M I N U T E S

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

SPECIAL CALLED MEETING

January 20, 1987

The Board of Trustees of Western Piedmont Community College met in a Special Called Session on Tuesday, January 20, 1987, at noon in room G-23 of the Student Services Building. Mr. Charles Digh, Chairman, presided. Mr. Charles Henson gave the invocation.

Members Present:	Mr. Charles S. Digh, Chairman Mrs. Elsie H. Childres Mr. Allen W. Fullwood Mrs. Martha G. Hemphill Mr. Charles T. Henson Mr. William A. Kendall Mrs. Helen McDowell Mr. J. R. Simpson, II
Members Absent:	Mr. Robert P. Carr Mrs. E. W. Phifer, Jr. Mr. D. Holman Sigmon Mr. Claude S. Sitton Ms. Julie Clay, Student Trustee
Others Present:	Dr. Jim A. Richardson, President Mr. Ken Clark, Vice President, Administrative Services Mr. Henry Bernhardt, President, IDA Mr. Gary Melville, Consultant, IDA Ms. Pamela McGimpsey, Reporter, Radio WMNC/WXX Ms. Kelly Winters, Reporter, The News Herald Miss Dorothy A. Whitener, Recording Secretary

With a quorum present, Chairman Digh called the meeting to order. The minutes of the three previous meetings held in November, 1986, were approved by consensus as disseminated.

Mrs. Childres moved the Board go into Executive Session to discuss personnel matters and Mr. Simpson seconded the motion. The Board agreed. Upon returning to open meeting, President Richardson recommended two appointment nominations to the College staff for the Board's consideration. Mr. Fullwood moved that Mr. Samuel J. Avery be appointed Director of Resource Development and Mr. Larry K. Garrison be appointed Director of Financial Aid. Mrs. Childres seconded the motion and the Board approved unanimously.

Before considering the next item on the agenda, Dr. Richarson recommended that Mr. Henry C. Bernhardt, President of Institutional Development Associates (IDA), brief the Board on the progress of the consultant firm concerning the upcoming 2 million dollar fund raising campaign for the new Learning Resources Center. Mr. Bernhardt detailed the organization of the campaign. Frank C. Patton, Jr., has been named general chairman of the drive. The drive has been divided into three phases. Three vice chairs have been named to coordinate Phase I. Mr. Otto Woerner will head the industrial group; Mr. J. W. Ervin, the friends group; and Mr. Andrew Kistler, the municipal group. Mrs. Ruby Pharr will head the campus drive. Also, an audio-visual program will be developed for local presentations. The target date for going public with the campaign will be mid-April.

Following Mr. Bernhardt's presentation, the Board returned to the agenda. The next item for consideration was Budget Revisions. Mr. Ken Clark, Vice President for Administrative Services, explained the reversion of Human Resource Development funds (S-2), the request for longevity pay (S-3), and a request to carry over Single Parent Funds (S-4). Mrs. Hemphill moved that the Board approve the Budget Revisions at Mr. Clark's recommendation. Following a second by Mrs. McDowell, the Budget Revisions S-2, S-3, and S-4 were approved.

For informational purposes only, Dr. Richardson briefed the Board on the item concerning Proposed Policy Manual changes. Dr. Richardson added that these changes will require action by the Board at its next meeting in February.

Next Mr. Digh requested the Board members to return their committee assignment preference information to Ms. Ruth Bowman as soon as possible so that committees could be formed.

Also, it was suggested to Dr. Richardson that Trustees wear caps and gowns at the graduation ceremonies. The Board was in agreement. Dr. Richardson asked the Trustees to inform Ms. Bowman of their academic degrees, college affiliation, and make an appointment to be measured so that she can order their academic regalia through the campus bookstore.

Next Mrs. Hemphill explained that she would like to receive the minutes of the meetings more promptly than three days before the next meeting. She further expressed that she was interested in the actions of the Board, especially if she missed a meeting, and that three days prior to the next meeting was insufficient time to study the minutes. Other members of the Board were in agreement. Dr. Richardson responded that the minutes will be sent to the Trustees one week after the meetings in addition to including a copy of the minutes in packets sent to Trustees prior to each meeting.

Mr. Fullwood briefed the Board on his recent State Trustee meeting in Raleigh and some possible legislative changes that may affect Trustees.

On a final note, Dr. Richardson inquired about inviting the local legislative delegation to a Board meeting. The Board agreed and it was suggested that a Monday morning breakfast meeting would be appropriate if the State Legislature is in session when the date is set.

There being no further business, the meeting was adjourned at 1:15 p.m. by consensus.

Respectfully submitted,

Charles S. Digh

Mr. Charles S. Digh
Chairman

Dorothy A. Whitener

Miss Dorothy A. Whitener
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

February 26, 1987

The Board of Trustees of Western Piedmont Community College held its Winter Quarterly Meeting on Thursday, February 26, 1987 at 7:00 p.m. in Room G-23 of the Student Services Building with Chairman Charles S. Digh presiding.

