MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

WINTER QUARTERLY MEETING

February 8, 1982

The Board of Trustees of Western Piedmont Community College held its winter quarterly meeting on Monday, February 8, 1982 in the Board room of the W. Stanley Moore Administration Building. Chairman Robert P. Carr called the meeting to order at 7:10 p.m. Mr. Allen Fullwood gave the invocation.

Members Present: Mr. Robert P. Carr, Chairman
Mr. Robert B. Byrd
Dr. James B. Cates
Mrs. Elsie H. Childres
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. H. D. Moretz
Mrs. E. W. Phifer, Jr.
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mrs. Judy Roper, Student Trustee

Members Absent: Mr. Charles S. Digh
Mr. D. Holman Sigmon

Others Present: Dr. Jim A. Richardson, President
Mr. Kenneth N. Clark, Vice President for Fiscal Affairs
Mr. George M. Fouts, Acting Vice President for Academic Affairs
Dr. Nancy R. Moore, Vice President for Student Services
Mr. Harold P. Olsen, Acting Assistant to the President
Mr. Richard N. Greene, Acting Dean of Curriculum and Continuing Education
Mr. Robert Small, Business Manager
Mr. Jack Huss, Director, Natural Sciences and Mathmatics
Mr. Robert Dockery, Instructor, Horticulture Technology

Mr. Chester West, P.E., Butler Associates, P.A.
Mr. Robert Boggs, Reporter, Hickory Daily Record
Mr. Stephen Harris, Reporter, The News Herals
Ms. Ruth Bowman, Administrative Assistant
Miss Dorothy Whitener, Recording Secretary

Consideration and disposition of Minutes. With typographical errors and corrections noted, the Board approved the Minutes of December 10, 1981, as corrected upon a motion by Mr. Fullwood and a second by Mrs. Childres.

Introduction of New Personnel. President Richardson introduced Ms. Ruth Bowman as the new administrative assistant who replaced Mrs. Anne Hodges, former recording secretary for the Board of Trustees. Mr. Fullwood moved that a resolution of appreciation and thank you letter be sent to Mrs. Hodges for her services to the Board. Mr. Moretz seconded the motion and it passed unanimously. Mr. Sitton, Board Secretary, agreed to handle the matter.

Report of the Executive Committee. Chairman Carr asked Dr. Richardson to brief the Board on the actions of the Executive Committee, which met jointly with the Finance Committee on January 18, 1982. The Committees approved new Regulations Governing Traffic and Parking, a tax shelter annuity with Mutual of New York, salary increases as recommended by the administration, and four budget revisions.

At this time, Dr. Richardson introduced to the Board, Mr. Robert Dockery, the new Horticulture Technology instructor.

Report of the Buildings and Grounds Committee. The Board received for information a report by Mr. Byrd, Chairman, that the Committee had met just prior to the full Board meeting at which the majority of the Trustees were in attendance. The College administration will look at the greenhouse specifications and bids with Mr. West, engineer, and make a recommendation to the Committee.

Report of the Finance Committee. Upon the recommendation of Finance Committee Chairman Smith, Mrs. Childres made the motion that the Board accept with gratitude the donation of $25 by Mr. Frank Bowers to the Athletic Fund, and a contribution of $100 to the Lockie S. Duncan Scholarship Fund by Mr. and Mrs. Winston Lear. Mr. Fullwood seconded the motion and there was no dissent.

Report of the Personnel Committee. Mr. Sitton, Chairman, reported that the Committee had received for information a report by the President at a Committee meeting prior to the Board meeting and would present this report on personnel matters in executive session at the end of the Board meeting.

Report of the By-Laws Committee. Chairman Sitton reported that only one suggestion had been submitted to the Committee for consideration. Mrs. Bowman distributed the new proposed By-Laws to the Trustees. Mr. Moretz, committee member, noted that proposed changes were in script type. A few changes were briefly discussed. Mr. Sitton recommended that the Trustees study the proposed By-Laws and communicate their recommendations or changes to Mr. Harold Olsen by the end of February so that the Committee can present the By-Laws at the next Board meeting.

Report of the President. Dr. Richardson made the following reports:

Western Piedmont Foundation, Inc. Mr. Jerry Norvell has been named President of the Foundation. The directors will meet Monday, February 15, 1982 at 5:00 p.m.

