MINUTES

WINTER QUARTERLY MEETING

BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

February 4, 1980

The Board of Trustees of Western Piedmont Community College held its winter quarterly meeting, Monday, February 4, 1980, at 7:30 p.m. in the Library Conference Room of the W. Stanley Moore Administration Building.

Mr. Clyde S. Brinkley called the meeting to order, and Mr. Donald E. Smith gave the invocation. The roll was called by the Recording Secretary.

CCD319

Members Present: Mr. Clyde S. Brinkley, Chairman
Mr. D. Holman Sigmon, Vice Chairman
Mr. Donald E. Smith, Interim Secretary
Mr. Robert P. Carr
Mr. John H. Carson
Mr. J. Ray Childers
Mr. Charles S. Digh
Mr. W. Stanley Moore
Mr. Thad M. Poteat
Mr. Claude S. Sitton
Mr. Carl Lusk, Student Trustee

Members Absent: Dr. E. W. Phifer, Jr.
Mr. Noah O. Pitts, Jr.

Others Present: Dr. Wilmon H. Droze, President
Dr Nancy Moore, Dean of Students
Mr. Harold Olsen, Dean of Instruction
Mr. Kenneth Clark, Business Manager
Mr. Dick Hawes, Natural Sciences & Math Department
Ms. Rubye Rozzelle, Recording Secretary

II. Four sets of Minutes were brought before the Board of Trustees for their approval. A correction was noted in the set of Confidential Executive Minutes. Mr. Thad M. Poteat moved that the Minutes be approved and Mr. Robert P. Carr seconded the motion, which passed unanimously.

Mr. W. Stanley Moore gave a progress report on Dr. E. W. Phifer, Jr. Dr. Phifer is reading and communicating with others, but is paralyzed on the right side. He is still hospitalized.

III. Committee Reports

Mr. Brinkley reviewed the Executive Committee minutes of December 13, 1979. The Executive Committee met to review personnel appointments and to consider the eligibility of two instructors for tenure consideration. They were approved. Mr. Moore moved that the report be approved, and Mr. Poteat seconded the motion, which carried unanimously.

Mr. Ray Childers reported for the Buildings and Grounds Committee. The Committee met with Odell and Associates and a 15-day extension was granted for the completion of H Building. The date of completion is projected to March 2. Mr. Childers moved that the extension be approved, Mr. Donald Smith seconded, and it was carreid. There will be a pre-planning meeting on Wednesday, February 6, 1980, with Mr. Jack Copeland about the feasibility of developing a multi-purpose structure that could serve as a Learning Resource Center, an auditorium, and a gymnasium.

Mr. Claude S. Sitton reported on the two recent Finance Committee meetings. The Committee met on January 11 to discuss the following: transfer of funds ($3,850) for the new building; approval of an appropriation for the President's inauguration ($631.15); and to review the President's request that an annual expenditure plan be presented to the Executive Committee of the Western Piedmont Foundation, Inc. $9,00 was requested for fiscal year 1979-80. The Foundation is planning a drive to increase its endowment to approximately $100,000. Only the income will be expended annually. The Foundation's Executive Committee met on January 18, 1980 and approved the budget and now requests that the Board accept the amount for the purposes specified.

Mr. D. Holman Sigmon questioned the use of Foundation funds for reasons other than supplementary staff salaries, and suggested that the Foundation Bylaws be read, as he did not think the Bylaws would allow the use of Foundation funds for capital improvements. Mr. Howard Haworth is to be contacted in this regard. Mr. Smith motioned that the Finance Committee's report be approved, seconded by Mr. Poteat, and carried unanimously.

Mr. Sitton reported on the meeting of the Finance Committee of February 4, 1980. Two items were discussed: (1) a revision, No. S-13, for state allotted funds. Since the original budget was prepared for fiscal year 1979-80, budget needs have changed. Also, state regulations require that instructors' salaries be prorated to match the make-up of the class with respect to College Transfer, Technical and Vocational. This regulation prohibits effective budgeting of instructors' salaries at the beginning of the fiscal year, and (2) a transfer of Student Government Funds. A transfer of $1700 was needed for an activity bus, and a transfer of $1,000 of contingency funds to the General Fund to cover expenses for three cultural/ educational events on campus. The purpose for this is to bring cultural events to the campus that are not provided through other sources or agencies.

Mr. Robert Carr moved that the report be approved. Mr. Smith seconded, and the motion was passed.

IV. Report from the President

Dr. Wilmon H. Droze reported on the Departmental Budget of the College, which indicates the amount of funds expended through December 31, 1979, the amount remaining, and the percentage of funds expended. The rate and schedule of expenditures is highly satisfactory. At the end of the first six months of the budget year, forty-six percent (46%) of our funds has been utilized.

The Annual Report prepared by the Office of Information Services was distributed for information purposes. This Report endeavors not only to inform the Board of Trustees, but the public and prospective students as well, that the College is a good steward of its resources and is prepared to serve the County's needs. The report will enhance the College's image as a major contributor to educational opportunity in our region.

Dr. Droze next reported on the Visiting Accreditation Committee, whose report was included in the Trustees' packets. He noted that the Division of Community Colleges that makes evaluations has been abolished, but the College will be evaluated by the Southern Association Accreditation team in 1981. The report from the Visiting Committee gives suggestions for improvement that will assist the College in meeting the criteria for the Southern Association's visit. The report has been analyzed by the senior level administrators and plans are underway to follow the recommendations and suggestions outlined in the report.

Mr. Poteat questioned the fire alarm system for the College. Mr. Kenneth Clark explained that there is no central system within the College and the College is not hooked up to the Fire Department. Mr. Carson asked if the College was patrolled by the Police Department, and Mr. Clark answered in the affirmative. Mr. Brinkley asked Mr. Clark to bring a report to the next meeting of the Board of Trustees on the cost of a fire-alarm system that would be central to all the buildings and that would also connect to the Morganton Fire Department.

Dr. Droze next discussed space requirements of the College in the following priority order:

1. Learning Resource Center--It has been recognized for some time by the developers of the Master plan, the faculty and staff, Dr. Phifer, and the recent Visiting Committee on accreditation that a Learning Resource Center was needed that would be of adequate size

to house the several functions of the Learning Resource Center and be physically accessible to all campus programs. Dr. Droze urged that we initiate the preplanning of such a structure.

2. A physical education facility is needed to house physical education classes which must meet in hallways in inclement weather, to provide a place for the athletic teams to play, and for conditioning exercises by faculty, staff, and students.

3. Continuing Education -- Off-campus classes are conducted wherever space can be found and obtained without cost to the College. The County Board of Education, County Commissioners, and private owners have been very generous and cooperative. These arrangements have been satisfactory until programs and classes have to be cancelled because the donor must have his space. Additionally, office space for the administration of Continuing Education is too limited.

4. An auditorium large enough to have College-wide audiences is another of the College's high priority needs. Dr. Droze would welcome a joint undertaking by the College, the City of Morganton, and the County in sucha porject or as part of a multi-purpose structure.

5. Classrooms desinged to serve painting and plastic arts and staging facilities for the dramatic and performing arts are almost non-existent.

6. Finally, the College needs storage facilities for temporarily unused equipment, records, maintenance supplies and equipment, and for other purposes.

Dr. Droze encouraged the Board to request that the Buildings and Grounds Committee work with him to immediately develop plans for meeting these needs.

Mr. Sigmon asked for a report on how the new building program would be funded. Dr. Droze responded that avenues to explore would be the Appalachian REgional Council and private funding. Mr. Brinkley suggested that the College needs a long-range plan for the Buildings and Grounds Committee to work with, a plan that could be presented to prospective donors, the County Commissioners, and others. Mr. Childers reported that the Board would have to approve the assistance of an architect in the planning. The Board was invited to meet with Odell and Associates and the Buildings and Grounds Committee for a preplanning meeting on Wednesday, February 6, at 11:00 a.m.

Dr. Droze next discussed changing the time of the Board meetings to either a morning or afternoon meeting time. He suggested the following schedule:

	Morning	Afternoon
9:00 - 10:00	Coffee and Campus Visiting	2:30 - 3:30
10:00 - 10:30	Subcommittee Meetings	3:30 - 4:00
10:30 - 11:00	Executive Committee Meeting	4:00 - 4:30
11:00 - 12:00	Board Meeting	4:30 - 5:30
		5:30 - 6:30 (break)
12:00 - 1:00	Luncheon (Student Center)	6:30 - 7:30 (dinner)

Mr. Sitton reported that at the recent Trustees Association meeting in Lenoir, it was suggested that the Trustees meet monthly. After a general discussion, it was decided that the Board would change to a day meeting with the meeting to begin at 12:00noon with a luncheon at the student center and with the meetings following.

CCD319

V. Election of a Secretary

Mr. Brinkley moved that Mr. Claude S. Sitton be appointed Secretary. Mr. Childers seconded the motion, and it passed unanimously. Mr. Sitton will be removed from the Chairmanship of the Finance Committee, and Mr. Donald Smith was appointed to replace him as Chairman of the Committee.

VI. The Constitution of the Faculty Association was next discussed. Mr. Richard Hawes reported that the Constitution was more flexible, and shorter. The Faculty Association meets once a month with Dr. Droze, and is comprised only of faculty representatives. The Board accepted for consideration and final action at the next regular meeting of the Board.

VII. The Trustees reviewed the Lending Agreement Between Western Piedmont Community College and the United States Government. The Board was requested to authorize the College to borrow from the Department of Defense's Defense Industrial Plant Equipment Center at Memphis, Tennessee certain kinds of equipment for use in the proposed machinist program. Lending of the machinery is free but some cost will be incurred to create, transport, and insure the machinery during the transit from its location to the campus. An agreement governing the lending of the equipment has been drafted, and Mr. John McMurray has reviewed it and approved the legal aspects of its content. Mr. Sitton moved that the Trustees approved the Agreement and Mr. Carr seconded the motion, which was carried.