Members Present:	Mr. Charles S. Digh, Chairman Mr. Allen W. Fullwood Mr. Charles T. Henson Mr. William A. Kendall Ms. Helen McDowell Mrs. E.W. Phifer, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton Ms. Shanda Hughes, Student Trustee
Members Absent:	Mr. Robert P. Carr Ms. Elsie H. Childres Ms. Martha G. Hemphill
Others Present:	Dr. Jim A. Richardson, President Mr. George Fouts, Executive Vice President Mr. Ken Clark, Vice President, Administrative Services Mr. Larry Clark, Director, Planning and Development Mr. Sam Avery, Director, Resource Development Ms. Ruth Bowman, Recording Secretary

Chairman Digh called the meeting to order and the minutes of the January 20, 1987 meeting were approved by consensus.

Based on a motion from Charles Henson, seconded by Helen McDowell, the Board approved the following new policies or changes in existing policy: (1) accepted a proposed policy from the State Board of Community Colleges to evaluate the College

President and agreed that the President and the Personnel Committee would begin work towards a process to implement the policy; (2) approved a policy to accept transfer credit only from regionally accredited institutions; (3) approved minor changes in the Credit By Examination policy; (4) approved a new policy to require curriculum students to inform instructors prior to the 20% point in a course of their intentions to audit; (5) approved a new policy for "Accountability and Credibility of Continuing Education Programs"; (6) approved changes in the mandatory retirement policy to comply with new federal legislation; (7) approved changes in reimbursement rates to $52 In-State and $64 Out-of-State; (8) approved a change in reimbursement for use of personal vehicles to 21¢ per mile; and (9) approved a policy regarding responsibility for children on campus.

Chairman Digh then made the following Committee Assignments for 1987:

Finance Committee

Charles T. Henson, Chairman
William A. Kendall
Elsie H. Childres
Robert P. Carr
Charles S. Digh, ex officio

Buildings & Grounds Committee

Robert P. Carr, Chairman
Mrs. E.W. Phifer, Jr.
Helen McDowell
Charles T. Henson
Charles S. Digh, ex officio

Personnel Committee

Claude S. Sitton, Chairman
J.R. Simpson II
Allen W. Fullwood
Martha G. Hemphill
Charles S. Digh, ex officio

Executive Committee

Charles S. Digh, Chairman
Claude S. Sitton, Vice Chairman
Charles T. Henson, Finance Committee
Robert P. Carr, Buildings & Grounds Com
Claude S. Sitton, Personnel Committee

Chairman Digh also appointed Elsie Childres to chair a committee to study the feasibility of naming all the campus buildings. Mrs. Phifer, J.R. Simpson, Ken Clark and Dr. Richardson were appointed to serve as members of this committee.

Mr. Sam Avery, Director of Resource Development, displayed colored sketches by Don Stuart, Architect, showing various rooms or entrance ways of the inside of the proposed Learning Resources Center. Mr. Avery gave a status report on the campaign, stating that he was pleased with its progress to date.

Mr. Larry Clark, Director of Planning, disseminated a packet of informational material to the trustees along with campaign items such as lapel pins, ballpoint pens, bumper stickers, notepads and matchbooks. He stated that the primary message in the materials was that "we are crowded and need the space we will gain in this new building."

Mr. J.R. Simpson than made a presentation for solicitation of pledges from the trustees, challenging them to 100% participation. He reminded them that their pledges could extend over a three-year period.

Mr. Simpson then expressed his sorrow over the death of D. Holman Sigmon and recommended that the Board prepare a resolution of appreciation for his work with the College and with the community to be sent to his widow. Mr. Fullwood seconded the recommendation which was unanimously approved.

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

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

March 23, 1987

The Board of Trustees of Western Piedmont Community College met in Special Session on Monday, March 23, 1987, at 7:00 p.m. in the Board Room of the Moore Administration Building. Mr. Charles S. Digh, chairman, presided.

Members Present:	Mr. Charles S. Digh, Chairman Mrs. Elsie H. Childres Mr. Allen W. Fullwood Mrs. Martha G. Hemphill Mr. Charles T. Henson Mr. William A. Kendall Mrs. Helen McDowell Mrs. E.W. Phifer, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton
Members Absent:	Mr. Robert P. Carr
Others Present:	Dr. Jim A. Richardson, President Mr. George Fouts, Executive Vice President Mr. Ken Clark, Vice President for Administrative Services Ms. Linda Wright, President, Faculty Senate Ms. Kelly Winters, Reporter, The News Herald Ms. Ruth Bowman, Recording Secretary

By consensus, The Board unanimously approved the Minutes of their February 26, 1987 meeting as presented.

Mr. Charles Henson, Chairman of the Finance Committee, then presented for the Board's review and approval, the College's County Fund Budget Request for FY 1987-88, which included

operation of the Morganton-Burke Senior Center. After a lengthy review and discussion session, the Board approved the County Fund Budget Request as presented and recommended by Mr. Henson and the Finance Committee by a vote of 7-3, with Mr. Kendall, Mrs. Hemphill and Mr. Simpson opposing.

