MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

February 28, 1983

The Board of Trustees of Western Piedmont Community College held its Winter Quarterly Meeting on Monday, February 28, 1983 in the Board Room of the W. Stanley Moore Administration Building. Mrs. E. W. Phifer, Jr., Chairperson, called the meeting to order at 7:30 p.m. Mr. Don Smith gave the invocation.

Members Present: Mrs. E. W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mr. Robert P. Carr
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Allen W. Fullwood
Mr. Donald E. Smith
Mr. Claude S. Sitton

Members Absent: Dr. James B. Cates
Mrs. Martha G. Hemphill
Mr. H. D. Moretz
Mr. D. Holman Sigmon

Others Present: Dr. Jim Richardson, President
Mr. George M. Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Dr. Nancy Moore, Vice President for Development
Mr. Richard Greene, Dean of Instruction
Ms. Louise Austin, Director, Personnel Services
Mr. Roy McGalliard, Instructor, English
Mr. Frank Patton, Jr., Chairman, Western Piedmont Foundation Drive
Ms. Linda Phillips, Reporter, The News Herald
Mr. Bob Boggs, Reporter, Hickory Daily Record
Ms. Ruth Bowman, Recording Secretary

Mr. Bob Byrd presented a plaque of appreciation to Mr. Robert P. Carr, outgoing Chairman, for his services and untiring devotion to the College, stating "you have served very honorably and helped us bridge between where we were and where we are now." Mr. Carr was then given a standing ovation.

Consideration and Disposition of the Minutes - The Board approved the minutes of their November 22, 1982 meeting upon a motion by Mr. Allen Fullwood and a second by Mrs. Elsie Childres.

Report of the Finance Committee - Mr. Don Smith, Chairman, reported that Mr. Ken Clark, Vice President for Administrative Services, had asked the Committee to advise him the manner in which the County Budget for Fiscal Year 1983-84 was to be submitted to the County Commissioners and that the Committee had recommended that they meet jointly with the Executive Committee and Mr. Clark within ten days when he had the budget put together in a working draft. At that time the budget would be reviewed and recommended to the full Board for their approval and would then be submitted to the Commissioners by Mr. Clark and Mr. Bob Small, Business Manager. Mr. Clark was instructed to notify the Finance Committee and the Executive Committee members the following day of the time and date they could meet jointly to review the budget.

Mr. Clark then presented to the Board Budget Revisions S-8, I-3 and I-2. Mr. Don Smith made a motion that these Budget Revisions be approved as presented. Mrs. Elsie Childres seconded the motion and it passed unanimously.

Mr. Clark next presented to the Board a resolution authorizing him to purchase a check signing machine which was needed in the Business Office to cut down on the time spent signing checks. Mr. Don Smith made a motion that this resolution be adopted as presented. Mr. Bob Byrd seconded the motion and it passed unanimously.

Mr. Clark then presented to the Board a Departmental Budget Report which was given for information only and no action was necessary.

Foundation Fund Drive Report - Mr. Frank C. Patton, Jr., Chairman of the Fund Raising Committee, reported to the Board that donations and pledges amounting to $54,600 had now been received and that this amount represents

73% of the $75,000 goal the Foundation had set in order to complete the interior of the vocational building. Dr. Jim Richardson, President, read a letter to the Board addressed to Mrs. Phifer from Mr. Jerry Norvell, President of the Foundation, confirming that pledges and donations had been received to meet the goal of $52,600 set by the County Commissioners in order to access the $100,000 set aside by them for construction of the vocational building. President Richardson also read a letter to Dr. Jim Cates, Chairman of the Burke County Commissioners, from Mrs. E.W. Phifer, Jr. informing him the goal had been reached, and requesting him to release to the College the $100,000 the Commissioners had appropriated so that construction on the vocational building could begin. Mr. Don Smith made a motion that Mrs. Phifer's letter to Dr. Cates be mailed. Mr. Charles Digh seconded the motion and it passed unanimously. Mr. Bob Byrd then commended Mr. Patton, as well as the other members of the Foundation, for their hard work in raising these funds and expressed the sincere appreciation of the Board for all their efforts. Mr. Don Smith then made a motion that a letter of appreciation be sent to the Foundation and its members. Mr. Allen Fullwood seconded the motion and it passed unanimously.

Mr. Claude Sitton then presented to the Board his letter of resignation as a Trustee representative to the Foundation, requesting that he be replaced because of possible conflicts of interest. Mr. Allen Fullwood made a motion that Mr. Sitton's resignation be accepted. Mr. Charles Digh seconded the motion and it passed unanimously. Mrs. Phifer, Chairperson, then appointed Mrs. Elsie Childres to fill Mr. Sitton's position on the Foundation's Board of Directors. Mrs. Childres accepted the appointment.

