeting was to discuss the advisability and feasibility of initiating an intercollegiate athletic program at Western Piedmont Community College, and to consider a proposal to provide name identification for campus buildings.

Members present: Dr. E. W. Phifer, Jr., Chairman
Mr. Sam C. Brinkley
Mr. Robert P. Carr
Mr. Thad M. Poteat
Mr. D. Holman Sigmon
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mr. J. Ray Childers
Mr. Carl Lusk, student Trustee

Members absent: Mr. W. Stanley Moore
Mr. John H. Carson
Mr. Charles S. Digh
Mr. Noah O. Pitts, Jr.

Others: Dr. Wilmon H. Droze
Mr. Kenneth Clark
Mr. Alexander Huppe
Mr. Chuck Galyon
Ms. Rubye Rozzelle

Dr. E. W. Phifer, Jr., presided over the meeting, and Mr. Donald E. Smith gave the Invocation. Ms. Rubye Rozzelle was introduced to the Board of Trustees as the new Administrative Assistant to President Droze.

The Bylaws of the Board of Trustees of Western Piedmont Community College were presented to the Board for discussion, and Dr. Wilmon H. Droze recommended that no action be taken on the Bylaws until the November meeting, to give all members of the Board an opportunity to study the Bylaws for any additions or deletions before final printing.

The Intercollegiate Athletic Program for Western Piedmont Community College was next discussed. Dr. Droze told the Board that the proposed program had been discussed in the Executive Committee meeting on September 20, 1979, and they had recommended the program be presented to the full Board of Trustees for action.

Dr. Droze discussed the support by the student body of Western Piedmont Community College for an Intercollegiate Athletic Program. Dr. Droze emphasized that colleges with athletic programs appear to have an edge in recruitment over colleges that lack an intercollegiate program.

A five-year plan, incorporating a two-phase program of athletic competition was presented by Dr. Droze. During Phase I funding would come primarily from student activity fees with additional support from profits from bookstore revenues. During Phase II, additional funds would be needed and they would be derived from student activity fees, revenues from amusement machines in the Student Center, and food service revenues. These sources would be adequate for the first five years.

Mr. Sam Brinkley observed that the proposed expenditures may exceed estimates because of costs for items such as coaching, cheerleaders, and transportation. It was reported that such costs would be absorbed by the assignment of extra duties to persons volunteering for coaching assignments, by the purchase of some equipment by players, and by limiting travel to nearby area college. Mr. Carl Lusk, student Trustee, noted that the Student Government Association would provide support and expenses of the cheerleaders.

Mr. Smith moved that Phase I of the Intercollegiate Athletic Program be adopted. The motion was seconded by Mr. Claude Sitton and the Board of Trustees unanimously approved the plan to create an Intercollegiate Athletic Program.

Mr. Chuck Galyon and Mr. Carl Lusk both expressed their appreciation to the Board of Trustees for their vote of approval for the new Athletic Program.

Dr. Phifer presented to the Board a proposal to identify buildings on the campus of Western Piedmont Community College by name, rather than by letter. Dr. Phifer proposed that Mr. W. Stanley Moore, one of the major leaders in the development of Western Piedmont Community College, and Mr. Frank C. Patton, who helped develop financial support for the College, and who was primarily responsible for enabling the College to obtain the prime site on which it is located, be recognized by naming the "A" and "B" buildings, respectively, in their honor.

Mr. Brinkley suggested that a committee be formed to study the proposal, wherein Mr. Smith proposed that the Board take action tonight. Dr. Droze suggested that the naming of each building be considered on an individual basis.

Mr. D. Holman Sigmon moved that the Board proceed with the naming of the buildings and the motion was seconded by Mr. Thad M. Poteat. It was decided that Building A would be named the W. Stanley Moore Administration Building, and Building B would be named teh Frank Caldwell Patton Science Building. The motion was carried by unanimous vote.

Mr. Sitton inquired whether there would be a ceremony and a plaque for each building, and the Board was assured that there would be a Dedication Ceremony in the near future. Dr. Droze was instructed to arrange for a dedicatory program.

Dr. Phifer appointed Mr. Smith to serve as Interim Secretary to replace Mr. W. Stanley Moore.

Dr. Droze proposed that the Board of Trustees approve the new Academic Advisory Committee for Adult Basic Education, and the Board approved unanimously.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Dr. E. W. Phifer, Jr.
Chairman

Donald E. Smith

Mr. Donald E. Smith
Interim Secretary

Ms. Rubye H. Rozzelle
Recording Secretary

CCD319

MINUTES

ANNUAL MEETING

BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

November 12, 1979

CCD319

The Board of Trustees of Western Piedmont Community College held its annual meeting Monday, November 12, at 7:30 p.m. in the Library Conference Room of the W. Stanley Moore Administration Building. The purpose of the meeting was election of officers and general College business.