Upon a motion by Mr. Claude Sitton, seconded by Mrs. Hemphill, the Board then went into executive session to discuss personnel matters. Upon returning to open session, the Board unanimously approved, upon a motion by Mr. Sitton, seconded by Mrs. Elsie Childres, the appointment of Ms. Darla Kay Scott to the position of Compensatory Education Coordinator/Instructor. Upon a motion by Mr. Sitton, seconded by Mr. Allen Fullwood, the Board unanimously approved educational leave with pay to the following applicants:

1. Richard C. Lumb (June 1, 1987-July 31, 1987) to complete the requirements for his dissertation at Florida State University.

2. Marvin R. Hawes (June 1, 1987-July 3, 1987) to take courses in Ichthyology at Appalachian State University.

3. Nancy Shoaf (June 1, 1987-July 3, 1987) to take six credit hours towards her master's degree at Appalachian State Univ.

4. Warren Bumgarner (June 1, 1987-July 20, 1987) to complete requirements for his Bachelor of Technology degree at Appalachian State University.

5. Ron Davis (June 1, 1987-August 31, 1987) to take coursework towards a master's degree in industrial education at Appalachian State University.

6. Linda Summey (June 1, 1987-June 26, 1987) to continue work towards a master's degree in accounting at Appalachian State University.

7. David McGee (June 1, 1987-August 31, 1987) to take course-work towards an MBA degree from Appalachian State University.

8. Kathy Scott (June 1, 1987-August 31, 1987) to begin work towards a master's degree in business or business education at an institution to be mutually agreed upon.

9. Alvin Corpening (June 1, 1987-August 31, 1987) at a half-time rate of twenty hours per week to continue coursework towards a master's degree at Appalachian State University.

10. Jean E. Harton (May 27, 1987-August 10, 1987) to begin coursework towards a master's degree in developmental education at Appalachian State University.

Mr. Ken Clark, Vice President for Administrative Services, then presented Budget Revision L-1, which was unanimously approved upon a motion by Mrs. Hemphill, seconded by Mr. Henson.

President Richardson then informed the Board that the State Board of Community Colleges would be holding a meeting on our campus on May 14. Chairman Digh appointed Mr. Sitton and Mrs. Childres to work with College administrators in planning an outing for this group at Smokey Creek on the evening of May 13.

Linda Wright, President of the Faculty Senate, reported that the Campus drive for the Blueprint For Progress campaign had kicked off that morning and that 100% participation by faculty and staff was expected. The campus group has set their goal at $50,000 to purchase one of the conference rooms in the new LRC building. President Richardson interjected that support from industries for our campaign has been very good thus far.

President Richardson then informed members present that a letter has been sent to Dr. Jim Wilson, Superintendent of the Burke County Public Schools, offering our assistance in their needs resulting from the burning of Salem Junior High.

Chairman Digh then stated that he wished to add Mr. Robert P. Carr to the committee he appointed (February 26, 1987) to study the feasibility of naming all campus buildings at this time.

Mrs. E.W. Phifer, Jr. next read to those present the following Resolution:

Resolved, that the Board of Trustees adopt the following resolution:

WHEREAS: D. Holman Sigmon served as a Trustee of Western Piedmont Community College from October 20, 1970 to his death on February 3, 1987, and

WHEREAS: he believed in and supported the mission of Western Piedmont Community College to offer sound educational programs to the adults of Burke County, and

WHEREAS: he provided dedicated and valuable leadership to Western Piedmont Community College, and rendered significant expertise in matters regarding budget and construction, and

WHEREAS: he demonstrated strong support for the employees of the College and great concern for the students,

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees extend sympathy to the family of D. Holman Sigmon and that we express gratitude for his long service and valuable contributions to this College.

BE IT FURTHER RESOLVED, That these resolutions be spread upon the minutes of the Board of Trustees and become thereby a part of the permanent records of this College. That a copy be sent to Mrs. D. Holman Sigmon as an expression of our appreciation for his service and as an expression of our sympathy in her loss.

Adopted March 23, 1987

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Mrs. E.W. Phifer, Jr.
Secretary
Board of Trustees

Upon a motion by Ms. Helen McDowell, seconded by Mr. Kendall, the Board unanimously approved this Resolution as presented.

Mr. Fullwood made a motion that the College find a suitable place to display the pictures of former trustees. Chairman Digh recommended that Mr. Fullwood and Mr. Simpson work with Mr. Ken Clark and Mr. George Fouts to select a proper place on our campus to display these pictures. Mrs. Childres seconded the recommendations which were unanimously approved.

There being no further business, the meeting ajourned at 8:35 p.m. by consensus.

Respectfully submitted,

Charles S. Digh, Chairman

Ruth Bowman, Recording Secy

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

June 1, 1987

The Board of Trustees of Western Piedmont Community College conducted its Spring Quarterly Meeting on Monday, June 1, 1987, in the Board Room of the Administration Building. Mr. Charles D. Digh, Chairman, presided; Mr. Ken Clark gave the invocation.