Report of the Buildings and Grounds Committee - President Richardson reported to the Board that letters had been received from four Architect/ Engineering firms expressing an interest in doing the design work on the

vocational building. These letters were received from Odell Associates, Charlotte; Six Associates, Asheville; Vaughn-Talley, Shelby; and Butler/ McGill Associates, Asheville. He stated that the Committee had recommended that Mr. Clark seek additional cost information from each of these firms and report back to the Board for approval at a later date. Mr. Sitton made a motion that the Buildings and Grounds Committee be given authority to hire an Architect when all the cost figures have been received and to advise the Board of their decision at the next full Board meeting. Mr. Don Smith seconded the motion and it passed unanimously.

President Richardson next presented for approval the location and construction of a Lath House for the Horticulture program. He pointed out that the location of the Lath House would be behind "C" building, just over from the greenhouse, and would be constructed of redwood or spruce. The Lath House is needed to shade fledgling plants and the cost of construction is estimated to be $1200. Mr. Charles Digh made a motion that the Lath House proposal be approved as presented. Mr. Don Smith seconded the motion and it passed unanimously.

President Richardson then presented a proposal for a dwarf fruit tree orchard to be located near the NCSD property line. He pointed out that the project would span 3 to 4 years and would cost an estimated $263.75. Mr. Don Smith made a motion that the dwarf fruit tree orchard and its location be approved as presented. Mr. Charles Digh seconded the motion and it passed unanimously.

President Richardson next reported to the Board the need to develop a Facilities Master Plan for the College. He informed them that the SACS visiting committee had recommended we develop such a plan and proceed with its development as soon as possible. This report was given for information only and no action was necessary at this time.

Mr. Ken Clark then asked the Board for its approval of a bid of $5090 which had been awarded to Fence Builders, Inc. of Winston-Salem, NC for the construction of a security fence around the maintenance shed area. He informed the Board that this fence was necessary due to the number of thefts of equipment and gasoline occuring on week-ends and during the nights. Mr. Bob Byrd made a motion that the bid of $5090 awarded to Fence Builders, Inc. be approved. Mr. Charles Digh seconded the motion and it passed unanimously.

President Richardson then reviewed with the Board members a report on the progress of various Capital Outlay Projects. This report was presented for information only and no action was necessary.

Mr. Ken Clark presented to the Board a proposal for the names of College buildings being mounted on the front and back of each building and for street signs being erected showing the location of our various buildings and services. He requested that funds for this project be included in the County Budget. Mr. Allen Fullwood made a motion that this request be tabled. Mr. Claude Sitton seconded the motion and it passed unanimously.

Report of the Executive Committee - President Richardson reported to the Board that donations received for the period of November 1, 1982 through January 31, 1983 amounted to $5,083.53. Total funds for scholarships received for the same time period amounted to $2,320.00. Mr. Don Smith made a motion that Donations and Scholarships totaling $7,403.53 be accepted. Mrs. Elsie Childres seconded the motion and it passed unanimously.

President Richardson then reported to the Board the status of the inter-collegiate athletic program, stating that due to a lack of facilities, money, student participation and support, the program may have to be discontinued. He reported that the majority of the money budgeted for athletics comes from the Student Government Association (SGA). Mr. Rob Hairfield, President of the SGA and Student Trustee, reported that the SGA, after surveying the

student body, felt the $6,000 which they allocated to the program this year was not justified in terms of the number of students it served. President Richardson commented briefly on plans to expand the intramural program. This report was given for information only and no action was necessary at this time.

Mr. George Fouts, Vice President for Academic Affairs, reported to the Board that a limited number of educational leaves with pay could be awarded for the summer of 1983. He informed the Board that the primary criteria for educational leave is the value such a leave would have for the College and its programs. Mr. Fouts presented to the Board a request for educational leave with pay from Mr. Tom Eller, Mathematics Instructor, to attend the University of Evansville for the next two summers to study for a master's degree in computer science. Mr. Don Smith made a motion that educational leave with pay be granted to Mr. Eller according to the guidelines set forth by the College. Mr. Allen Fullwood seconded the motion and it passed unanimously.

President Richardson presented to the Board a letter of resignation received from Mr. Larry Whitlock effective March 1, 1983. Mr. Claude Sitton made a motion that Mr. Whitlock's resignation be accepted and that a letter of appreciation be sent to Mr. Whitlock thanking him for his services to the College. Mrs. Elsie Childres seconded the motion and it passed unanimously.

President Richardson then informed the Board that it had been suggested that they consider meeting on a monthly basis. After some discussion it was decided that the Board continue its policy of four quarterly meetings per year with the addition of two called meetings in the spring and summer.

Mr. Ken Clark reported on the food survey study which the Board authorized at their June 7, 1982 meeting. He reported that an ad hoc committee had been appointed to consider three options; 1) the College take over the

entire operation; 2) contract with a different vendor, and 3) remain with the present food service vendor. After reviewing a proposal from the present vendor, Piedmont Vending Co., to upgrade their facilities and services and noting an increase of 34% in sales over last year as a result of improvement in services, the committee recommended that the College retain the services of Piedmont Vending Co and continue their efforts to improve the services we now have. Mr. Claude Sitton made a motion that the renewal contract with Piedmont Vending Company be approved. Mr. Charles Digh seconded the motion and it passed unanimously.