Progress Report on Evaluation Process. Dr. Richardson invited the Trustees to meet with the Evaluation Committee on Thursday evening, February 11, 1982, for dinner at the Holiday Inn. Mr. Olsen distributed evaluation data to the Trustees for information.

Progress Report on Current Projects and Activities. Dr. Richardson briefed the Trustees on the reports included in the Trustee packets. These reports covered Greenhouse Construction, Preparation of Budgets for Fiscal Year 1982-83, SACS Self-Study for Reaffirmation of Accreditation, Develop a Faculty Salary Plan, Grants Development, Hearing Impaired Project, Western Piedmont Foundation, Office of Planning and Research, Program Expansion, Improving Procedures Used for Evaluation of Faculty and Staff, Analysis of Trustee By-Laws, Program Evaluation, and Policy and Procedures Manual.

Personnel Matters. Mr. Moretz moved that the Board go into executive session to discuss personnel matters. Mr. Sitton seconded the motion and there was no dissent.

Following discussion, the Board returned to open meeting upon the motion of Mr. Byrd and a second by Mr. Smith.

Because of the positive direction in which the College is proceeding, Dr. Richardson recommended that the acting positions of Mr. George M. Fouts, Vice President for Academic Affairs; Harold Olsen, Assistant to the President; and Mr. Richard Greene, Dean of Curriculum and Continuing Education, be made permanent positions with Mr. Greene's title changed to Dean of Instruction. Dr. Richardson further recommended that [illegible]y Moore, Vice President of Student Services, be made the Vice

President for Institutional Development to work with the Foundation, public information and grants development. As a result of Dr. Moore's change of duties, Dr. Richardson also recommended that Mrs. Billie Meeks be named to the position of Acting Dean of Student Services and report to the Vice President of Academic Affairs. Dr. Richardson pointed out that the prupose of this reorganization is to integrate the services of the College for better coordination of services. (Curriculum, Continuing Education, Student Services and Learning Resources will report to the Vice President for Academic Affairs.) This reorganization would not affect salaries.

Mr. Byrd moved that the Board approve the reorganization of the College as recommended by President Richardson. Upon a second by Mrs. Hemphill, the Trustees unanimously approved the reorganization.

Before adjournment, Mrs. Hemphill requested that the material in Trustee packets be better organized and that the full Board receive all matters of committee meetings. Dr. Richardson agreed to look into the problem and discuss it with the senior staff.

Dr. Moore and Mr. Fouts both thanked the Trustees for their support and looked forward to their assignments.

There being no further business, the meeting adjourned at 8:30 p.m. following a motion by Mr. Sitton and a second by Mr. Moretz. Consensus followed.

Robert P. Carr, Chairman

Dorothy A. Whitener, Recording Secretary

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MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

REGULAR MONTHLY MEETING

March 29, 1982

The Board of Trustees of Western Piedmont Community College held its regular monthly meeting on Monday, March 29, 1982, in the Board Room of the W. Stanley Moore Administration Building. Chairman Robert P. Carr called the meeting to order at 5:15 p.m. Mr. Ken Clark gave the invocation.

Members Present:
Mr. Robert P. Carr, Chairman
Mr. Robert B. Byrd
Dr. James B. Cates (arrived late)
Mrs. Elsie H. Childres
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. H. D. Moretz
Mrs. E. W. Phifer, Jr.
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mrs. Judy Roper, Student Trustee

Members Absent:
Mr. Charles S. Digh
Mr. D. Holman Sigmon

Others Present:
Dr. Jim A. Richardson, President
Mr. George M. Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Fiscal Affairs
Dr. Nancy R. Moore, Vice President for Institutional Development
Mr. Richard N. Greene, Dean of Instruction
Mr. Harold Olsen, Assistant to the President
Mr. Robert Small, Business Manager
Mrs. Billie Meeks, Acting Dean of Student Services
Dr. Carol G. West, Director, Humanities and Social Sciences
Mr. Stephen Harris, Reporter, The News Herald
Mr. Robert Boggs, Reporter, Hickory Daily Record
Ms. Sharon Pritchard, Reporter, WQXX-WMNC Radio
Miss Dorothy Whitener, Administrative Assistant
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes. President Richardson highlighted the minutes of February 8, 1982. These minutes will be brought before the Board at the next meeting for consideration and disposition.