Members Present:	Mr. Charles S. Digh, Chairman Mr. Robert P. Carr Ms. Elsie H. Childres Mr. Allen W. Fullwood Mr. Charles T. Henson Mr. William A. Kendall Ms. E.W. Phifer, Jr. Mr. Charles B. Gallagher, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton
Members Absent:	Ms. Martha G. Hemphill Ms. Helen McDowell
Others Present:	Dr. Jim A. Richardson, President Mr. George M. Fouts, Executive Vice President Mr. Kenneth N. Clark, Vice President for Administrative Services Mr. Richard Greene, Dean of Curriculum Mr. Larry Clark, Director, Planning and Development Mr. David Proffitt, Reporter, **The News Herald** Ms. Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by introducing Charles B. Gallagher who has been appointed by the County Commissioners to fill the unexpired term of D. Holman Sigmon, now deceased.

Consideration and Disposition of the Minutes - Upon a motion by Mr. Claude Sitton, seconded by Ms. Elsie Childres, the Board unanimously approved the minutes, as amended, of their March 23, 1987 meeting.

Consideration of Budget Revisions - Mr. Ken Clark, Vice President for Administrative Services, presented for approval Budget Revision S-5 which was unanimously approved on a motion by Mr. Sitton, seconded by Mr. Charles Henson; and, Budget Revision P-3 which was unanimously approved on a motion by Mr. Allen Fullwood, seconded by Ms. Childres.

Grants, Donations and Scholarships - Mr. Clark reported that for the period of October 29, 1986 through May 31, 1987 donations in the amount of $425, Grants in the amount of $45,616.25, and scholarship monies in the amount of $33,445.47 had been received by the College. Upon a motion by Mr. Henson, seconded by Mr. Fullwood, the board unanimously accepted these monies with gratitude.

Proposal for Use of the College Vehicle - Mr. Clark next presented proposed policy for personal use by the President of a College-owned behicle for the purpose of commuting to and from work. After a brief review, this policy was unanimously approved as presented upon a motion by Mr. Robert Carr, seconded by Ms. Childres.

Report from the President - President Richardson reported that the College was given a good report from the State Auditors in an exit interview on May 20, and that the Board would be receiving a copy of their detailed report when published.

President Richardson also informed the Board that the anticipated funds from the State Budget for 1987-88 would be down approximately $300,000 but that he could see no problem with this decrease in funds at this time.

President Richardson reminded the Board that it is now time to conduct an evaluation of our two-year operation of the Morganton/Burke Senior Center. Ms. Martha Hemphill and Mr. Gallagher were assigned to conduct this evaluation and to report their findings to the full Board at their next regularly scheduled meeting.

President Richardson then disseminated the following materials: copy of a memo from DCC concerning college transfer students, copy of a statement from State President Bob Scott to the State Board concerning the State Auditor's Report and the Community College System in general, copy of a memo from the President of NCACCT regarding the terms of Trustees, copy of a memo from Larry Clark, WPCC Director of Planning and Development, comparing the current operating County Budgets for the N.C. Community College System, and a memo describing how our budgetary formula defines a Full Time Equivalent (FTE), and how the FTE is used in generating the budget. This material was for information only and no action was necessary.

Upon a motion by Mr. Fullwood, seconded by Mr. Henson, the Board then went into executive sission to discuss personnel matters.

Upon returning to open session, the following resignations were unanimously accepted upon a motion by Mr. Sitton, seconded by Mr. J.R. Simpson: Mr. Richard Lumb from the position of Coordinator/Instructor of Criminal Justice, and Mr. Stuart Hickman from the position of Coordinator/Instructor of Computer Programs and Operations. President Richardson informed the Board members that the College will be advertising to fill these two positions.

There being no further business, the meeting was then adjourned at 8:20 p.m. by consensus.

Respectfully submitted,

Mr. Charles S. Digh
Chairman

Ms. Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

June 25, 1987

The Board of Trustees of Western Piedmont Community College met in Special Session on Thursday, June 25, 1987, at 12:00 Noon in Room G-23 of the Student Services Building. Chairman Charles S. Digh presided. The meeting was preceded by a luncheon during which the Personnel and Finance Committees conducted business to be recommended to the full Board, which convened at 12:35 p.m.

Members Present:	Mr. Charles S. Digh, Chairman Mrs. Elsie H. Childres Mrs. Martha G. Hamphill Mr. Charles T. Henson Mr. William A. Kendall Mrs. Helen McDowell Mrs. E.W. Phifer, Jr.
Members Absent:	Mr. Robert P. Carr Mr. Allen W. Fullwood Mr. Charles B. Gallagher, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton
Others Present:	Dr. Jim A. Richardson, President Mr. Ken Clark, Vice President for Administrative Services Mr. Richard Greene, Dean of Curriculum Mr. Sam Avery, Director, Resource Development Mr. Chuck McKesson, Reporter, Burke Media Ms. Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by calling on Mr. Charles Henson, Chairman of the Finance Committee. Mr. Henson presented for approval the Committee's recommendation to adopt a Continuing Resolution authorizing the President to continue operating

the College at the same level of operation for FY1987-88 as was experienced in FY1986-87 until budget information is received from the Department of Community Colleges. Upon a motion by Mr. Bill Kendall, seconded by Mr. Henson, the Board unanimously adopted this Continuing Resolution as presented.