Report of the President - President Richardson introduced to the Board Mr. Roy A. McGalliard, English Instructor and Director of Western Piedmont's Self-Study Committee, who presented a report on the evaluation for reaffirmation of accreditation conducted by the Southern Association of Colleges and Schools. Mr. McGalliard reported that the College had received an excellent review and that the SACS visiting committee had been impressed with the strong support of our Board and the positive attitude of the School.

Mr. Richard Greene, Dean of Instruction, next reported to the Board on new programs anticipated for academic year 1983-84. He stated that the programs currently being processed through state channels for approval include Mechanical Drafting and Design Technology, a two-year technical program; Pre-Industrial Arts, an associate in arts degree program in the college transfer division; and a Computer Operator program consisting of three program levels -- a one-year vocational program, a two-year technical program of Electronic Data Processing, and a college transfer program in pre-computer science. He further stated that he hoped to have the Pre-Industrial Arts program approved in time to be offered by fall quarter 1983.

Mr. George Fouts, Vice President for Academic Affairs, next reported to

the Board that winter quarter enrollment in curriculum courses reached 1,999 which was a 15% increase over winter quarter 1981. He reported that although the state had required all colleges to revert 6% of their budget because of revenue shortfall, Western Piedmont will offer a full range of curriculum and continuing education courses this spring.

Dr. Nancy Moore, Vice President for Development, gave a status report to the Board on current grant proposals. She reported the College is seeking $600,000 federal Title III funding of which most will be used to provide computer equipment, programs and instructors. The College is also seeking a $23,000 grant from Z. Smith Reynolds Foundation to be used to finish the interior of the new vocational building and a $74,000 FIPSE federal grant to expand our in-plant industry training program. Mr. Bob Byrd commended Dr. Moore and Mr. George Fouts for their time and efforts put forth in the writing of these grants. Mr. Byrd also made a motion at this point that a letter of welcome be written to the new president of the N.C. Department of Community Colleges whose appointment was to be made the next day.

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

Upon returning to open session Mr. Robert Carr made a motion that a letter of appreciation be sent to Mr. Roy A. McGalliard and his committee for their hard work and many hours spent on the self-study. Mr. Charles Digh seconded the motion and it passed unanimously. Mr. Carr also recommended that a letter of appreciation be published in the school's UPDATE thanking the faculty and staff for the excellent job they also did on the self-study.

Mrs. E. W. Phifer, Jr., Chairperson, then appointed Mr. H. D. Moretz to judge the photo contest being sponsored by the College to select the winning entry to be used on the cover of the College catalog for academic year 1983-84.

There being no further business, the meeting adjourned at 9:30 p.m. upon a motion by Mr. Bob Byrd and a second by Mr. Charles Digh.

Respectfully submitted,

Mrs. E. W. Phifer, Jr., Chairperson

Ms. Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

April 18, 1983

The Board of Trustees of Western Piedmont Community College held a special called meeting on Monday morning, April 18, 1983, in room G-23 of the Student Services building. Mrs. E. W. Phifer, Jr., Chairperson, called the meeting to order at 7:00 a.m. Mr. Ken Clark gave the invocation.

Members Present: Mrs. E. W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mr. Robert P. Carr
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mrs. Martha G. Hemphill
Mr. Rob Hairfield, Student Trustee

Members Absent: Mr. Allen W. Fullwood
Mr. D. Holman Sigmon
Mr. Claude S. Sitton
Mr. Donald E. Smith

Others Present: Dr. Jim A. Richardson, President
Mr. George Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Ms. Beverly Carlton, Reporter, WMNC/WQXX
Mr. Rob Boggs, Reporter, Hickory Daily Record
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes - The Board approved the minutes of their February 28, 1983 meeting upon a motion by Mr. Charles Digh and a second by Mr. Bob Byrd.

Report of the Buildings and Grounds Committee - Mr. Ken Clark, Vice President for Administrative Services, reported that bids received from architect/engineering firms for the design work on the vocational building ranged from $12,000 to $50,000 and from $500 to $12,000 on the facilities

master plan. He stated that he had met with each member of the Buildings and Grounds Committee individually and that the committee agreed to award both projects to Chester West, P.E., Butler/McGill Associates of Asheville, at their bid of $12,500 for the vocation building and $500 for the facilities master plan. This report was given for information only and no action was necessary at this time.

Report of the President - Dr. Jim Richardson, President, reported to the Board that the Automotive Mechanics program, which had been placed on probation by the Board for academic year 1982-83, had been reviewed by the Program Review Committee. Because of the increased enrollment in the program which is the result of recruitment efforts and modifications in the curriculum, the committee recommended that the program be removed from probationary status. He further reported that the Fire Science program, which had also been placed on probation by the Board, had been reviewed and the committee recommended that this program be phased out over the next one to two years due to a steady decline in enrollment and the need for a full-time instructor. President Richardson stated that this program was an expensive one and that the $120,000 worth of equipment purchased for the program would be sold and/or used in other programs. Mrs. Martha Hemphill made a motion that the Fire Science program be phased out and that the Automotive Mechanics program be removed from probation. Mr. Charles Digh seconded the motion and it passed unanimously.