Report of the Buildings and Grounds Committee. In regard to the greenhouse bid awarded, Mr. Smith moved that the bid be approved as awarded by the Buildings and Grounds Committee on March 2, 1982, to the National Greenhouse Company of Pana, Illinois. Mr. Fullwood seconded the motion and there was no dissent. Also, the Marquee Project was discussed, but no action was necessary.

Report of the Finance Committee. For the Finance Committee, Mr. Ken Clark briefed the Board on the County Fund Budget Request tentatively approved and explained the requests. The College Administration will meet with County Commissioners on April 8, 1982, at 1:15 p.m. Trustees were invited to accompany the administrators to the meeting. Following discussion, Mr. Smith moved that the budget as prepared by the administration be submitted to the County Commissioners. Mr. Moretz seconded the motion. The motion passed with Dr. Cates abstaining.

Mr. Clark informed the Board that donations for the period January 1 through February 28, 1982, totaled $150. Total funds received for scholarships for the same time period amounted to $2,990. Mrs. Hemphill moved that the $3,140 received as donations and scholarships be accepted. Mr. Sitton seconded the motion and it passed unanimously.

The Status of the Budget report was presented for information to the Trustees by Mr. Clark. No action was necessary.

Report of the By-Laws Committee. At the request of Mr. Sitton, Chairman of the By-Laws Committee, Mr. Harold Olsen reviewed the proposed revisions of the By-Laws. The proposed By-Laws will be prepared for review by the Trustees at the next meeting.

Report of the President. At the request of President Richardson, Mr. George Fouts, Vice-President for Academic Affairs, announced that Western Piedmont had a record enrollment spring quarter with 1,824 students registered compared with 1,750 students registered in winter quarter and 1,752 registered fall quarter.

Dr. Richardson informed the Board that the Athletic Program will be reviewed on an annual basis. This year the Pioneer basketball team placed third in the Western Tarheel Athletic Conference.

In regard to the summer schedule, Mr. Richard Greene, Dean of Instruction, reported that after surveying the divisions, program needs were determined and a summer schedule developed. The summer schedule is expected to be ready for distribution by April 15.

Dr. Richardson informed the Trustees that the Book Store is continuing to operate extremely well. Profits from the Food Service were $2,330 for the second contract period compared to $2,400 for the first contract period.

At the request of Dr. Richardson, Dr. Nancy Moore, Vice President for Institutional Development, briefed the Board on the Title III application which was just completed for submission to the Office of Education. Board members were provided a copy of the Title III abstract for their information.

Consideration of the State Budget Revisions. Mr. Clark explained that a budget revision was necessary due to 20 percent reporting causing salary money to be spent in line items other than where originally budgeted.

Supply and travel required additional funds because original amounts were underestimated. Following the explanation, Mr. Moretz moved that the S-16 Budget revision be approved as recommended. Mr. Byrd seconded the motion and there was no dissent. Mr. Clark informed the Board that a second budget revision (S-15) was necessary to revert funds as requested by Mr. Tom King, Vice President for Financial and Administrative Services, Department of Community Colleges. The $8,000 reversion was approved by the Trustees upon a motion by Mr. Moretz and a second by Mr. Sitton.

Recommendations on Program and Support Services. Consideration of Personnel Matters. Mrs. Hemphill moved that the Board go into executive session to discuss the recommendations on program and support services and consideration of personnel matters. Mr. Byrd seconded the motion and there was no dissent.

Upon returning to open meeting the Board of Trustees voted to phase out the College's Mental Health Program by the end of 1982-83 academic year and to eliminate six faculty and staff positions for economic reasons. The motion was made by Mr. Byrd and duly seconded. Dr. Cates requested that it be recorded that he abstained on the portion of the vote regarding the Criminal Justice Program.

There being no further business the Trustees adjourned at 7:50 p.m. by concensus.

Dorothy Whitener, Administrative Assistant

Robert P. Carr, Chairman

Ruth Bowman, Recording Secretary

Claude S. Sitton, Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

SPRING QUARTERLY MEETING

June 7, 1982

The Board of Trustees of Western Piedmont Community College held its Spring Quarterly Meeting on Monday, June 7, 1982, in the Board Room of the W. Stanley Moore Administration Building. Chairman Robert P. Carr called the meeting to order at 7:00 p.m. Mr. H. D. Moretz gave the invocation.