VIII. Dr. Droze requested the establishment of a committee of the Board to review personnel policies and actions. The Bylaws would require amendment since some of the functions of the new subcommittee will replace some of the responsibilities of the Executive Committee. Structure and duties of the Committee were included in the Trustees' packets and would become Section 6 of the Bylaws (p. 17) and Section 6 (President) would become Section 7. Dr. Droze requested that the committee be appointed, and that the Bylaws be amended to reflect the establishment of the new committee and the transfer of duties (Paragraphs 4 and 5 of Section 3 of the Bylaws, page 13) from the Executive Committee to the new committee on Personnel. Mr. D. Holman Sigmon moved that the Committee be appointed, with a second from Mr. Thad Poteat. The motion carried unanimously. The Ad Hoc Committee on Personnel is composed of the following:

Mr. Claude S. Sitton, Chairman
Mr. Charles S. Digh
Mr. Thad M. Poteat

IX. Food Service Operations was the next agenda item discussed. Dr. Droze reported that several firms had been contacted and evaluated for their potential to provide food services to the College. This evaluation included the service of the firm now operating at the College--the Macke Company. He recommended that thirty days written notice be given to the Macke Company and that a one-year agreement be effected with the Piedmont Vending Company, Inc. of Hickory, NC. The agreement would be reviewed by the Executive Committee of the Board and signed by the Chairman of the Board of Trustees and the President of the College. Mr. Sitton moved that the recommendations be approved, with a second from Mr. Moore. The motion passed unanimously.

Mr. Brinkley suggested that Dr. Droze confer with the College attorney, Mr. John McMurray, and draft a letter to Macke Company for an audit of the books for October, November, and December. The consensus was that Macke owed the College money for those months, and should pay what is due.

X. The Board reviewed the Grants and Scholarships that have been donated to the College. During the two-month period from November 1, 1979 through December 31, 1979, $2,709.60 were given to the College by donors for scholarships and for purchasing uniforms for our cheerleaders. Mr. Carson questioned the amount donated by Gizen Temple No. 162 Scholarship, as he felt the amount should be larger. Mr. Kenneth Clark is to check the

accuracy of the donation and report back to Mr. Carson. Mr. Smith moved that the donations, scholarships, and grants be accepted by the Board. Mr. Sitton seconded the motion and it was carried.

XI. The meeting adjourned to Executive Session at 10:00 p.m. During the Executive Session Mr. James Ferree was approved as a Computer-Use-Specialist under the Title III program.

Respectfully submitted,

Mr. Clyde S. Brinkley, Chairman

Claude S. Sitton

Mr. Claude S. Sitton, Secretary

Ms. Rubye H. Rozzelle,
Recording Secretary

CCD319

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

May 5, 1980

The Board of Trustees of Western Piedmont Community College held its spring quarterly meeting, Monday, May 5, 1980, at 3:00 p.m. in the Board of Trustees' Room of the W. Stanley Moore Administration Building.

Mr. Clyde S. Brinkley called the meeting to order and asked Mr. Donald Smith to give the invocation.

Members Present: Mr. Clyde S. Brinkley, Chairman
Mr. Robert P. Carr
Mr. John H. Carson
Mr. J. Ray Childers
Mr. Charles S. Digh
Mr. W. Stanley Moore
Mr. Noah O. Pitts, Jr.
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mr. Carl Lusk, Student Trustee

Members Absent: Mr. Thad M. Poteat
Mr. D. Holman Sigmon

Others Present: Dr. Wilmon H. Droze, President
Dr. Nancy Moore, Vice President for Student Services
Mr. Harold Olsen, Dean of Curriculum Programs
Mr. Ken Clark, Vice President for Fiscal Affairs

Consideration and disposition of the minutes was discussed with a correction being noted on page two of the Executive Committee minutes of March 27, 1980. Mr. Robert P. Carr was identified as making a motion that was attributed to Mr. Ray Childers. With that correction being noted, Mr. Carr moved that the minutes be approved as distributed, and with a second from Mr. Childers the motion passed.

Report of the Executive Committee was given by Mr. Clyde S. Brinkley. He reported that the Committee had approved:

A. Guidelines for the Intercollegiate Sports Program
B. Two new degree programs
C. The Secretarial Advisory Committee
D. The Boyles' Bill (Sen. Bill 789) was discussed. Dr. Wilmon H. Droze urged the Trustees to go on record as opposing the Bill. Mr. Ken Clark advised the Trustees that a portion of the Bill was good but that the Bill itself was not salvagable. The Trustees Association will discuss the Bill at their Annual Meeting, and Dr. Droze urged the Trustees to attend the meeting, and also to write letters to their Senators and Representatives. Mr. Stanley Moore moved that the Board of Trustees go on record as opposing the Boyles' Bill (Sen. Bill 789) as impairing and reducing the autonomy of the Community College system and its leaders. Mr. Carr seconded the motion, which passed. Mr. Noah Pitts, Jr. moved that the Executive Committee report be accepted, Mr. Claude Sitton seconded the motion and it passed unanimously.

CCD319

The Buildings and Grounds Committee had not met recently and Mr. Childers did not give a formal report.

Mr. Donald Smith reported for the Finance Committee. The Finance Committee met and recommended the approval of the Grants, Donations, and Scholarships which have been given to the College for the period January 1 - April 30, 1980. Mr. Carr moved that the recommendations be approved, and Mr. Moore seconded the motion with unanimous approval.

Mr. Sitton reported for the Personnel Committee. The Committee discussed and recommended approval of a Resolution honoring Mr. H. D. Moretz, and a policy establishing emeritus rank for retired faculty. Mr. Sitton moved the approval of both recommendations. Mr. Charles S. Digh moved that they be approved and with a second from Mr. Carr, the motion passed.

Dr. Wilmon H. Droze reported on the following:

A. State Funding -- Dr. Droze reported that contingencies are being looked at in the event that a reduction of state funds occurs. They are (1) not fill the position of Evening Director, (2) not fill the position of Vice President for Academic Affairs, (3) wait one year before replacing the Director of the Learning Resource Center, and combine some positions. A study group from the Department of Community Colleges recently reviewed the program offerings and the workload of the faculty at WPCC. Their report is forthcoming and will be circulated to the Board of Trustees.

B. Local Budget -- WPCC had requested $400,000 for operating expenses and twenty-one capital outlay projects. A six percent overall operational expense was proposed. Approved was $355,845 including auxiliary funds which represents a six percent increase in county funds. Capital outlay projects approved for 1980-81 are:

1. A Fire Detection/Alarm System
2. 1 College Vehicle
3. Classroom Renovations
4. Replacements of Blinds and Draperies
5. Sealer Treatment for Parking Lots
6. A Kilowatt Control Demand Limiter

A request for $100,000 in "Seed Money" for new building construction was not approved by the County Commissioners. Roof restorations, new and replacement vehicles, replacement of lawn tractors, sealer treatment for parking lots, storage building, addition to maintenance shop and resurfacing of the tennis courts were either denied or promised in future budgets.

C. The Alma Mater for Western Piedmont Community College was presented to the Board for formal adoption. A tape recording of the Alma Mater was played and Mr. Moore moved that the Alma Mater be adopted. Mr. Sitton seconded, and the motion passed unanimously.

D. Summer Session, 1980 was discussed by Dr. Droze. Thirty-nine faculty members will be teaching with nine faculty members on approved educational leave. A new summer contract has been written with a minimum enrollment set for each class. If the class enrollment minimum is not met, special assignment may be created for faculty members whose classes do not make enrollment goals if approved by the Dean of the Curriculum Programs and the President.

E. Odell & Associates -- Dr. Droze reported that Mr. Ray Johnson of Odell & Associates has indicated in a letter that the architectural firm does not believe that it has a responsibility to share the cost for the additional expense of replacing the sidewalks adjacent to the new building (H Building). Replacement was necessary because the plumbing contractor was unable to locate an underground utility line and had to remove several feet of existing sidewalk. Odell and Associates had supplied the maps which showed the location of the lines. Mr. Smith suggested that WPCC let Odell & Associates know that the entire $1300 is their responsibility. Mr. Sitton suggested that we proceed with legal action. Dr. Droze said that legal action was an option but observed that the cost would be prohibitive considering the amount involved. Mr. Childers was reluctant to proceed with a legal action, and he recommended that Dr. Droze negotiate further with Odell & Associates and if necessary Mr. Brinkley and Dr. Droze would make a trip to Raleigh to discuss the matter with Mr. Odell. Mr. Digh seconded Mr. Childers' motion and the motion passed.

F. Annual Trustees' Meeting -- Dr. Droze urged the Trustees to attend the meeting in opposition to the Boyles' Bill. Mr. Sitton, Mr. Smith, Mr. Brinkley, and Dr. Droze agreed that they would attend the meeting. Dr. Droze reported that the Boyles' Bill was going to be an important issue at the meeting.

CCD319

The Constitution of the Faculty Senate was discussed. Mr. Sitton recommended that the Constitution be adopted. Mr. Moore seconded the motion and it passed.

Dr. Droze recommended that the Bylaws be amended to reflect the newly created Personnel Committee. As one of the Trustees had left the meeting early it was noted that a quorum was not present to amend the Bylaws and the amendment was deferred until the next meeting of the full Board.

The following Resolution was submitted to the Board for their approval:

RESOLUTION OF APPRECIATION

WHEREAS, The Board of Trustees of Western Piedmont Community College takes official cognizance of the retirement of Mr. H. D. Moretz on October 1, 1979 as Acting President of the College; and

WHEREAS, The Board of Trustees seeks to give appropriate recognition to Mr. Moretz for his service to Western Piedmont Community College with distinction during the fourteen years he was part of the College; and

WHEREAS, Mr. Moretz contributed greatly, both officially and unofficially, to the creation, growth and development of the College, serving in a variety of ways, namely: He was strongly support of the movement for the creation of the College in 1964 at a time when he was principal of a major high school in Burke County; that he joined the staff and served the College progressively in the following administrative positions at the times listed: Director of Adult Education and Community Services, 1965-67; Director of College Transfer Programs and Acting Dean of Instruction, 1968-69; Assistant to the President, 1969-71; Dean of the College, 1971-78; and Acting President, 1978-79.

WHEREAS, The Board of Trustees wishes to express its gratitude to Mr. Moretz for his unselfish and dedicated service; Now therefore be it

RESOLVED, That the Board of Trustees commends Mr. H. D. Moretz for his record of distinction which has left an enduring mark on Western Piedmont Community College and that it extends its sincere good wishes for long life, happiness and an abiding satisfaction during his years of retirement; and be it

RESOLVED FURTHER, That this Resolution be presented to Mr. Moretz and that a copy be made an official part of the Minutes of the May 5, 1980 meeting of the Board of Trustees.

_____
Clyde S. Brinkley, Chairman

Mr. Sitton moved that the Resolution of Appreciation be approved. Mr. Carr seconded the motion, and it passed unanimously.