President Richardson next reported to the Board on the status of the intercollegiate athletics program, pointing out that the Student Government Association has voted to discontinue funding of this program. Mr. Bob Byrd made a motion that the intercollegiate sports program be discontinued for academic year 1983-84. Mrs. Martha Hemphill seconded the motion and it passed unanimously.

Mr. George Fouts, Vice President for Academic Affairs, next reported to the Board that current enrollment for spring quarter 1983 had reached 2,058. Mr. Bob Byrd then presented a copy of a letter which he had received from President Bob Scott commenting on our increased enrollment. President Richardson then informed the Board that area legislators, trustees and presidents from Wilkes Community College, Caldwell Community College and Technical Institute, Mayland Technical Institute, as well as Western Piedmont Community College, would be meeting with President Scott at the close of the barbecue planned on our campus on Friday, April 29.

Mr. Bob Byrd next made a motion, with a second by Mrs. Martha Hemphill, that the Board go into executive session to discuss personnel matters.

Upon returning to open session Mr. Bob Byrd made a motion that educational leave with pay be approved for Sylvia Anderson, Dude Shuffler and Linda Rhame as designated in their applications and according to the guidelines set forth by the College. Mrs. Martha Hemphill seconded the motion and it passed unanimously.

President Richardson then read a letter from Dr. Nancy Moore, Vice President for Development, giving notice of her retirement effective June 30, 1983. Mrs. Martha Hemphill made a motion that Dr. Moore's resignation be accepted. Mrs. Elsie Childres seconded the motion and it passed unanimously. Mr. Bob Byrd made a recommendation that a letter of appreciation be sent to Dr. Moore thanking her for her seventeen years of service and dedication to the College. This recommendation was unanimously approved.

President Richardson next invited the trustees to attend the 20th Anniversary celebration of the N. C. Community College System to be held in Raleigh on May 17th at the Marriott Hotel.

President Richardson then reported to the Board that the Western

Piedmont Home Builders Association held a banquet on Friday evening, April 15, and had presented Mrs. Phifer with a check for $7,000 for construction of the vocational building.

Mrs. Phifer then appointed Elsie Childres to accompany her, along with Mr. Ken Clark and Mr. Bob Small, to the County Manager's office to discuss the County Budget for Fiscal Year 1983-84.

There being no further business the meeting adjourned at 8:00 a.m. by consensus.

Mrs. E. W. Phifer, Jr., Chairperson

Ms. Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

May 23, 1983

The Board of Trustees of Western Piedmont Community College held a special called meeting on Monday morning May 23, 1983, in room G-23 of the Student Services Building. Mrs. E. W. Phifer, Jr., Chairperson, called the meeting to order at 7:00 a.m. Mr. Don Smith gave the invocation.

Members Present: Mrs. E.W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mr. Robert P. Carr
Dr. James B. Cates
Mr. Charles S. Digh
Mr. Jack L. Drum
Mr. Claude S. Sitton
Mr. Donald E. Smith
Mr. Rob Hairfield, Student Trustee

Members Absent: Mrs. Elsie H. Childres
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
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 Administrative Services
Dr. Nancy R. Moore, Vice President for Development
Mr. Bob Small, Business Manager
Ms. Linda Phillips, Reporter, The News Herald
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes - The Board approved the minutes of their april 18, 1983 meeting upon a motion by Mr. Charles Digh and a second by Mr. Bob Byrd.

President Richardson then introduced and welcomed new Trustee, Mr. Jack L. Drum, who was appointed by the Burke County Commissioners to replace Mr. H.D. Moretz who retired at the end of April.

Presentation of State Budget 1983-84 - Mr. Ken Clark, Vice President for Administrative Services, presented to the Board the State Budget projecting revenues and expenditures estimated for Fiscal Year 1983-84. Mr. Bob Byrd made a motion that the State Budget be approved as presented for submission to the Department of Community Colleges for Fiscal Year 1983-84. Mr. Claude Sitton seconded the motion and it passed unanimously.

Budget Revision Requests - Mr. Ken Clark presented to the Board Budget Revisions S-11, S-13, P-3, I-4, and I-5. Dr. Jim Cates made a motion that these Budget Revisions be approved as presented. Mr. Don Smith seconded the motion and it passed unanimously.

Approval for Use of Overhead Receipts - Mr. Clark then asked the Board for approval of Overhead Receipts Funds expended in the amount of $1,248.25 for administrative salaries in connection with the Cooperative Education Federal Grant, and $819.37 for the purchase of a check signing machine for the Business Office. Mr. Robert Carr made a motion the expenditure of these Overhead Receipts be approved as presented. Mr. Charles Digh seconded the motion and it passed unanimously.