Members Present: Mr. Robert P. Carr, Chairman
Mr. Robert B. Byrd
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. H. D. Moretz
Mrs. E. W. Phifer, Jr.
Mr. D. Holman Sigmon
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mrs. Judy Roper, Student Trustee

Members Absent: Dr. James B. Cates

Others Present: Dr. Jim A. Richardson, President
Mr. George M. Fouts, Vice President for Academic Affairs
Dr. Nancy R. Moore, Vice President for Institutional Development
Mr. Bob Small, Business Manager
Mr. Harold Olsen, Assistant to the President
Mr. Bill Poteat, Reporter, The News Herald
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes. The Board approved the minutes of February 8, 1982 and March 29, 1982, upon a motion by Mr. Bob Byrd and a second by Mrs. E. W. Phifer, Jr.

Report of the Executive Committee. Dr. Jim Richardson, President, asked Mr. Bob Small, Business Manager, to brief the Board on the actions of the Executive Committee, which met jointly with the Finance Committee on May 25, 1982. Mr. Small informed the Trustees that the committees tentatively approved the 1982-83 proposed budgets and three (3) budget revisions. He then informed them that the county budget had recently been approved as submitted. Mr. H. D. Moretz moved that the actions taken by these committees be approved. Mr. Claude Sitton seconded the motion and there was no dissent.

Dr. Richardson then briefed the Board on the donation to the College of an IBM System 3 computer by Sherrill Upholstering, Inc. of Hickory, N.C. This donation was also tentatively approved by the Executive Committee and the Finance Committee in the joint meeting of May 25. Mr. Moretz moved that this donation be accepted with gratitude and was seconded by Mrs. Martha Hemphill. The motion carried unanimously.

Report of the Buildings and Grounds Committee. Mr. Bob Byrd, Chairman, reported on the groundbreaking ceremony for the greenhouse, which was made possible by a donation from Western Piedmont Foundation. Dr. Richardson informed the Board members that the walkways were ready to be poured and that construction was to begin immediately.

Report of the By-Laws Committee. Mr. Claude Sitton, Chairman, informed the Trustees that he hoped to have copies of the revised by-laws ready to be presented to the full Board for their approval by the next Board meeting.

Report of the President.

N. C. Trustees Association Seminar. Dr. Richardson reported on the Trustees Association Seminar held in Wilmington, NC on May 17-19 and attended by Trustees, H. D. Moretz, Allen W. Fullwood, Mrs. E. W. Phifer, Jr. and himself. At this meeting a plaque was presented by the Association in memory of W. Stanley Moore who was one of the founders of the Association and served as its first president. The plaque was accepted by Mrs. Phifer and will be presented to Mrs. Moore at a later date.

Grants, Donations and Scholarships. Dr. Richardson informed the Board that donations received for the period March 1 through May 31, 1982, totaled $346.83. Total funds received for scholarships for the same time period amounted to $1345.00. Mr. Holman Sigmon moved that the $1691.83 received as donations and scholarships be accepted. Mr. Fullwood seconded the motion and it passed unanimously.

Status of the Budget. Dr. Richardson informed the Board that the County Commissioners had approved $100,000 for construction of the vocational building and that the College would need to raise an additional $52,000. Mr. Byrd moved that the Board delegate the responsibility of raising the additional funds to Dr. Richardson and the motion was seconded by Mr. Moretz.

Mr. Bob Small presented and explained to the Board budget revisions C-2, S-17 and S-18. Mrs. Hemphill moved that these three (3) budget revision requests be approved as submitted and was seconded by Mr. Sigmon. The motion carried and there was no dissent.

Mrs. Hemphill then asked Mr. Small if it were possible to transfer any of the $423,270 appropriated to the College for 1982-83 by the County

Commissioners in order to supplement President Richardson's salary. After much discussion Mr. Sigmon moved that Mr. Small contact County Manager, Jim Haynes, to see if this would be possible. The motion was seconded by Mrs. Hemphill and there was no dissent.

Dr. Richardson than informed the Trustees that he had gone to Raleigh to request $64,000 from the State which was needed to fund the Hearing Impaired Program for 1982-83 and that he had been informed these funds were being approved. Mr. Byrd commended Mr. Roy McGalliard for his preparation of the statistics which resulted in the approval of these funds.

Dr. Richardson then presented to the Trustees a proposal to conduct a food service study to explore the possibility of the College taking over the operation of the cafeteria. He pointed out that the cost of this study would be approximately $600-800. Permission to spend $600-800 for a study was granted on a motion by Mr. Moretz and a second by Mr. Charles Digh.