The adoption of the Classified Pay Plan for Classified Employees was presented to the Board at its February 4 meeting and deferred until the present meeting. Dr. Droze recommended the authorization and implementation of the Pay Plan. Mr. Digh moved that the Pay Plan be accepted, Mr. Carson seconded the motion, and it carried by unanimous vote.

The Board was asked to consider adoption of Guildeines for Inter-Collegiate Sports Programs. The Guidelines were created by the Athletic Council. Mr. Sitton moved that the "Guidelines" be adopted. Mr. Smith seconded the motion which passed unanimously.

Consideration of two new Degree programs was next discussed. Mr. Harold Olsen was asked to discuss the merits of both programs. The new Associate of Fine Arts degree program will allow the student to take more performing or active art courses, and less math and physical education. This program will be available in addition to the associate degree in art usually selected by education majors.

The General Education Degree program is aimed at adults in the community allowing them greater latitude in course selection. It is not designed to be a substitute for the college transfer program. This curriculum will permit the student to select 75 out of the 96 hours required for completion of the program.

CCD319

Mr. Carr made a motion that the two degree programs be adopted. Mr. Smith seconded and the motion passed.

The Emeritus Rank for Qualified Retired Faculty was discussed. Mr. Digh moved that the meritus rank be established, and with a second from Mr. Carr the motion passed.

Donations, Gifts, and Grants totalling $140,419 for the period of January 1, 1980 - April 30, 1980 were presented to the Board for their acceptance. Mr. Digh moved that the monies be accepted, Mr. Childers seconded and the motion passed.

Mr. Sitton moved that a resolution of appreciation be given to Mr. Carl Lusk, Student Trustees, for his commendable work with the Board. This motion was seconded by Mr. Carr and passed unanimously.

Ms. Jennifer Caldwell from The News Herald was introduced by Mr. Moore.

Mr. Brinkley moved that the Board go into Executive Session to discuss personnel matters. Mr. Moore seconded the motion and the motion passed.

After returning to open session, Mr. Smith moved that Dr. Marlene Rosenkoetter be granted tenure. The motion was seconded by Mr. Sitton, and passed by unanimous vote.

Respectfully submitted,

_____

Clyde S. Brinkley, Chairman

_____

Rubye H. Rozzelle, Recording Secretary

MINUTES

SUMMER QUARTERLY MEETING

BOARD OF TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

August 4, 1980

The Board of Trustees of Western Piedmont Community College held its summer quarterly meeting, Monday, August 4, 1980, at 7:30 p.m. in the Board Room of the W. Stanley Moore Administration Building.

Mr. Clyde S. Brinkley called the meeting to order, and Mr. Donald E. Smith gave the invocation. Mr. Brinkley welcomed Mrs. E. W. Phifer, Jr. and Ms. Alice Smith as new members of the Board of Trustees.

CCD319

The roll was called by the Recording Secretary.

Members Present: Mr. Clyde S. Brinkley, Chairman
Mr. Robert P. Carr
Mr. Charles S. Digh
Mr. W. Stanley Moore
Mrs. E. W. Phifer, Jr.
Mr. Claude S. Sitton
Mr. Donald E. Smith
Ms. Alice Smith

Members Absent: Mr. John H. Carson
Mr. J. Ray Childers
Mr. Noah O. Pitts, Jr.
Mr. Thad M. Poteat
Mr. D. Holman Sigmon

Others Present: Dr. Wilmon H. Droze, President
Mr. Harold Olsen
Mr. Kenneth Clark
Dr. Nancy Moore
Mr. Richard Greene
Mr. Alex Huppe
Mr. Stefan Plumacher
Ms. Susan Usher, The News Herald

Nine sets of Minutes were brought before the Board of Trustees for their approval. Mr. Claude S. Sitton moved that the Minutes be approved and Mr. Robert P. Carr seconded the motion, which passed unanimously.

Mr. Charles S. Digh moved that the Board of Trustees go into Executive Session. Mr. Smith seconded, and the motion passed.

Mr. Stefan Plumacher was asked to appear before the Board of Trustees in Executive Session on personnel matters.

Upon returning to Open Session, Mr. W. Stanley Moore moved that the Board of Trustees accept the recommendation of the Administration and reaffirm the action taken by the Executive Committee during their meeting of June 26, 1980 for non-reappointment of Mr. Stefan Plumacher. Mr. Digh seconded the motion and it passed with a majority vote.

Mr. Brinkley reported on the activities of the Executive Committee meetings of June 26 and July 17, 1980. Major actions at those meetings concerned the review of local and state budgets, faculty and staff personnel appointments and assignments, the review of presidential appointments to lay advisory committees, and the service and approval of a policy governing the handling of uncollectable accounts owed to Western Piedmont Community College. Mr. Digh moved that the report of the Executive Committee be approved. Mr. Sitton seconded, and the motion passed.

Mr. Smith reported on the Finance Committee. Consideration of Grants, Donations and Scholarships for the period of May 1, 1980 through June 30, 1980 had been reviewed by the Finance Committee and recommended approval. The Finance Committee also reviewed readjustment of salaries of the Maintenance Staff and recommended approval.

Dr. Droze added that the Finance Committee heard reports on the Bookstore operations and Piedmont Vending Company operations. A Tax-sheltered Annuity Program had also been discussed and the Finance Committee recommended approval of the addition of the Paul Revere Insurance Company's tax-sheltered annuity program for faculty and staff use. Mr. Carr moved that the recommendations of the Finance Committee be approved. Mr. Digh seconded the motion and it passed unanimously.