Mr. Henson next presented Budget Revisions S-6, S-7, S-8 and S-9 for FY1986-87, and P-1 for FY1987-88, which were unanimously approved upon a motion by Mrs. Elsie Childres, seconded by Mr. Henson.

In the absence of Mr. Claude Sitton, Chairman of the Personnel Committee, Mrs. Martha Hemphill gave an overview of the College's Employee Assistance Plan (EAP) which expires June 30, 1987. Upon a motion by Mrs. E.W. Phifer, Jr., seconded by Mrs. Helen McDowell, the Board unanimously approved the renewal of this EAP program for 1987-88.

Mrs. Hemphill then presented the Committee's recommendation that Mr. George M. Fouts, Executive Vice President, be granted a six-months leave of absence to go to Roanoke-Chowan Technical College in Ahoskie, NC as Interim President. This recommendation was unanimously approved upon a motion by Mrs. Phifer, seconded by Mrs. Childres.

Mrs. Hemphill then presented for approval the Committee's recommendation of the following organizational changes, with no change in salary status:

1. Mr. Richard Greene to Acting Vice President for Academic Affairs until Mr. Fouts' return.

2. David Puckett to Associate Dean for Business and Industry.

3. Jim Burnett to Associate Dean of Student Services.

4. Larry Clark to Dean of Development, Planning and Research.

5. Alvin Corpening to Director of Evening Activities.

6. Roy McGalliard will teach one-half workload in the Division of Humanities & Social Sciences, and serve as Director of WPCC's Criminal Offenders Grant.

7. Sarah Garrison to Coordinator of Public Information.

8. Elaine Hamrick to move to the Business Division.

These changes were unanimously approved upon a motion by Mrs. Hemphill, seconded by Mrs. Phifer.

President Richardson then informed the Board that he had received a letter from Robert E. Paap, President of Catawba Valley Technical College, advising of their intention to convert to community college status and asking for our endorsement. Upon a motion by Mrs. Childres, seconded by Mr. Kendall, the Board unanimously voted that a letter of support be drafted to Mr. Paap.

Upon a recommendation by President Richardson, Chairman Digh delegated Mrs. Hemphill to contact Dr. Jim Wilson, Superintendent of the Burke County Public Schools, to discuss the possibility of a joint meeting of our Board with the Public Schools Board of Education at a Fall Retreat. The purpose of this joint meeting is to develop articulation between the Burke County Schools and Western Piedmont Community College. Mrs. Hemphill gladly accepted this charge and will report back to President Richardson the results of her contact with Dr. Wilson.

Mr. Sam Avery, Director of Resource Development, gave an update report on the progress of the **Blueprint For PROGRESS** capital campaign, stating that we have now receivced $700,000

in pledges and donations, and that we are now organizing Phase III of the campaign to be kicked off in early August.

There being no further business, the meeting adjourned at 1:05 p.m. by consensus.

Respectfully submitted,

Charles S. Digh, Chairman

Ruth Bowman, Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

July 9, 1987

The Board of Trustees of Western Piedmont Community College met in Special Session on Thursday, July 9, 1987 at 12:00 Noon in Room G-23 of the Student Services Building. Chairman Charles S. Digh presided.

Members Present:
Mr. Charles S. Digh, Chairman
Mr. Robert P. Carr
Mrs. Elsie H. Childres
Mr. Allen W. Fullwood
Mr. Charles T. Henson
Mrs. Helen McDowell
Mrs. E.W. Phifer, Jr.

Members Absent:
Mr. Charles B. Gallagher, Jr.
Mrs. Martha G. Hemphill
Mr. William A. Kendall
Mr. J.R. Simpson II
Mr. Claude S. Sitton

Others Present:
Dr. Jim A. Richardson, President
Mr. Ken Clark, Vice President for Administrative Services
Mr. Richard Greene, Acting Vice President for Academic Affairs
Mr. Larry Clark, Dean of Planning, Development and Research
Mr. Sam Avery, Director of Resource Development
Ms. Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by congratulating Mr. Robert Carr on his reappointment to the Board by the Board of Education for another four-year term. It was noted that Mr. Carr is a charter member of the Board of Trustees and the only charter member still serving.

Dr. Jim Richardson, College President, then introduced and welcomed Mr. John Sheldon, new Student Government Association (SGA) President for 1987-88.

President Richardson then presented for approval the appointment nomination of George C. Knox to the position of Coordinator/Instructor in Criminal Justice. After a brief discussion, the Board unanimously approved the appointment of Mr. Knox to this position upon a motion by Mrs. E.W. Phifer, Jr., seconded by Mrs. Elsie Childres.