Report on Institutional Development. Dr. Nancy Moore, Vice President for Institutional Development, gave a report to the Trustees on the activities, accomplishments and plans of Western Piedmont Foundation, Information Services, and Special Projects. This report was given for information and no action was necessary.

Report on Academic Affairs. Mr. George Fouts, Vice President for Academic Affairs, reported to the Board on academic programs, pointing out that the transfer programs remain strong and that he was very optimistic about the upcoming fall quarter. He further stated that the College is continuing its efforts to achieve a better balance between college transfer and occupational programs. He also informed the Trustees that the new annex had been named "Court House Square".

Dr. Richardson then recognized Mr. Harold Olsen, Assistant to the President, for putting together the revised policies and procedures manual now being reviewed by the administrators. He informed the Trustees that he hopes to have this project completed by September 1.

Mr. Claude Sitton then thanked Mrs. Judy Roper, SGA President and Student Trustee, for her services to the Board during the 1981-82 academic year. Mrs. Elsie Childres moved that a letter of resolution be sent to Mrs. Roper thanking her for her outstanding contributions to the students as well as to the Board. Mr. Allen Fullwood seconded the motion and it carried unanimously.

Consideration of Personnel Matters. Dr. Richardson presented to the Trustees letters of resignation from Ms. Jane Jeffrey, Mrs. Georgie Willford, and Mr. Bill Young. Mrs. Hemphill moved that these three (3) resignations be accepted and that letters of resolution be sent to each of them thanking them for their services to the College. Mr. Fullwood seconded the motion and it carried unanimously. Dr. Richardson then informed the Board that these positions would not be filled until the budget can be reviewed.

There being no further business the meeting adjourned at 8:00 p.m. upon a motion by Mr. Byrd.

Respectfully submitted,

Robert P. Carr

Robert P. Carr, Chairman

Ruth Bowman

Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

SUMMER QUARTERLY MEETING

August 23, 1982

The Board of Trustees of Western Piedmont Community College held its Summer Quarterly Meeting on Monday, August 23, 1982, in the Board room of the W. Stanley Moore Administration Building. Chairman Robert P. Carr called the meeting to order at 7:00 p.m. Mr. George Fouts, Vice President for Academic Affairs, gave the invocation.

Members Present:
Mr. Robert P. Carr, Chairman
Mr. Robert B. Byrd
Dr. James B. Cates (arrived late)
Mr. Charles S. Digh
Mr. Allen W. Fullwood
Mr. H. D. Moretz
Mrs. E. W. Phifer, Jr.
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mr. Rob Hairfield, Student Trustee

Members Absent:
Mrs. Elsie H. Childres
Mrs. Martha G. Hamphill
Mr. D. Holman Sigmon

Others Present:
Dr. Jim A. Richardson, President
Mr. George Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Mr. Bob Small, Business Manager
Mr. Harold Olsen, Assistant to the President
Mr. Larry Clark, Director, Planning & Research
Mr. Jack Huss, Director, Natural Sciences and Engineering
Ms. Dot Whitener, Administrative Assistant
Miss Linda Phillips, Reporter, The News Herald
Mr. Bob Boggs, Reporter, Hickory Daily Record
Ms. Ruth Bowman, Recording Secretary

Mr. Robert Carr, Chairman, introduced to the Trustees Mr. Rob Hairfield, newly elected President of the Student Government Association.

Consideration and Disposition of the Minutes. With corrections noted, the Board approved the minutes of June 7, 1982, as corrected, upon a motion by Mr. Charles Digh and a second by Mr. Allen Fullwood.

Report of the Executive Committee. Dr. Jim Richardson, President, presented to the Board for their approval the proposed salary raises for the maintenance and housekeeping employees and the six faculty and staff employees who had received a promotion or earned a higher degree, as well as the continuing salaries of the remainder of the administrative, faculty, and staff employees. Mr. Charles Digh moved that the employee raises and salaries be approved as submitted. The motion was seconded by Mr. Don Smith and was unanimously approved.

President Richardson then informed the Trustees that during the period of June 1, 1982 through July 31, 1982, the College had received a jogging treadmill machine and a cross country skiing machine as a donation from The Racquets. No value was given for this equipment. Total funds received for this same time period for scholarships amounted to $655.00. Mr. Bob Byrd moved that the equipment donations and the $655.00 received for scholarships be accepted. The motion was seconded by Mr. H. D. Moretz and it passed unanimously.