Mr. Sitton reported on the Personnel Committee. Consideration of Emeritus status for Mr. H. D. Moretz had been accepted and the Personnel Committee recommends approval. Appointment nominations had been considered on Mrs. Stella Gill, Mr. Raymond Goodfellow, Mr. Charles Wright, and Mr. Charles Heavner and approval had been recommended. Mr. Moore moved that the recommendations of the Personnel Committee be approved. Mr. Carr seconded the motion and it passed unanimously.

Dr. Droze reported on summer enrollment for the Summer Quarter, 1980. Enrollment was three people less than last summer.

Dr. Droze presented the Board of Trustees with a compartive budget report for the year ending June 30, 1980 which included expenditures for the past three years. The increases were attributed primarily to boosts in salaries and fringe benefits for faculty and staff.

A report on intercollegiate athletics, which was submitted to Dr. Droze by Mr. Chuck Galyon, Director of Athletics, was presented to the Board. Dr. Droze brought to the attention of the Board members that the 1980-81 basketball scheduled had been finalized, including both men and women's basketball. He stated that a local radio station would be airing the men's

basketball games for the upcoming season.

Dr. Droze addressed the Board of Trustees on the comments concerning the suppression of academic freedom in recent News Herald articles relative to the formation of a chapter of the AFL-CIO on the campus. Dr. Droze instructed the supervisory staff of the College to treat any individuals involved with the union as they would any other faculty members. He also told them to not interfere or impede in any way the efforts of those who were trying to form a union. Dr. Droze stated that no academic suppression had occurred at Western Piedmont Community College and quoted several members of the proposed union chapter to that effect.

Consideration of the revision of the Board of Trustees By-Laws was withheld until the next meeting of the Board of Trustees.

There being no further business, the meeting adjourned at 10:10 p.m.

Respectfully submitted,

Mr. Clyde S. Brinkley, Chairman

Claude S. Sitton

Mr. Claude S. Sitton, Secretary

Anne K. Hodges

Mrs. Anne K. Hodges, Recording Secretary

CC0319

The regularly scheduled fall quarterly meeting of the Board of Trustees was scheduled for Monday, November 3, 1981; however, because of the election on the following day, it was determined to be in the best interest of the Board of Trustees to postpone their meeting date to Monday, November 17, 1981. On Wednesday, November 13, Mr. Sam Brinkley, Chairman of the Board, suffered a heart attack. Due to Mr. Brinkley's unstable condition and the serious illnesses of Mr. Carson, Mr. Moore, and Mr. Childers, it was determined that a quorum could not be present; therefore, the meeting was postponed until Monday, November 24.

As originally planned, all committees of the Board of Trustees were scheduled to meet at half hour intervals beginning at 6:00 p.m. prior to the full meeting at 8:00 p.m. The Buildings and Grounds Committee met as scheduled at 6:00 p.m. but a quorum was not present as expected. A quorum was not present for the Finance Committee meeting at 6:30 p.m. and there being no action to be taken by the Finance Committee, a meeting was not held. The Personnel Committee met at 7:15 p.m. and adjourned at 7:45 p.m. after discussing pertinent matters.

It had been anticipated earlier in the day that a quorum would not be present for the Executive Committee that was to meet at 7:30 p.m. because one of the members was out of town and could not meet at 7:30 p.m.; however, the committee member did return to town in time for the meeting, but the Personnel Committee meeting overlapped into the time period set aside for the Executive Committee; therefore, the Executive Committee did not meet.

Dorothy Whitener
Secretary to the President

DAW/akh

CCD319

MINUTES

FALL QUARTERLY MEETING

BOARD OF TRUSTEES
WESTERN PIEDMONT COMMUNITY COLLEGE

Monday, November 24, 1980

CCD319

The Board of Trustees of Western Piedmont Community College held its fall quarterly meeting, Monday, November 24, 1980, at 8:00 p.m. in the Board of Trustees Room of the W. Stanley Moore Administration Building.

Mr. Robert P. Carr, Acting Chairman, called the meeting to order and Mr. Donald E. Smith gave the invocation. Miss Dorothy Whitener, Recording Secretary, called the roll.

Members Present: Mr. Robert P. Carr, Acting Chairman
Mr. Charles S. Digh
Mrs. E. W. Phifer, Jr.
Mr. Noah O. Pitts, Jr.
Mr. H. D. Moretz
Mr. Claude S. Sitton
Mr. Donald E. Smith
Ms. Alice Smith, Student Trustee

Members Absent: Mr. Clyde S. Brinkley, Chairman
Mr. John H. Carson
Mr. J. Ray Childers
Mr. W. Stanley Moore
Mr. D. Holman Sigmon

Others Present: Dr. Wilmon H. Droze, President
Dr. James A. Richardson, Vice President for Academic Affairs
Dr. Nancy R. Moore, Vice President for Student Services
Mr. Ken Clark, Vice President for Fiscal Affairs
Mr. Bob Wilkins, Chairman of the Faculty Senate
Ms. Jennifer Caldwell, The News Herald
Ms. Valarie Dunst, The Pioneer Press
Miss Dorothy Whitener, Recording Secretary

Consideration and Disposition of Minutes. There being no corrections, Mr. Sitton moved the minutes of the Summer Quarterly meeting be approved as distributed. Mr. Pitts seconded the motion and the minutes were approved.

Introduction of New Professional Personnel. Dr. James Richardson introduced the following personnel: Sue Ellen McLeod, Supernumerary Instructor in English; Stella Gill and Gail Williamson, Supernumerary Instructors in the Division of Health Sciences; Charles Heavner and Charles Wright, Supernumerary Instructors in Engineering Sciences; Regina Daniel, Supernumerary Instructor in Physical Education; Daniel Cathey, Supernumerary Instructor in Biology; Audrey Olson, Visiting Artist; and Laraine Hitchings, Bookstore Manager.

Report of the Executive Committee. Dr. Droze reported for Mr. Brinkley that on August 4, 1980, the Executive Committee awarded emeritus status to Mr. H. D. Moretz, former Dean of the College; received a report on the quality of service rendered by Piedmont Vending Company, Inc.; and approved four faculty appointments. At the August 21 meeting of the Executive Committee, four new personnel appointments were approved. On October 9, 1980, at a special called meeting of the Executive Committee, three personnel appointments were approved. Also, information was received regarding enrollment figures for the 1980 fall quarter, the performance of the Medical Assistants on their certification examination, initiation of new programs at Western Piedmont, the results of the Medical Office Assisting Accreditation Team, and a draft of a proposed policy on the use of institutional facilities was distributed. Upon a motion by Mr. Pitts and a second by Mr. Smith, the Board unanimously accepted the report of the Executive Committee.

Report of the Buildings and Grounds Committee. Mr. Pitts, Acting Chairman for the Buildings and Grounds Committee, reported that the committee met prior to the Board meeting. He noted that a quorum was not present; however, the committee discussed the proposed policy on the Use of Institutional Facilities and the need for additional space for new programs. He indicated that while no action could be taken, the members present favored the adoption of the policy of Use of Institutional Facilities.

Report of the Finance Committee. Mr. Smith, Chairman of the Finance Committee, reported that the Finance Committee had not met since the last quarterly meeting of the Board.

Report of the Personnel Committee. Mr. Sitton, Chairman of the Personnel Committee, reported that the committee met prior to the Board meeting and approved the continuation of two counselors under the Title III Strengthening Developing Institutions Program which was funded again for 1980-81.

Report of the President. Dr. Droze reported to the Board on the following items:

Food Service Operations. Piedmont Vending Company, Inc., had provided good food and service. The commission received from Piedmont Vending Company for the first eight months was $1,500 compared to $700 for eighteen months received from the previous vending company.

Renovation of the Bookstore. The remodeling of the bookstore was complete and better meeting the needs of the students. Sales were eighteen percent higher than for the same period last year. Ms. Smith, Student Trustee, responded that the students were responding positively to the "new" bookstore.

Dr. Droze added that Ms. Hitchings, Bookstore Manager, and Mr. Small, Business Manager, had played a large part in developing the "new" bookstore.

Athletic Report. The athletic teams were doing well; however, grades were released for fall quarter that day and some members may have to drop from the teams if they did not have the required "C" average.

Federal Revenue Sharing Funds. A letter from the Chairman of the Burke County Board of Commissioners informed the College that the contingency appropriation of $100,000 of seed money for construction had to be frozen. Dr. Droze advised the Board of Trustees that the College would contact private foundations for some matching funds when the seed money was made available. Mr. Ken Clark explained to the Board the Progress Report on Capital Outlay Projects. Dr. Droze added that several architectural firms had been requested to submit bids for providing consulting services on retainership basis.

CCD319

Educational Leave Reports. Each faculty member who had been given educational leave were requested to submit reports on their educational leave and these reports were included in the trustees' packet of materials for information. Mrs. Phifer questioned the discouragement of attending Appalachian State University. Dr. Droze responded that ASU attendance was discouraged to reduce "inbreeding" of ASU philosophy; however, if a faculty member was already in a degree program, exceptions were made. Dr. Droze added that ASU has the same philosophy in the recruitment of personnel.

Financial Aid Program. Information regarding the Financial Aid Program at Western Piedmont Community College was in the packet of materials distributed prior to the meeting. Dr. Droze noted there was $360,000 in awards made during 1979-80. Mr. Earl Duncan, Financial Aid Director, was to be complimented for his outstanding work in this area. Ms. Alice Smith added that Mr. Duncan was very encouraging to the students, as well as being supportive.

Consider Policy Governing Annuity Firms. Upon the recommendation of Dr. Droze, the Board unanimously approved limiting the number of tax deferment plans to the three firms offering the most desirable investment features that would also pick up the accounts of any discontinued firm. The motion was made by Mr. Pitts and seconded by Mrs. Phifer.

Consider Student Budget for 1980-81 Fiscal Year. The student budget of $25,000 was approved unanimously upon the motion of Mr. Digh and a second by Mr. Sitton.

NOTE: Pages 318 and 319 were missed while typing the Minutes of the November 24, 1980 meeting of the Board of Trustees. The minutes continue on page 320. (AKH, August 28, 1981)

Use of Institutional Facilities. Upon the recommendation of Dr. Droze, Mr. Pitts made the motion that the policy of Use of Institutional Facilities be approved as presented. Mrs. Phifer seconded the motion and it passed unanimously.

Annual Canoe Races. At this time Mr. Moretz brought to the attention of Dr. Droze that an agenda item had been overlooked. The Board discussed incorporating the annual canoe races into the Intercollegiate Athletic Program. Mr. Moretz had such a motion with Mr. Sitton seconding the motion and the Board approved unanimously.

Report of Expenditures. A Financial Report for the period of July through October, 1980, was distributed for information. Mr. Clark informed the Board that thirty-two percent of the budget had been expended; therefore, the College was on target for the time of year. Also, Mr. Clark advised the Board that if the winter was mild the budget was okay; however, if the winter was severe, the local budget might not be adequate to absorb any additional expenditures.

Discuss Proposed Fiscal Control Act. For informational purposes, regulations regarding the proposed Fiscal Control Act was included in trustee packets. Mr. Moretz concurred with Dr. Droze that the regulations had been modified considerably since first being presented and were not so circumscriptive as before and that he believed the College could comply with them.

Revision of the By-Laws. No quorum of nine trustees was present to act on the By-Laws.

Election of Officers. The nominating committee of Mr. Digh and Mr. Carr, chaired by Mr. Sitton, submitted Mr. Carr's name for Chairman of the Board. Mr. Pitts made the motion that Mr. Carr turn the chair over to Mr. Sitton to conduct the election. Mr. Smith seconded the motion and it passed. There being no other nominations from the floor, Mr. Moretz moved the nominations be closed. After a second, the motion carried unanimously.

For Vice Chairman, the nomination committee submitted Mr. Sigmon's name. Mrs. Phifer made the motion that Mr. Sigmon be accepted for Vice Chairman. Mr. Pitts seconded the motion and it passed unanimously. Mr. Digh moved the nominations be closed. Mr. Smith seconded the motion and there was no dissent.

Mrs. Phifer then moved that Mr. Carr be accepted as Chairman and Mr. Sigmon be accepted as Vice Chairman by acclimation. Mr. Pitts seconded the motion and the approval was unanimous.

Mr. Sitton then returned the chair to Mr. Carr. Mr. Carr thanked the Board members for their support and requested they consider a new time for future board meetings.

Resolutions. Because of the sudden illness of Past-Chairman Brinkley and the continued illnesses of Board members Mr. Carson, Mr. Childers, and Mr. Moore, Mr. Sitton made the motion that a resolution of appreciation be adopted. Also, in responseto Mr. Thad Poteat's resignation from the Board, Mr. Sitton moved that a resolution honoring Mr. Poteat be adopted. Mr. Pitts seconded both motions and the resolutions passed unanimously to be made part of the permanent minutes.

CCD319

RESOLUTION OF APPRECIATION

WHEREAS, The Board of Trustees of Western Piedmont Community College, in session on November 24, 1980, noted the serious illnesses of Board members Mr. Clyde S. Brinkley, Mr. John H. Carson, Mr. J. Ray Childers, and Mr. W. Stanley Moore, and

WHEREAS, The Board of Trustees recognize that Mr. Brinkley, Mr. Carson, Mr. Childers, and Mr. Moore have served Western Piedmont Community College deligently and have made significant contributions to the progress and success of Western Piedmont Community College, therefore be it

RESOLVED, The Board of Trustees wishes to express its appreciation to Mr. Brinkley, Mr. Carson, Mr. Childers, and Mr. Moore for their outstanding and dedicated service to Western Piedmont Community College; and be it

RESOLVED, That the Board of Trustees wishes Mr. Brinkley, Mr. Carson, Mr. Childers, and Mr. Moore a speedy recovery, and

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

/s/
Robert P. Carr, Chairman
Board of Trustees

/s/
Wilmon H. Droze, President

RESOLUTION HONORING MR. THAD POTEAT

WHEREAS, The Board of Trustees of Western Piedmont Community College, in session on November 24, 1980, noted the resignation of Mr. Thad M. Poteat, and

WHEREAS, Mr. Poteat has served Western Piedmont Community College ably, conscientiously, and enthusiastically, both as Chairman and Member of the Board, since the earliest years of its establishment, and

WHEREAS, Mr. Poteat has made many concrete contributions to the growth of Western Piedmont Community College, and

WHEREAS, Mr. Poteat has contributed generously his time, talents and depth of experience to further the educational opportunities for the students of Burke and adjacent counties served by Western Piedmont Community College, be it

RESOLVED, That the Board of Trustees expresses its deep appreciation to Mr. Poteat for his outstanding contributions to the College while he served both as Chairman and Member of the Board of Trustees, and

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

/s/
Robert P. Carr, Chairman
Board of Trustees

/s/
Wilmon H. Droze, President

Executive Session. A general report was given by Dr. Droze on the trustee situation. The terms of Mr. Brinkley, Mr. Pitts, and Mr. Sitton woudl expire June, 1981.

Also, Dr. Droze discussed the closing of the College for two weeks during the Christmas Holidays. A copy of the present policy on holiday closings and recommended changes would be sent to the Board members for review.

Lastly, Dr. Droze informed the Board that he had received a letter inviting him to write a chapter in a book and participate in a symposium on the Tennessee Valley Authority. Dr. Droze requested Board members to express their feelings. A general discussion followed.

No action was taken during the executive session. The meeting adjourned.

Respectfully submitted,

Robert P. Carr, Chairman

Dorothy Whitener
Dorothy Whitener, Recording Secretary

DAW/akh