Dr. E. W. Phifer, Jr. called the meeting to order, and Mr. Donald E. Smith gave the invocation. A quorum was present.

Members Present: E. W. Phifer, Jr., M.D., Chairman
C. Sam Brinkley, Vice-Chairman
Donald E. Smith, Interim Secretary
Robert P. Carr
John H. Carson
J. Ray Childers
Noah O. Pitts, Jr.
W. Stanley Moore
Claude S. Sitton
Carl E. Lusk, student Trustee

Members Absent: Charles S. Digh
Thad M. Poteat
D. Holman Sigmon

Others Present: Dr. Wilmon H. Droze, President
Kenneth N. Clark, Business Manager
Richard N. Greene, Dean of Continuing Education
Dr. Nancy Moore, Dean of Student Services
Harold P. Olsen, Dean of Curriculum Programs
Rubye H. Rozzelle, Recording Secretary

I. Four sets of Minutes were brought before the Board of Trustees for their approval. Mr. C. Sam Brinkley moved that the minutes be accepted as distributed to the Board, and Mr. Donald E. Wmith seconded the motion. The motion passed unanimously.

II. The Bylaws of the Board of Trustees were next discussed. Mr. Robert P. Carr made a motion that the Bylaws be accepted as circulated for printing, and Mr. W. Stanley Moore seconded the motion. The motion was unanimously approved by the Board.

III. Dr. Wilmon H. Droze reported for the Buildings and Grounds Committee and indicated that progress on the Vocational-Technical building under construction is excellent. It was noted that 52% of the work has been completed. Dr. Droze stated that the completion date of January 22, 1980 is expected to be met.

IV. The Student Government Association Budget for fiscal year 1979-80, in the amount of $22,000, was discussed for approval by the Board. Mr. John H. Carson asked Mr. Carl Lusk about the yearbook, and Mr. Lusk assured the Board that the upcoming yearbook would be similar to last year's. Mr. Lusk reported that thirty-four percent of the Budget would go to support the new intercollegiate athletic program. Budget cutbacks to finance the program were made in yearbook production, club activities, entertainment and social functions. The Board unanimously approved the Student Government Association Budget.

V. New Personnel - Ms. M. Katherine Grimes had been interviewed by appropriate component heads and Dr. Droze for a position of Supernumerary Instructor in English. This position will be paid with Title III funds through May 31, 1980. Mr. Carson moved that Ms. Grimes be appointed, and Mr. Brinkley seconded the motion. The motion passed.

VI. Dr. Droze reported that:

a. The State President of the Department of Community Colleges, Dr. Larry Blake, visited the campus, Thursday, November 8, 1979, and had an opportunity to meet the officers of the Trustees. A reception was held for Dr. Blake, and the faculty, staff, and student turnout was exceptional.

b. Western Piedmont Community College was visited by a State Accreditation Team, who had been invited by Dr. Droze to visit the campus on a voluntary basis. The voluntary evaluation is a prelude to the College's Southern Association self-study which begins in the fall of 1980. The committee comprised representatives of the technical institutes. After visiting with the Trustees, faculty , administration, and staff, they recommended:

1. A mission statement is needed in our catalogues.
2. A revision of Handbooks, Manuals, etc. is needed.
3. More attention should be given to external fundraising efforts.
4. The Learning Resource Center and the Business Office are well operated.
5. Record storage should be made more secure.
6. Physical facilities and grounds maintenance are outstanding.

Mr. Brinkley asked if the Trustees would get a copy of the Committee's report, and Dr. Droze assured the Board that when the final report comes in from the State it will be distributed.

c. The fiscal report, as distributed in the Trustees' packets, was discussed by Dr. Droze. Western Piedmont Community College has expended thirty percent of its operating funds, between July 1, and October 31, which is a normal rate of expenditure.

d. Dr. Droze next discussed the North Carolina Community College and Technical Institute Planning Commission. Hearings are being held throughout the state, by the Commission, and they will accept written statements. A position paper is being prepared by the Administration of the College to submit to the Commission.

e. Dr. Droze announced that the Trustees Association of North Carolina will hold a meeting at Caldwell Community College on November 15 from 5:00 to 9:00 p.m. This will be a dinner meeting and all the Trustees were urged to attend.

f. A Continuing Education Report for the Summer Quarter was distributed for the Board's information.

g. A booklet entitled Open Meetings and Local Governments in North Carolina was also distributed for the Board's information.

h. Dr. Droze announced that the Intercollegiate Athletic Program was well underway. The basketball team has won tow games, and lost two in the scrimmage games played thus far. Cheerleaders have also been recruited, who are in need of uniforms, and it was announced that all donations would be gratefully accepted.