Report of the Buildings and Grounds Committee. Mr. Bob Byrd, Chairman, reported to the Board that construction of the Greenhouse was well under way and that Mr. Robert Dockery, Horticulture Instructor, and the construction crew were to be commended on the outstanding job they were doing.

Mr. Byrd then informed the Board that the Western Piedmont Foundation had voted to raise $75,000 toward the construction of a new vocational building

on campus. He pointed out that this money is needed to match the $100,000 which the Burke County Commissioners had included in the 1982-83 Capital Outlay Budget. Mr. Byrd gave a brief description of the structure of the proposed new building and the vocational areas it will house. This report was given for information and no action was necessary.

Mr. Byrd next presented to the Board a request from Mr. Doug Bean, City Manager, that the City be allowed to extend electrical lines from their termination point on Western Piedmont property along the sewer line right-of-way, plus ten feet for trimming of any trees, (no trees will be taken out), to Interstate 40. Mr. Ken Clark, Vice President for Administrative Services, pointed out to the Trustees from a detailed map just what this would entail. Following discussion, Mr. Byrd moved that a contract between Western Piedmont Community College and the City of Morganton be entered into granting permission to the City for the extension of this right-of-way. Mr. Moretz seconded the motion and it carried unanimously.

Mr. Byrd then reported to the Trustees that all four tennis courts had been resurfaced by the Gillingham Company out of Charlotte and that they had done an excellent job. He also informed them that Carolina Sealcoat Company of Clinton, SC had sealed three of the College parking lots at a substantial savings to the College. This report was given for information and no action was necessary.

Mr. Ken Clark next reported to the Board members that construction of the Marquee has been delayed because the planned use of donated materials and labor has not been successful. Mr. Bob Byrd then made a motion that the Board grant Mr. Clark the option to put the construction of the Marquee out for bid or to go the donation route. Mrs. E. W. Phifer, Jr. seconded the motion and it carried unanimously.

Report of the Finance Committee. Mr. Ken Clark presented and explained to the Trustees budget revision I-3, budget revision to establish ABE budget, and Capital Outlay Overruns for completed projects. Mr. Charles Digh moved that the budget revisions and capital outlay overrun requests be approved as submitted. The motion was seconded by Mr. Don Smith and it passed unanimously.

Report of the Personnel Committee. President Richardson informed the Board that Mary Ann Zotto, a weaver from Snow Hill, New York, had been appointed to the position of Visiting Artist at Western Piedmont. Mr. Claude Sitton moved that the appointment of Mrs. Zotto to this position be approved. The motion was seconded by Mr. Moretz and it was unanimously approved.

President Richardson next presented to the Board the resignations of Business Instructors John Whiteheart, Nadia Blahut, Mary Gay Cook, and Nursing Instructor Mary Alice Withers. Mr. Sitton moved that these four resignations be accepted and that letters of resolution be sent to each of them thanking them for their services to the College. The motion was seconded by Mr. Moretz and carried unanimously.

Report of the By-Laws Committee. Mr. Claude Sitton, Chairman, presented to the Board the changes to the revised by-laws as proposed by the administrative staff. After a lengthy discussion the revised by-laws as corrected and amended were adopted on the third vote upon a motion by Mr. Allen Fullwood. Mr. Bob Byrd seconded the motion and it carried unanimously.

Revised Policies and Procedures Manual. President Richardson passed out to each Board Member a copy of the revised Policies and Procedures Manual for their study and review at a later date. No action was necessary at this time.

Report on Academic Affairs. Mr. George Fouts, Vice President for Academic Affairs, reported to the Board on the use of part-time instructors at Western

Piedmont. He stated that there has been a nationwide increase of 50% in the use of part-time instructors between 1972 and 1978. Over the past six years, Western Piedmont has staffed 18% of its curriculum courses with part-time instructors. Last year's faculty consisted of 25% part-time instructors. President Richarson pointed out that more and more colleges are relying on part-time instructors because of budget cuts and that Western Piedmont will be recruiting more part-time instructors in the future.

Report on Long-Range Plans 1982-87. Mr. Larry Clark, Director of Planning and Research, discussed the Long-Range Plan 1982-87 and explained to the Board that this was being used as a process to project the future operations of the College. President Richardson pointed out that this plan was also being used as a management tool with the progress of the plan being reviewed every three months. The Long-Range Plan 1982-87 was presented to the Trustees for their information and no action was necessary.

Report of the President. President Richardson informed the Trustees that the State has required all fifty-eight colleges in the Community College System to reserve 5% of their budget in a contingency fund until January and that this 5% amounts to $147,000 for Western Piedmont. He further stated that if State revenues look good in January the monies will be released; if not, the money will have to be reverted to the State. As a result of this, the College will not be able to hire a computer programmer to operate the computer which was donated this summer, some vacant positions will have to be left open, and some administrators will move into teaching positions. He also reminded the Trustees that the College had to revert $54,000 to the State last year because of revenue shortfall.

President Richardson next informed the Trustees that the College has received a $327,000 federal grant to upgrade and expand our Cooperative

Education program. This grant covers a five-year period and will enable the College to hire a job-developer and a secretary to enable the program to be self-sustaining when the grant expires at the end of the five-year period.

President Richardson also informed the Board that Raleigh has appropriated $64,000 to the College to continue operating the Hearing-Impaired program and $42,000 has been appropriated to expand and upgrade the Machinist program.

President Richardson informed the Trustees of the Administrative Planning Conference to be held in Banner Elk, NC on August 30 and 31 to work on the self-study, for which the first draft has just been completed, and the long-range plan. Dr. Richardson issued an invitation to each Trustee to attend this conference. He also informed the Trustees that the President's Association's Fall Meeting will be held at Western Piedmont on October 4-5. All fifty-eight Presidents in the Community College System will be attending and each Trustee was issued an invitation to attend also.

Consideration of Personnel Matters. Mrs. E. W. Phifer, Jr. moved that the Board go to executive session to discuss personnel matters. Mr. Allen Fullwood seconded the motion.

Upon returning to open meeting Mr. Bob Byrd moved that the Dennis Brockland grievance be heard by the Personnel Committee rather than by the full Board. The motion was seconded by Mr. Moretz and passed with Dr. Jim Cates abstaining.

Chairman Carr then informed the Trustees that he will be selecting a Nominating Committee to present a slate of officers at the annual meeting in November and that this information would be sent to them during the coming week.

There being no further business, the Trustees adjourned at 9:05 p.m. by consensus.

Respectfully submitted,

Robert P. Carr

Robert P. Carr, Chairman

Ruth Bowman

Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

FALL QUARTERLY MEETING

November 22, 1982

The Board of Trustees of Western Piedmont Community College held its Fall Quarterly meeting on Monday, November 22, 1982, in the Board Room of the W. Stanley Moore Administration Building. Chairman Robert P. Carr called the meeting to order at 5:15 p.m. Mr. George Fouts gave the invocation.

Members Present:
Mr. Robert P. Carr, Chairman
Mr. Robert B. Byrd (came in late)
Dr. James B. Cates (came in late)
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. H. D. Moretz
Mrs. E. W. Phifer, Jr.
Mr. D. Holman Sigmon
Mr. Donald E. Smith
Mr. Rob Hairfield, Student Trustee

Members Absent:
Mr. Claude S. Sitton

Others Present:
Dr. Jim A. Richardson, President
Mr. George Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Dr. Nancy Moore, Vice President for Development
Mr. Bob Small, Business Manager
Mr. Robert Dockery, Horticulture Instructor
Mrs. Linda Wright, Nursing Instructor
Ms. Linda Phillips, Reporter, The News Herald
Mr. Bob Boggs, Reporter, Hickory Daily Record
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes - The Board approved the minutes of their August 23, 1982 meeting upon a motion by Mr. Allen Fullwood and a second by Mrs. Martha Hemphill.

Report of the Finance Committee - Mr. Don Smith, Chairman, asked Dr. Jim Richardson, President, to present the Budget Resolution for Fiscal Year 1982-83. After reviewing the Budget Resolution, President Richardson explained to the Board that the Budget did not reflect the 6% being held in reserve as mandated by the State. President Richardson further stated that the State had been requested by the State Board of Community Colleges to consider letting the member institutions use one-half of this 6% for job related programs which would help unemployed workers. Mr. Allen Fullwood made a motion that the Budget Resolution for Fiscal Year 1982-83 be approved as submitted. The motion was seconded by Mr. Holman Sigmon and was passed unanimously.