County Budget Request 1983-84 - President Richardson informed the Board that he had received the County Manager's budget proposal to the County Commissioners for Fiscal Year 1983-84 which had been reduced from the College's request for $528,349 to $444,443. This proposal represents only a 5% increase over the 1982-83 Operating Budget. Mr. Clark pointed out that this minimal 5% increase would only cover the increase in utility costs for next year and would leave nothing to meet the other increases the College is facing in operating expenses. Dr. Jim Cates, Chairman of the

County Commissioners, informed the Board that the Commissioners would be holding a public hearing on budget requests on June 1, 1983. Mr. Don Smith suggested that several of the Trustees attend this hearing with Mr. Clark to speak out in defense of our Budget Request for 1983-84.

President Richardson next gave a status report on the vocational building. Mr. Clark informed the Board that Chester West, Architect, has estimated an additional $48,000 will be needed to complete construction of the vocational facility. The additional money is needed to meet unanticipated utility (electrical and sewer) needs necessary for construction of the building to begin. Mr. Bob Byrd made a motion that the College administration make the construction of the vocational building top priority on the Operating Budget for 1983-84. Mr. Charles Digh seconded the motion and it passed unanimously.

President Richardson then read a letter to the Board from the Z. Smith Reynolds Foundation stating they would be unable to fund a proposal the College had submitted for funds to complete the interior of the vocational building.

President Richardson then recommended that the Board go into executive session to discuss personnel matters.

Upon returning to open session Mr. George Fouts, Vice President for Academic Affairs, presented to the Board for approval the appointment nomination of Ms. Cheryl Oxford to the position of Instructor in English and Theatre. Dr. Jim Cates made a motion that the appointment of Ms. Oxford to this position be approved. Mr. Charles Digh seconded the motion and it passed unanimously.

There being no further business the meeting adjourned at 8:00 a.m. by consensus.

Respectfully submitted,

Mrs. E.W. Phifer, Jr.
Chairperson

Ms. Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

July 18, 1983

The Board of Trustees of Western Piedmont Community College held its regular meeting on Monday evening, July 18, 1983, in the Board Room of the W. Stanley Moore Administration Building. Mrs. E. W. Phifer, Jr., Chairperson, called the meeting to order at 7:30 p.m. Mr, Ken Clark gave the invocation.

Members Present: Mrs. E. W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mr. Robert P. Carr
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Jack L. Drum
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. Charles T. Henson
Mrs. Helen McDowell
Mr. D. Holman Sigmon
Mr. Claude S. Sitton
Mr. Rob Hairfield, Student Trustee

Members Absent: None

Others Present: Dr. Jim A. Richardson, President
Mr. George Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Mr. Larry Clark, Director of Planning and Development
Mr. Stephen Harris, Reporter, The News Herald
Ms. Karis Kercher, Reporter, Hickory Daily Record
Ms. Marie Parkhurst, Reporter, The Valdese News
Ms. Susan Garrison, Reporter, Radio WMNC/WQXX
Ms. Ruth Bowman, Recording Secretary

Mr. Bob Byrd opened the meeting by presenting Mr. Holman Sigmon a certificate of appreciation from Western Piedmont and the Department of

Community Colleges on the occasion of the 20th Anniversary of the community college system for his many years of service and support to the College. Mr. Sigmon was unable to attend a dinner held in the College cafeteria previous to the Board meeting at which Certificates of Appreciation were also awarded to Mrs. E. W. Phifer, Jr., Mr. John McMurray, Mr. Robert P. Carr, and the Burke County Board of Commissioners. Mr. Byrd also introduced new Trustees, Mr. Jack L. Drum, appointed by the County Commissioners; Mr. Charles T. Henson, also appointed by the County Commissioners; Mrs. Helen McDowell, appointed by Governor Hunt; and Mr. Allen Fullwood, reappointed by the Board of Education.

Consideration and Disposition of the Minutes - The Board approved the minutes of their May 23, 1983 meeting upon a motion by Mr. Claude Sitton and a second by Mr. Robert Carr.

Budget Revision Requests - Mr. Ken Clark, Vice President for Administrative Services, reported to the Board that donations received for the period of February 1, 1983 through June 30, 1983 amounted to $188.75. Total funds for scholarships received for the same time period amounted to $615.00. Total grant monies received was $890.00. Mr. Allen Fullwood made a motion that grants, donations and scholarships totaling $1,693.75 be accepted. Mr. Holman Sigmon seconded the motion and it passed unanimously.

Vocational Building Documents - Mr. Clark next presented to the Board for their approval two documents required by the Department of Community Colleges for the construction of the vocational building. The first document, Project Proposal for Grant of Capital Construction Funds, calls for an 8,600 square foot building at an approximate cost of $223,000. The second document, Desegregation Impact Statement, states that the vocational building would not hinder desegregation at the College. Mr. Bob Byrd made a motion that these two documents be approved as presented and mailed to the Department of Community

Colleges. Mr. Holman Sigmon seconded the motion and it passed unanimously.

Sale of the Activity Bus - President Richardson expressed to the Board the need to sell the College activity bus. He pointed out that the bus had been purchased to transport the basketball team and since the athletic program had now been phased out there was no further need for this bus. He further stated that funds from the sale of the bus would be used to purchase a six-passenger car needed for use by the administrators and trustees when traveling long distances. Mr. Clark asked for the Board's approval to put the bus up for bids. Mr. Charles Digh made a motion that the activity bus be put up for bids and that the bids be brought back to the Executive Committee for rejection or approval. Mr. Byrd seconded the motion and it passed unanimously.

Trustee Parking - President Richardson advised the Board members that in the future, for their convenience, the parking circle in front of the College would be reserved for Trustee parking and that Trustee stickers would be provided to identify their cars.

End-of-the-Year Budget Report - Mr. Ken Clark gave an End-of-the-Year Budget Report stating that the past academic year had been a successful one, pointing out a balance of $67,500 in unexpended funds. President Richardson reported that the College would be receiving $600,000 more in state funds for the coming year than we received last year. This report was for information only and no action was necessary.

New Curriculum Programs - Mr. George Fouts, Vice President for Academic Affairs, presented for the Board's approval four new curriculum programs for the 1983-84 academic year; a two-year Electronic Data Processing degree program, a one-year Computer Operator diploma program, a two-year Mechanical Drafting and Design degree program, and a two-year Manufacturing Resources Planning degree program. Mr. Fouts also reported that the College will be a

test site for computer registration this fall using an $80,000 Prime 2250 Computer now being installed. Mr. Charles Digh made a motion that these four new curriculum programs be implemented as proposed beginning with fall quarter 1983. Mr. Jack Drum seconded the motion and it passed unanimously.

Consideration of Personnel Matters - President Richardson recommended that the Board go into executive session, upon a motion by Mrs. Martha Hamphill and a second by Mrs. Elsie Childres, to discuss personnel matters.

Upon returning to open session President Richardson reported that the organizational changes and recommended salary increases had been unanimously approved as presented upon a motion by Mr. Byrd and a second by Mrs. Hemphill. He further stated that the details were being withheld until later pending approval by the Department of Community Colleges.

Mrs. Hemphill then made a motion that the Personnel Committee be given the authority to act, in lieu of the full Board, on appointment nominations to fill the vacant positions for two English instructors, a History/Psychology instructor, a Job Developer in the Cooperative Education program, and that all Board members be informed of these meetings of the Personnel Committee so that all may attend and have input. The motion was seconded by Mrs. Childres and passed unanimously.

Mr. Fouts next reported to the Board that an advisory committee had been appointed to establish the East Burke Center, a proposed satellite facility to serve Eastern Burke County. He stated that this committee would meet on Wednesday, July 20, at 7:00 a.m. at the Rama Inn to discuss a site location, courses to be offered, hours of operation, and other important matters. He advised the Board that Dr. Nancy Moore will be the coordinator of the East Burke Project and that we hope to have the facility operational for fall quarter registration. This report was given for information only and no action was necessary at this time.

Mr. Larry Clark, Director of Planning and Development, next reported to the Board that the Policies and Procedures Manual, adopted by the Board in August, 1982, as a working document, was under revision and would be presented for their approval at their next meeting in September. No action was necessary at this time.

President Richardson then presented for the Board's approval a letter written by the administration to Governor Robert W. Scott, State President of the North Carolina Community College System, reaffirming the College's support of the State Community College System's desegregation plan. Mr. Charles Digh made a motion that this letter of reaffirmation be sent to President Scott as written. Mrs. Hemphill seconded the motion and it passed unanimously.

Mr. George Fouts next presented for the Board's approval the appointment nomination of Mr. David P. Puckett to the position of Director of the Division of Business Technologies. Mr. Jack Drum made a motion that the appointment of Mr. Puckett to this position be approved, effective August 1, 1983. Mrs. Hemphill seconded the motion and it passed unanimously.

There being no further business the meeting adjourned at 9:45 p.m. by consensus.

Respectfully submitted,

Mrs. E. W. Phifer, Jr., Chairperson

Ms. Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

October 24, 1983

The Board of Trustees of Western Piedmont Community College held its Fall Quarterly Meeting on Monday, October 24, 1983, in the Board Room of the W. Stanley Moore Administration Building. Mrs. E. W. Phifer, Jr., Chairperson, called the meeting to order at 7:00 p.m.

Members Present: Mrs. E. W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Jack L. Drum
Mr. Allen W. Fullwood
Mrs. Martha G. Hemphill
Mr. Charles T. Henson
Mrs. Helen McDowell
Mr. D. Holmon Sigmon
Mr. Claude S. Sitton
Mr. Rob Hairfield, Student Trustee

Members Absent: Mr. Robert P. Carr

Others Present: Dr. Jim A. Richardson, President
Mr. George Fouts, Vice President for Academic Affairs
Mr. Ken Clark, Vice President for Administrative Services
Mr. Larry Clark, Director of Planning and Development
Mr. David Puckett, Director, Division of Business Technologies
Mrs. Ruth Thomas, Chairperson, Faculty Senate
Mr. Chester West, P.E., Butler Associates, P.A.
Ms. Marie Parkhurst, Reporter, The News Herald
Ms. Ruth Bowman, Recording Secretary

Consideration and Disposition of the Minutes - The Board approved the minutes of their July 18, 1983 meeting upon a motion by Mr. Allen Fullwood and a second by Mr. Charles Digh.

Election of Officers for 1984 - Mr. Holman Sigmon, Chairman of the Nominating Committee, recommended to the Board that the current officers be re-elected. Mr. Bob Byrd seconded the recommendation of the Nominating Committee, and by unanimous vote the Board re-elected Mrs. E. W. Phifer, Jr., Chairperson; Mr. Charles Digh, Vice Chairman; and Mr. Claude Sitton, Secretary for the year 1984.

Report of the Executive Committee - Dr. Jim Richardson, President, reported to the Board that the Executive Committee met jointly with the Personnel Committee on October 24, 1983 and heard a report from Mr. Ken Clark, Vice President for Administrative Services, that he had received bids of $20 and $500 for the IBM computer which had been previously donated to the College by Sherrill Upholstering, Inc. of Hickory. The Committee had then recommended that this equipment be offered to the Burke County Public Schools and the County Commissioners for their possible use before making a decision to sell. Mr. Ken Clark reported to the Board later in the meeting that the IBM computer had been sold for $750 to Morganton Dyeing and Finishing. President Richardson also reported to the Board that the Executive Committee met on September 7, 1983 to hear a student grievance.

Report of the Personnel Committee - At the request of Mr. Claude Sitton, Chairman of the Personnel Committee, President Richardson reported to the Board that the Committee met on August 3, 1983 to consider the appointment of Mr. Ralph G. Soney as Instructor of Psychology/History. Mr. Soney's appointment was unanimously approved by the Committee. At this same meeting, letters of resignation were received from Mrs. Theresa Burkert, Dean of Learning Resources; Ms. Sandra Ballard and Mrs. Susie H. Jones, both English Instructors. The Committee recommended at this meeting that these three resignations be presented to the full Board for their approval. Mr. Bob Byrd them made a motion that these three resignations be accepted. Mr. Holman Sigmon seconded the motion and it passed unanimously.

President Richardson then reported to the Board that the Personnel Committee met jointly with the Executive Committee on August 23, 1983 to consider the appointment of John A. Carenen as Instructor of English. Mr. Carenen's appointment was unanimously approved by the Committee. The Personnel Committee also met jointly with the Executive Committee on September 7, 1983 to consider the appointment of Ms. Jane Shuping to the position of Job Developer in the Cooperative Education program. Mrs. Shuping's appointment was unanimously approved by the Committee.

Report of the Finance Committee - Mrs. Martha Hemphill reported that the Committee had a very informative meeting with Mr. Ken Clark who explained to them the procedures for budget proposals, budget resolutions and other pertinent information regarding the College's financial structure.

Report of the Buildings and Grounds Committee - Mr. Bob Byrd, Chairman, spoke briefly on the status of the vocational building. At this time, Mr. Chester West, Engineer, presented to the Board the final plans and specifications for construction of the building. He stated that these plans had been submitted to the Department of Community Colleges in Raleigh and, upon receipt of their approval, the College would advertise for construction bids. Mr. West stated he estimates the cost of construction of this facility to be $200,000. Mr. Bob Byrd made a motion that the plans presented by Mr. West be approved"subject to minor and non-substantial deviations." Mrs. Martha Hemphill seconded the motion and it passed unanimously.

Mr. West then reported on the progress of the Master Facilities Plan for the College, informing them that after interviewing various faculty and staff members his first summary was ready for submission to the College administration.

Approval of Budget Resolution - Mr. Ken Clark presented for the Board's approval the Budget Resolution for FY 1983-84 which included State appropriations of 3.7 million and $457 thousand from the County. Mr. Clark reported that the budget is in good shape even if the rumored 2-3% reversion to the State becomes mandantory. He further stated that this budget was planned with enough flexibility to handle the reversion and that it would not significantly affect the College's educational programs.

Approval of Budget Revisions - Mr. Clark next presented to the Board for their approval two budget revisions. Mr. Charles Digh made a motion, with a second by Mr. Jack Drum, that these two Budget Revisions be approved as presented. The motion passed unanimously.

Grants, Donations and Scholarships - Mr. Clark then reported that scholarship monies received for the peiod of July 1, 1983 through September 30, 1983 amounted to $300. Mrs. Martha Hamphill made a motion that this scholarship donation be accepted. Mrs. Elsie Childres seconded the motion and it passed unanimously.

President's Report - President Richardson reported to the Board that the College had not received any offers on the sale of the activity bus. Therefore, the administration had decided to keep the bus and not try to sell at this time.

President Richardson then called the Board's attention to the revised edition of the Policies and Procedures Manual, which had been handed out prior to the meeting. He pointed out that the major change in this edition was in format and not in content.

President Richardson next informed the Board that plans were being discussed for the College's 20th Anniversary to be held in April of 1984. Mrs. Elsie Childres, Mr. Claude Sitton, Mr. Bob Byrd and Mrs. Martha Hemphill volunteered to serve on the committee to be appointed to plan the activities for this event.

President Richardson then informed the Board that the College will receive final word on its reaccreditation status at the Annual Meeting of the Southern Association of Colleges and Schools to be held the week of December 11th in New Orleans.

President Richardson then introduced to the Board Mr. David Puckett, Director of the Division of Business Technologies, who gave a brief report on the increased enrollment in this Division and the two new programs being offered in winter quarter. This report was for information only.

Mr. Claude Sitton commented to the Board that the Trustees Convention held in Phoenix in mid-October and attended by Mr. Charles Digh, Mr. Allen Fullwood, Mrs. E. W. Phifer, Jr., Dr. Richardson, as well as himself, was very informative and enjoyable. He further commented that he felt that more of our Trustees should attend these conventions in the future.

Mrs. Elsie Childres then made a motion, with a second by Mr. Bob Byrd, that the Board go into executive session to discuss personnel matters.

Upon returning to open session Mr. Charles Digh made a motion, with a second by Mrs. Martha Hemphill, that the meeting adjourn since there was no further business. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Mrs. E. W. Phifer, Jr.,
Chairperson

Ms. Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

November 29, 1983

The Board of Trustees of Western Piedmont Community College held a special called meeting on Tuesday morning, November 29, 1983, in the Board Room of the W. Stanley Moore Administration Building. Mrs. E.W. Phifer, Jr., Chairperson, called the meeting to order at 7:00 a.m.

Members Present: Mrs. E. W. Phifer, Jr., Chairperson
Mr. Robert B. Byrd
Mrs. Elsie H. Childres
Mr. Charles S. Digh
Mr. Allen w. Fullwood
Mrs. Martha G. Hemphill
Mr. Charles T. Henson
Mr. Claude S. Sitton
Mr. Rob Hairfield, Student Trustee

Members Absent: Mr. Robert P. Carr
Mr. Jack L. Drum
Mrs. Helen McDowell
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
Ms. Kelly Pitts, Research Assistant
Ms. Susan Marschalk, Reporter, Hickory Daily Record
Ms. Ruth Bowman, Recording Secretary

Mr. Ken Clark, Vice President for Administrative Services, opened the meeting by informing the Board that it had been brought to the attention of the administration that a restaurant's sign on Burkemont Avenue and a small part of their back curbing were partially on Western Piedmont Community College property. He stated that Mr. David Lane, owner of the restaurant, had indicated a willingness to sign a document stating he would not claim any property through

adverse use and a document stating he would remove the sign upon our request. Mr. Allen Fullwood made a motion that the administration accept this signed document and that it be recorded. Mrs. Elsie Childres seconded the motion and it passed unanimously.

Mr. Clark next presented to the Board a proposal to construct a sidewalk between the College and NCSD and extending to the property of Susie Subs. The approximate cost of the proposed sidewalk would be $9500 with one-third to be paid by Western Piedmont and two-thirds by NCSD. Mr. Clark stated that the College's one-third could be paid from auxiliary funds. Mr. Bob Byrd made a motion that Mr. Clark pursue this proposal with NCSD and the City of Morganton and report back to the Board at its next meeting. The motion was seconded by Mr. Martha Hemphill and passed unanimously.

Dr. Jim Richardson, President, then presented to the Board a proposal for the College to borrow $85,000 from Surry Community College, interest free, for purchasing equipment. This $85,000 is to be paid back to Surry when the equipment allocation for 1984-85 is received. Mr. Charles Henson made a motion that the College borrow this $85,000 from Surry Community College as proposed. Mrs. Hemphill seconded the motion and it passed unanimously.

Mr. Clark then presented and explained Budget Revision S-3. Mr. Allen Fullwood made a motion that this Budget Revision be accepted as presented. Mr. Claude Sitton seconded the motion and it was unanimously passed.

Ms. Kelly Pitts gave a progress report on the plans for the College's 20th Anniversary Celebration informing the Board that April 9th had been set for the Golf Tournament. This report was for information only and no action was necessary.

Mrs. Elsie Childres then made a motion, with a second by Mr. Fullwood, that the Board go into executive session to discuss personnel matters.

Upon returning to open session, Mrs. Hemphill made a motion that the appointment nomination of Mr. Paul Wardzinski to the position of English

Instructor be accepted. Mr. Claude Sitton seconded the motion and it passed unanimously. Mr. Charles Digh then made a motion that Ms. Kelly Powell be given a salary increase due to an increase in duties and a title change. Mr. Bob Byrd seconded the motion and it passed unanimously.

There being no further business, the meeting adjourned at 7:50 a.m. by consensus.

Respectfully submitted,

W O Phifer Jr

Mrs. E. W. Phifer, Jr.
Chairperson

Ruth Bowman

Ms. Ruth Bowman
Recording Secretary