VII. The policy governing the use of funds generated by auxiliary enterpirses was discussed, with Dr. Droze requesting that the policy be expanded to include greater discretion on the part of the President to use discretionary funds for called luncheon meetings of the faculty, staff, and students. Mr. Moore moved that the amendment be adopted, and Mr. Noah Pitts seconded. The motion passed unanimously.

VIII. A list of scholarships, donations, and grants received by Western Piedmont Community College, from July 1, 1979 through October 31, 1979, was presented to the Board for acceptance. Mr. Robert P. Carr moved that the Trustees accept the Gifts. Mr. Brinkley seconded the motion, and it passed unanimously.

CCB319

IX. Food Service Operations at the College was next discussed. Dr. Droze reported that approximately 12 months ago, Macke Company, our present vendor, had stopped payment of commission checks to the College, stating that the firm contended that their operation was not providing a profit of more than seven percent. The College, meanwhile, has been granting Macke services estimated to be worth $650 per month. Only one payment in the amount of $148 has been received since October, 1978. Dr. Droze suggested that the Board authorize the Administration of the College to review the food service operation in the next few months and pursue one of the following alternatives:

1. Negotiate with the Macke Company a new Agreement that would more realistically reflect capital investment, labor costs, and food costs, and that would recognize the fact that Western Piedmont Community College is providing a substantial monthly subsidy by providing the Macke Company with rent-free quarters, free utilities, garbage pick-up, and to some extnet an immured clientele. The College cannot continue to provide the above services without an equitable form of compensation. Should the Macke Company be unable to provide services suitable to the College, with a realistic degree of return for the College's subsidy, then the Company will be notified in writing by March 23, 1980 that the College intends to terminate its relationship with Macke Company effective May 23, 1980.
2. Negotiate with other vending companies to provide food services.
3. Borrow local funds, from the County, and start a College-operated snack bar.

Dr. Droze asked the Board to authorize him to look at these three options. Mr. Pitts made a motion that the Board authorize Dr. Droze to do so, and Mr. Donald E. Smith seconded the motion, which was carried unanimously.

X. Election of Officers was the next item on the Agenda. Mr. Robert P. Carr, representing the Nominating Committee, nominated Mr. Sam Brinkley as Chairman, and Mr. D. Holman Sigmon, as Vice Chairman. Dr. Phifer asked for nominations from the floor. As there were none, the above officers were voted unanimously into office by the Board of Trustees.

Dr. Phifer expressed his warm feelings from working with the Board of Trustees as their Chairman during the past year. Mr. Carr motioned that the record show the Board's appreciation for the leadership and commendable work done by Dr. Phifer, as Chairman, and Mr. Brinkley seconded the motion, with approval from all Trustees.

RESOLUTION OF APPRECIATION

WHEREAS, The Board of Trustees of Western Piedmont Community College at the Annual Meeting on Monday, November 12, 1979, took official notice of the outstanding service of Dr. Edward W. Phifer, Jr., who served as Chairman of the Board of Trustees from 1978 to 1979.

WHEREAS, The Board of Trustees recognizes the significant contributions which Dr. Phifer has made to the work of the Board of Trustees and to the progress and success of Western Piedmont Community College, and

WHEREAS, he has generously devoted his time, energy and talent to the development of an outstanding college to serve the educational needs of the people of North Carolina and did so with honor and distinction, and

WHEREAS, The success of Western Piedmont Community College is a reflection of his pioneering and foresighted efforts in establishing the institution; Now therefore be it

RESOLVED, That the Board of Trustees commends Dr. Edward W. Phifer, Jr. for his unselfish and dedicated service and his record of distinction in guiding the development of Western Piedmont Community College; and be it

RESOLVED, FURTHER, That a copy of this Resolution be sent to Dr. Phifer and that a copy be made an official part of the Minutes of the November 12, 1979, Board of Trustees meeting.

/s/
Mr. C. Sam Brinkley
Chairman

Mr. Moore expressed his appreciation to the Board of Trustees for naming the Administration Building at Western Piedmont Community College in his honor.

The meeting adjourned at 8:25 p.m. and went into Executive Session.

Respectfully submitted,

Mr. C. Sam Brinkley
Chairman

Donald E. Smith
Mr. Donald E. Smith
Interim Secretary

Ms. Rubye H. Rozzelle
Recording Secretary

CCD319