President Richardson next informed the Board that there are two more vacancies to be acted upon by the Board upon completion of the hiring process by the selection committees, and that we will have to schedule another special called meeting of the Board in the next two or three weeks to approve the appointment nominations for these two vacancies.

In additional remarks, Chairman Digh pointed out to those present how difficult it is to have a quorum of Board members during the summer months. This is not only important for special called sessions of the Board for action on new appointments and salaries, but important also for committee meetings about College operations. Also, because of sudden resignations, teaching schedules, etc., in some cases special called meetings may not give you more than the 72-hour notice as specified in the By-Laws. While this may be inconvenient, there is no real solution at this time. Chairman Digh asked that the members be aware and tolerant of these conditions. He then suggested that after reading agenda materials, Trustees who are unable to attend a meeting

should contact him or the committee chairman. At that time, the Trustee should state an opinion about the agenda items (or submit a written statement for the meeting). It was also suggested by Mr. Allen Fullwood that the longer sessions, particularly those involving budget matters, be held in the evenings after 5:00 p.m.

President Richardson then presented for approval the following salary increases for FY1987-88: housekeeping and grounds/maintenance employees, whose salaries are paid from the County Fund Budget; bookstore employees, whose salaries are piad from funds generated by bookstore sales; and for the Coordinator of the Sex Equity Project, whose salary is paid from monies allocated by the Sex Equity Grant. These salary increases were unanimously approved as presented upon a motion by Mrs. Phifer, seconded by Mr. Fullwood.

It was noted that salary increases for employees paid from the State Fund Budget would have to be approved at the next special called meeting after the College receives their budget allocation for FY1987-88 from the Department of Community Colleges upon approval by the General Assembly.

For informational purposes only, Larry Clark, Dean of Planning, Development and Research, disseminated to those present a pre-publication copy of the Third Century Project report entitled "Trustee Training Case Studies:Diagnosing Institutional Health", a study in which Western Piedmont had an instrumental role; Chairman Digh reported that the College had received a good report on our operational audit by the State Auditor's Office; and, Richard Greene, Acting Vice

President for Academic Affairs, reported on three new programs to be offered Fall Quarter - Paralegal, Geriatrics Assistant, and Human Resources Management.

There being no further business, the meeting adjourned at 1:05 p.m. by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

August 18, 1987

The Board of Trustees of Western Piedmont Community College met in Special Session on Tuesday, August 18, 1987, at 6:00 p.m. in the Board Room of the Administration Building. Chairman Charles S. Digh presided.

Members Present:	Charles S. Digh, Chairman Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. William A. Kendall Frank C. Patton, Jr. J.R. Simpson II Martha G. Hemphill Charles T. Henson
Members Absent:	Robert P. Carr Helen McDowell Claude S. Sitton John Sheldon, Student Trustee
Others Present:	Dr. Jim A. Richardson, President Kenneth N. Clark, Vice President for Administrative Services Richard N. Greene, Acting Vice President for Academic Affairs Larry Clark, Dean of Planning, Development & Research Roy A. McGalliard, Instructor Kelly Winters, Reporter, The News Herald Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by introducing and welcoming new trustee, Frank C. Patton, Jr., who was appointed by the Governor's Office to replace Mrs. E.W. Phifer, Jr., whose term expired June 30.

Martha Hemphill, as chairperson of a special committee, reported on an evaluation of the Morganton- Burke Senior Citizens Center and WPCC's programs offered there. Other committee members were trustee Charles B. Gallagher, Jr. and Roy A. McGalliard, College instructor. Following a lengthy discussion, the committee made the following recommendations to the Board of Trustees:

1. Continue the Senior Center programs at the Current level.

2. To find the short fall (if any) in funds in any of the following ways:

   a. Internal shift of allocated monies as allowed by State policy.

   b. Generation of other public monies from available sources.

   c. Request for public support where such support may be available.

3. Continue careful study of the Senior Citizens Program and report on a timely basis to this Board any changes in policy or funding by the State which affects this Board's policy.

It was further recommended that the Board authorize a follow-up to this study by either continuing this committee or reconstituting the committee with new members.

Chairman Digh then reappointed the same committee to continue following developments at the Senior Citizens Center and to report its findings to the Board as needed with a formal evaluation in the spring.

In the absence of Claude Sitton, Chairman, Mrs. Hemphill presented the Personnel Committee's recommendation (which met just prior to the full Board meeting) that Terri J. Anderson be appointed to the position of Business Computer Programming Instructor. Seconded by Charles Gallagher, the Board unani-

mously approved the appointment of Ms. Anderson to this position.

Upon a motion by Allen Fullwood, seconded by J.R. Simpson, the Board then went into executive session to discuss personnel matters.

Upon returning to open session, the Board unanimously approved all employee salary increases for FY 1987-88 as presented upon a motion by Mrs. Hemphill and a second by Bill Kendall. Mr. Ken Clark, Vice President for Administrative Services, and Mr. Richard Greene, Acting Vice President for Academic Affairs, were commended by those present for the thorough and difficult work they had done in explaining the budget process for state salary increases.