Mr. Ken Clark, Vice President for Administrative Services, next explained to the Board Budget Revisions S-1, S-1A, S-2, S-3, S-3A, S-4, S-5, S-6, S-7, I-1, and P-2. Mr. H. D. Moretz made a motion that the Budget Revisions be approved as presented. Mrs. Martha Hemphill seconded the motion and it was unanimously passed.

President Richardson then reported that Grants received for the period of August 1, 1982 through October 31, 1982 totaled $67,400, which was a Federal Grant awarded Western Piedmont for the expansion of our Cooperative Education Program. Donations received for the same time period totaled $202.75 and Scholarship monies received for the same period totaled $4,885. Mr. Don Smith made a motion that Grants, Donations and Scholarships totaling $72,487.75 be accepted. The motion was seconded by Mrs. E. W. Phifer, Jr. and unanimously passed.

Report of the Buildings and Grounds Committee - Mr. Bob Byrd, Chairman, reported that the greenhouse was nearing completion and open house was planned for early December. Mr. Byrd then asked Mr. Robert Dockery, Horticulture Instructor, to present to the Board proposed plans for the horticulture program. With charts and sketches, Mr. Dockery showed the Board how the proposed gardens, court-yard, and orchard would be cultivated through student projects and would enhance the beauty of the campus grounds as well. Mr. Dockery also presented plans for building a lath-house which would be needed to condition plants. This presentation was for discussion only and no action was necessary at this time.

Mr. Ken Clark next reported on the need to establish guidelines for the selection of a designer for the new Vocational building. The Board then charged the Buildings and Grounds Committee with the task of establishing these guidelines and presenting them at the next meeting for approval.

Report of the Personnel Committee - Mr. George Fouts, Vice President for Academic Affairs, presented to the Board the Appointment Nomination of Ms. Velda Benfield to the position of Job Developer in the Cooperative Education program. Mrs. Martha Hemphill made a motion that the appointment of Ms. Benfield to the position of Job Developer be approved. Mr. Don Smith seconded the motion and it passed with Dr. Jim Cates abstaining.

Report of the President - At the request of President Richardson, Mrs. Elsie Childres gave a report on the Trustees Convention held in New Orleans and attended by she and Mrs. Phifer. Also at the request of President Richardson, Mr. Moretz reported on the Trustee Workshop held in Asheville which he attended along with Mrs. Phifer, Mr. Fullwood, Mr. Sitton, Mrs. Hemphill and Dr. Richardson.

President Richardson then asked the Board to adopt the revised Policies and Procedures Manual, which was handed out at the Board meeting held on August 23, 1982, as a working draft for the coming academic year. Dr. Jim Cates made a motion that the revised Policies and Procedures Manual be adopted as a working draft as published. Mr. Sigmon seconded the motion and it passed unanimously.

Election of Officers for 1983 - Mr. Holman Sigmon, Chairman of the Nominating Committee appointed by Mr. Carr, presented for the Board's consideration the following slate of officers:

Mrs. E. W. Phifer, Jr. - Chairman

Mr. Charles S. Digh - Vice Chairman

Mr. Claude S. Sitton - Secretary

Mr. Bob Byrd seconded the recommendations of the Nominating Committee and by unanimous vote the Board elected Mrs. E. W. Phifer, Jr. as Chairman, Mr. Charles S. Digh as Vice Chairman, and Mr. Claude S. Sitton as Secretary for the year 1983.

Mr. Byrd then commended Chairman Carr for his tireless work and many services to the Board and to Burke County.

Mr. Don Smith then made a motion, with a second by Mrs. Childres, that the Board go into Executive Session to discuss personnel matters.

Upon returning to open session on a motion by Mr. Don Smith and a second by Mr. Moretz, Mr. Bob Byrd read a motion that based on the recommendation of the Personnel Committee, which was selected to hear the grievance of Dennis A. Brockland against Western Piedmont Community College, "I recommend the Board of Trustees affirm the action of the administration in giving Mr. Brockland notice of non-reappointment on March 31, 1982." The motion was seconded by Mrs. Childres and passed with Dr. Cates abstaining.

There being no further business, the meeting adjourned at 6:25 p.m. by consensus.

Robert P. Carr

Robert P. Carr, Chairman

Ruth Bowman

Ms. Ruth Bowman, Recording Secretary