President Richardson then informed the Board of Faculty Orientation set for September 1 and 2, with a Barbecue dinner for employees and their spouses, as well as Trustees and Foundation members, on the evening of September 1 at the Broughton Hospital sheltered picnic area.

President Richardson also informed those present that a meeting had been scheduled for August 25 with members of the Public Schools Board of Education and members of our Board to discuss the possibility of a joint fall retreat. The purpose of the joint retreat is to enhance cooperative efforts between the College and the public schools. Chairman Digh will contact Board members that may be available to attend this meeting.

At the suggestion of President Richardson, Frank Patton made a motion, seconded by Mr. Fullwood, that a letter of appreciation be sent to Mrs. E.W. Phifer, Jr., thanking her

for the many years of dedicated service to the College and to Board of Trustees.

Mrs. Hemphill Suggested that an orientation program for Trustees be implemented, perhaps biannually, to inform both new Trustees, as they are appointed, and continuing Trustees of state funding procedures and the other various operational procedures of the College. President Richardson stated that College staff would examine the possibilities.

There being no further business, the meeting adjourned at 7:40 p.m. by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

November 2, 1987

The Board of Trustees of Western Piedmont Community College held its Fall Quarterly Meeting on Monday, November 2, 1987, at 6:30 p.m. in Room G-23 of the Student Services Building. Charles S. Digh, Chairman, presided.

Members Present:	Charles S. Digh, Chairman Robert P. Carr Allen W. Fullwood Charles B. Gallagher, Jr. Martha G. Hemphill Charles T. Henson William A. Kendall Helen McDowell Frank C. Patton, Jr. J.R. Simpson II Claude S. Sitton John Sheldon, Student Trustee
Members Absent:	Elsie H. Childres
Others Present:	Dr. Jim A. Richardson, President Richard N. Greene, Acting Vice-President for Academic Affairs Kenneth N. Clark, Vice President for Administrative Services Larry Clark, Dean of Planning, Research & Development Samuel J. Avery, Director, Resource Development Mrs. E.W. Phifer, Jr., Former Trustee John McCurry, Reporter, The News Herald Ruth Bowman, Recording Secretary David McGee, Chairman, Faculty Senate

The meeting opened with Mr. Claude Sitton making a special presentation to Mrs. E.W. Phifer, Jr. for her many years of service and dedication to the Board and to the College. Mrs. Phifer was named Chairman Emeritis in 1986 and served for seven years as a Trustee.

Consideration and Disposition of the Minutes - Upon a motion by Mrs. Martha Hemphill, seconded by Mr. Sitton, the minutes of the Board's June 1, 1987, June 25, 1987, July 9, 1987 and August 18, 1987 meetings were unanimously approved.

Report of the Buildings & Grounds Committee - Mr. Robert Carr, Chairman, presented the Committee's recommendation to approve the Architectural Agreement with Martin Bardsley Anthony, Architects, for re-roofing Moore Administration building. Seconded by Mr. Frank Patton, Jr., the Agreement was unanimously approved as presented.

Mr. Sam Avery, Director of Resource Development, gave a status report on the **Blueprint For PROGRESS** campaign, advising Board members that the campaign is only $130,000 short of its $2 million goal, and that 70% of the money pledged is expected to come in by 1990. This report was for information only.

Report of the Finance Committee - Mr. Charles Henson, Chairman, presented the Committee's recommendation for approval of Budget Revisions L-2 and I-1. Seconded by Mr. Sitton, these two Budget Revisions were unanimously approved as presented.

Mr. Henson then presented the Committee's recommendation for approval of Budget Revision, which was unanimously approved following a second by Mrs. Hemphill.

The Committee's recommendation for approval of the College's Budget Resolution for Fiscal Year 1987-88 was unanimously approved following a second by Mr. Charles Gallagher, Jr.

Upon a motion by Mr. Sitton, seconded by Mr. Carr, the Board then went into executive session to discuss personnel matters.

Upon returning to open session, Mr. Sitton made the following motions:

1. That letters of resignation from Cindy Voegeli and Sylvia Anderson be accepted, which were unanimously accepted following a second by Mr. Gallagher.

2. That the appointment nomination of Paula K. Leonard be accepted for the position of Coordinator of Student Activities/Recruiter, which was unanimously approved following a second by Mr. Henson.
3. That Mr. George M. Fouts' request to return to the classroom as a full-time faculty member in the English department at an annual salary of $35,592 be accepted effective December 1, 1987. This recommendation was seconded by Mrs. Helen McDowell and was unanimously approved.
4. That Mr. Sam Avery's title be changed to Dean of Development and Community Relations with his annual salary increased to $31,020 to be effective December 1, 1987. This recommendation was unanimously approved following a second by Mr. Kendall.
5. That Richard N. Greene, who has been serving as Acting Vice-President for Academic Affairs, be officially appointed to that post with his annual salary increased to $44,904 to be effective December 1, 1987. This recommendation was seconded by Mr. Gallagher and passed by a 9 to 1 vote.

President Richardson then presented for approval proposed policy on Communicable Diseases which is now required by the Department of Community Colleges. The proposed policy was modeled on guidelines from DCC and from similar policies at other colleges. Upon a motion by Mr. Gallagher, seconded by Mr. Patton, this policy was approved as presented by a 6 to 4 vote.

Chairman Digh next informed members present that due to the College's tight budget situation, some monies allocated for trustee travel may have to be transferred to Continuing Education travel to support the DCC mandated "Continuing Education Internal Audit Policy." Therefore, the number of trustees traveling to various conferences and seminars during the remainder of this fiscal year may have to be limited. This was for information only and no action was necessary at this time.

President's Report - At the request of President Richardson, Mr. Richard Greene reported that effective November 2, 1987, all transcript fees for curriculum and Continuing Education will be $1.00 and graduation fees will be increased from $15 to $25 effective with graduation in this academic year.

President Richardson then informed Board members that College administrators and campaign cabinet members are in the process of talking with County Commissioners to determine if the County will be able to underwrite some of the College's pledge money so that construction of the new Learning Resources Center can possibly begin in the spring of 1988. The money will be paid back as pledges are collected. This was for information only and no action was necessary at this time.

Mr. Avery next presented for approval a Constitution and By-Laws for the creation of the Western Piedmont Community College Alumni Association. He also asked the Board to approve a one-time allocation of $1,000 to be taken from auxiliary funds as start-up money, stating that the group is expected to be self-supporting through fund-raising efforts. This request was unanimously approved upon a motion by Mr. Gallagher, seconded by Mr. Allen Fullwood.

Election of Officers - After presenting the slate of officers recommended by Mr. Carr as Chairman of the Selection Committee, the Board unanimously re-elected Charles S. Digh as Chairman, Claude S. Sitton as Vice-Chairman, and elected Martha G. Hemphill as secretary for the year 1988.

In other business, Mr. Simpson requested that Chairman Digh explore the possibility of the College Attorney, Mr. John McMurray, attending all future meetings of the full Board or to have him in attendance for special meetings. Mr. Digh will consult with Mr. McMurray and report back to Dr. Richardson.

Chairman Digh then appointed the following ad hoc committees:

- A committee to coordinate all joint efforts between our Board and the committee appointed by the Burke County Board of Education. Serving on this committee will be Mr. J.R. Simpson II, Mr. William A. Kendall and Mrs. Martha G. Hemphill.
- A committee to review the Board's By-Laws on Standing Committees. Serving on this committee will be Mr. J.R. Simpson II, and Mr. Charles B. Gallagher, Jr.

Concluding the meeting, informational materials were disseminated to members present that included the State Auditor's Report, the President's Bi-Annual Report and previously approved policy revisions for the Policy Manual.

There being no further business, the meeting adjourned upon a motion by Mr. Sitton, seconded by Mr. Patton.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

November 30, 1987

The Board of Trustees of Western Piedmont Community College met in Special Session on Monday, November 30, 1987 at 12:00 Noon in room G-23 of the Student Services building. Mr. Charles S. Digh, Chairman, presided.

Members Present:	Mr. Charles S. Digh, Chairman Mr. Robert P. Carr Mr. Allen W. Fullwood Mr. Charles B. Gallagher, Jr. Mr. Charles T. Henson Mrs. Helen McDowell Mr. Frank C. Patton, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton
Members Absent:	Mrs. Elsie H. Childres Mrs. Martha G. Hemphill Mr. William A. Kendall
Others Present:	Dr. Jim A. Richardson, President Mr. Kenneth N. Clark, Vice President, Administrative Services Mr. Richard N. Greene, Vice President, Academic Affairs Mr. Bennie Greene, Representative, Mutual of New York Mr. Louis Jewell, Marketing Director, Integrated Financial Design, Inc. Ms. Ruth Bowman, Recording Secretary

President Richardson opened the meeting by presenting for approval the appointment nomination of Catherine M. Brezicki to the position of Instructor in Nursing, effective December 1, 1987. After a short question and answer session, the Board unanimously approved Ms. Brezicki to this position upon a motion by Mr. Charles Gallagher, seconded by Mr. Frank Patton.

Mr. Ken Clark, Vice President for Administrative Services, then introduced Mr. Bennie Greene, Representative for Mutual of New York, and Mr. Louis Jewell, Marketing Director for Integrated Financial Design, Inc., who presented a short video on a Cafeteria Plan, an employee benefit program which would result in a tax savings to the employees as well as to the College. This presentation was made for consideration by the Board to implement this plan in the near future.

It was recommended by Mr. J.R. Simpson that the College solicit bids from other agents for similar programs, and that a prototype from each bidder be submitted to the Personnel Committee for their review and recommendation to the full Board at the next scheduled quarterly meeting in February.

The offering of a Geography Awareness course was recommended by Mr. Claude Sitton and Richard Greene, Vice President for Academic Affiars, will look into the possibility of such a course being offered through Continuing Education.

There being no further business, the meeting adjourned at 1:10 p.m. by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary