MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

February 4, 1988

The Board of Trustees of Western Piedmont Community College conducted its Winter Quarterly Meeting on Thursday, February 4, 1988 at 5:00 p.m. in the Board Room of the Administration Building.

Members Present:	Mr. Charles S. Digh, Chairman Mr. Robert P. Carr Ms. Elsie H. Childres Mr. Allen W. Fullwood Mr. Charles B. Gallagher, Jr. Ms. Martha G. Hemphill Mr. Charles T. Henson Mr. William A. Kendall Ms. Helen McDowell Mr. Frank C. Patton, Jr. Mr. J.R. Simpson II
Members Absent:	Mr. Claude S. Sitton Mr. John Sheldon, Student Trustee
Others Present:	Dr. Jim A. Richardson, President Mr. Ken Clark, Vice President for Administrative Services Mr. Richard Greene, Vice President for Academic Affairs Mr. Larry Clark, Dean of Planning and Research Ms. Billie meeks, Dean of Students Mr. Robert Salsbury, Architect, AIA Mr. Don Stuart, Architect Ms. Ruth Bowman, Recording Secretary

The first order of business was unanimous approval of the Board's minutes of their meetings held on November 2, 1987 and November 7, 1987.

Report of the Buildings and Grounds Committee - Mr. Robert Carr, Chairman, reported that the committee had met to discuss concerns over damage done to the campus grounds by four-wheel drive vehicles during the the deep snowfall in early January. After a lengthy discussion, the Board unanimously approved the Committee's recommendation to post signs at various points on campus prohibiting vehicular traffic, alcoholic beverages, and playing on the ice pond, and to erect barricades at the College entrance when the College is closed because of inclement weather. Approval was given upon a motion by Mr. Carr and seconded by Mr. Charles Henson.

Report of the Finance Committee - Mr. Charles Henson, Chairman, presented and explained Budget Revisions S-16, S-17, S-18 and 19. Upon a motion by Mr. Henson, seconded by Mr. Frank Patton, the Board unanimously approved these Budget Revisions as recommended by the Committee.

Report of the Review of the By-Laws Ad Hoc Committee - Mr. J.R. Simpson, Chairman, presented a Resolution prepared by the Committee which would create a new standing committee of the Board to be called the "Education Resources Committee." This committee would deal with relations between the College and the Burke County Schools Board of Education. This was given for information and review and no action was taken at this time.

Report of the Naming the Building Committee - Ms. Elsie Childres, Chairperson, informed the Board that the committee had met and did have a recommendation for naming the new Learning Resources Center. However, she asked the Board's permission to wait until the Victory Celebration scheduled for February 12 to make the announcement. Board members present unanimously agreed

that this would be appropriate.

Report of the Personnel Committee - President Richardson informed members present that a position description for Dean of Development and Community Relations, vacated by Sam Avery, was being written by Henry Bernhardt of IDA and Dr. Bill Davis, who holds this position at Wilkes Community College. As soon as this task has been finalized, announcement of the position opening will be made and will go through our regular search process for an administrative position.

President Richardson then presented for approval the appointment nominations of Sherry P. Proctor to the position of Coordinator of Services for the Handicapped, and Carolyn K. Woodard to the position of Coordinator of Testing/Career Counseling. The Board unanimously approved these two appointments upon a motion by Ms. Childres, seconded by Mr. Charles Gallagher.

Bid Awards for Construction of the New LRC - Mr. Robert Salsbury, Architect, commended the administration and staff on a well conducted bid opening. He informed the Board that low bids by the six contractors totaled $3,410,321, which came in at $50,197 under budget. After State approval, construction could begin by late March and is expected to take eighteen months for completion. Low Bids were as follows:

1. General Contract - L.P. Cox Company @ $2,399,800
2. Mechanical Contract - Triangle Air @ $596,264
3. Electrical Contract - Caldwell Electric @ $298,568
4. Plumbing Contract - Hickory Plumbing @ $53,900
5. Elevator Contract - Southern Elevator @ $27,289
6. Moveable Shelving Contract - Interior Systems @ $34,500

Mr. Gallagher then made a motion that these low bids be accepted and that letters of intent be sent, contingent upon the Burke County Board of Commissioners for cash flow funding, with instructions to them not to proceed until all agreements are firmed up. Seconded by Ms. Hemphill, the motion passed with Mr. Bill Kendall opposing.

Report of the Board of Education Ad Hoc Committee - Ms. Hemphill, Chairperson, announced that the next joint meeting with the Burke County Schools Board of Education has been scheduled for February 9, 1988 at 6:30 p.m. here on campus. She will report back to the full Board at their next regularly scheduled meeting.

Student Code of Conduct - Ms. Billie Meeks, Dean of Students, presented for approval final draft of WPCC's Student Code of Conduct which has been reviewed by College Attorney, John McMurray. This revised, more specific Student Code of Conduct was recommended by the Southern Association of Colleges and Schools. Unanimous approval was given for this Revised Student Code of Conduct upon a motion by Mr. Patton, seconded by Ms. Childres.

President Richardson then reminded Board members of the regional meeting of ACCT to be held on February 10 at the Quality Inn on the Plaza in Asheville, and urged all members to attend.

There being no further business, the meeting adjourned at 6;30 p.m. by consensus.

Respectfully submitted,

Ruth Bowman, Recording Sec'y

Charles S. Digh, Chairman

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

February 11, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Thursday, February 11, 1988, at 12:00 Noon in Room G-23 of the Student Services Building. Charles S. Digh, Chairman, presided.

Members Present:	Mr. Charles S. Digh, Chairman Ms. Elsie H. Childres Mr. Allen W. Fullwood Ms. Martha G. Hemphill Mr. Charles T. Henson Mr. William A. Kendall Ms. Helen McDowell Mr. Frank C. Patton, Jr. Mr. J.R. Simpson II
Members Absent:	Mr. Robert P. Carr Mr. Charles B. Gallagher, Jr. Mr. Claude S. Sitton
Others Present:	Dr. Jim A. Richardson, President Mr. Ken Clark, Vice President for Administrative Services Mr. Richard Greene, Vice President for Academic Affairs Ms. Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by reminding the Board that we are working in a close time-frame for construction of our new Learning Resources Center. Since a substantial amount of the funds for this project are pledged over a multi-year period, we have to establish an appropriate way to have funds available to meet the payment schedule of the various contracts.

Two funding options were proposed and discussed; the first option is to work with the County, the second to seek a loan from the State Board of Community Colleges. After a short discussion session, the Board unanimously approved the following formal resolutions upon a motion by Mr. Charles Henson, seconded by Ms. Helen McDowell.

- -A Resolution to the Burke County Board of Commissioners requesting an appropriation from Burke County in the amount of $490,560.00 for the construction of the Learning Resources Center to be paid back with pledge money collected.
- - A resolution to the State Board of Community Colleges requesting a loan so that we can let contracts and proceed with a groundbreaking.

In other business, a memo from President Scott on State Board Procedures for the Selection of Institutional Presidents and the Awarding of their contracts. A letter of response to this memo from Chairman Digh was read, and unanimous approval that it be mailed to President Scott was given upon a motion by Mr. Bill Kendall, seconded by Mr. Frank Patton.

Mr. Richard Greene, Vice President for Academic Affairs, gave a brief enrollment report stating that FTE was up for Fall Quarter over Fall Quarter 1986 and that Winter Quarter 1988 was up at the twenty percent point over Winter Quarter 1987.

There being no further business, the meeting adjourned at 12:55 p.m. by consensus.

Respectfully submitted,

Ruth Bowman

Ruth Bowman, Recording Sec'y

Charles S. Digh

Charles S. Digh, Chairman

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

March 10, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Thursday, March 10, 1988, at 5:00 p.m. in the Board Room of the Administration Building. Charles S. Digh, Chairman, presided.

Members Present:	Mr. Charles S. Digh, Chairman Ms. Elsie H. Childres Mr. Allen W. Fullwood Mr. Charles B. Gallagher, Jr. Ms. Martha G. Hemphill Mr. Charles T. Henson Ms. Helen McDowell
Members Absent:	Mr. Robert P. Carr Mr. William A. Kendall Mr. Frank C. Patton, 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, Vice President for Academic Affairs Ms. Denise Johnson, Reporter, News Herald Ms. Ruth Bowman, Recording Secretary

Chairman Digh called the meeting to order and asked Ms. Martha Hemphill to give the invocation.

Mr. Charles Henson, Chairman of the Finance Committee, presented the Committee's recommendation to approve the County Fund Budget Request for FY 1988-89. After careful study and review, the Board unanimously approved the Budget Request as presented upon a motion by Ms. Hemphill, seconded by Mr. Henson.

Unanimous approval was given to entering into contracts of agreement with the low bidders for construction of the new Learning Resources Center upon a motion by Mr. Charles Gallagher, seconded by Mr. Allen Fullwood. Contracts signed were as follows:

1. General Contract - L.P. Cox Company
2. Mechanical Contract - Triangle Air, Inc.
3. Electrical Contract - Caldwell Electric Co.
4. Plumbing Contract - Hickory Plumbing
5. Elevator Contract - Southern Elevator Co.

The contract for the moveable shelving with Interior Systems, Inc. has not yet been received by the College and will be signed at a later date.

President Richardson informed members present that plans were being finalized for a groundbreaking ceremony to be held in late March. Members will be advised as soon as a firm date has been set.

Ms. Elsie Childres, Chairperson of the Naming the Building Committee, presented for approval the Committee's recommendation to name the building the Phifer Learning Resources Center in honor of Mary Adair and Dr. E.W. Phifer, Jr. The recommendation was unanimously approved upon a second by Ms. Hemphill.

President Richardson then informed members present of the NCACCT teleconference for trustees, "The Role and Responsibilities of Trustees in Fiscal Management and Planning", to be held on our campus on March 23 at 7:00 p.m. He stated that Edward "Sandy" Sanders, current National Chairman of ACCT, would be on our campus for the telecast to serve as moderator and will be available for questions and further discussion. Trustee, Allen Fullwood, who is a Director on the Board of ACCT, will participate on a panel during the telecast. President urged all Trustees to

attend this telecast which is part of a comprehensive trustee educational program being administered through NCACCT.

Mr. Richard Greene, Vice President for Academic Affairs, informed Board members that as of this date enrollment for Spring Quarter is 1821, which is up 42 headcount and 39 FTE over Spring Quarter 1987.

Ms. Childres urged members present to consider using an old Optimist Club building in the eastern part of the county, which would be donated to the College, for the College's satellite campus in East Burke. Dr. Richardson suggested that this matter be turned over to the Buildings and Grounds Committee for their study and recommendation.

President Richardson then presented for approval, educational leave for Ralph Soney and Grady Church to participate in a Fullbright-Hayes academic program for study in the Far East countries for which federal funding has been approved. The exact dates are not yet known but will be sometime during the summer months of 1988. Unanimous approval of this request was given upon a motion by Mr. Gallagher, seconded by Ms. Helen McDowell.

There being no further business, the meeting adjourned at 5:30 p.m. by consensus.

Respectfully submitted,

Charles S. Digh, Chairman

Ruth Bowman, Recording Secy

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

May 12, 1988

The Board of Trustees of Western Piedmont Community College met in a Special Called Session on Thursday, May 12, 1988, at 12:00 Noon in Room G-23 of the Student Services Building.

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

Chairman Digh called the meeting to order and a motion was immediately made by Allen Fullwood, seconded by Elsie Childres, that the Board go into executive session to discuss personnel matters.

Upon returning to open session, the Board unanimously approved, upon a motion by Charles Gallagher, seconded by Frank Patton, Educational Leave with pay to the following applicants:

1. Terri J. Anderson (May 25, 1988 - August 5, 1988, half time for this period) to take coursework toward MBA degree at Western Carolina University.

2. Kathy H. Scott (June 1, 1988 - August 31, 1988) to continue coursework toward Masters degree at Winthrop College.

3. D. Kay Scott (August 1, 1988 - August 5, 1988) concentrated course for three hour renewal credit to be applied to teaching certificate at Lenoir Rhyne College.

4. Nancy W. Shoaf (June 6, 1988 - July 8, 1988) to take coursework toward Masters degree at Appalachian State University.

5. Paul D. Wardzinski (June 1, 1988 - August 31, 1988) to take coursework to complete his EdS degree at Western Carolina University.

6. K. Louise White (June 6, 1988 - June 10, 1988) to attend seminar in teaching of composition at Purdue University, Lafayette, Indiana.

(Prior approval was granted by the Board on March 10, 1988 for educational leave with pay to Grady A. Church and Ralph G. Soney).

The Board also unanimously approved contracts for all full-time faculty members for Fiscal Year 1988-89. This approval was granted upon a motion by Martha Hemphill and seconded by Charles Gallagher.

President Richardson then presented a request for approval of the College's application for membership in a national and international faculty exchange program. He stated that membership in the program for one year would be $125. This request was unanimously approved upon a motion by Allen Fullwood, seconded by Frank Patton.

President Richardson then disseminated to members present copies of the College's Continuing Education Internal Audit Plan and of the Department of Community College's Suggested Process

for Selection of New Presidents by Boards of Trustees of Community Colleges in North Carolina. These materials were for information only and no action was necessary.

There being no further business, the meeting adjourned at 1:00 p.m. by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

June 14, 1988

The Board of Trustees of Western Piedmont Community College held its Spring Quarterly Meeting on Tuesday, June 14, 1988, at 12:00 Noon in Room G-23 of the Student Services Building. Chairman Charles S. Digh presided.

Members Present:	Charles S. Digh, Chairman Robert B. Carr Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. William A. Kendall Frank C. Patton, Jr. J.R. Simpson II
Members Absent:	Martha G. Hemphill Charles T. Henson Helen McDowell Claude S. Sitton
Others Present:	Dr. Jim A. Richardson, President Richard N. Greene, Vice President for Academic Affairs Kenneth N. Clark, Vice President for Administrative Services Larry R. Clark, Dean of Planning and Research Paul Daurelle, Chairman, Faculty Senate Dr. Jeff Hockaday, Chancellor, Virginia Community College System Kelly Winters, Reporter, The News Herald Ruth Bowman, Recording Secretary

The first order of business was unanimous approval of the Board's minutes of their meetings held on February 4, 1988, February 11, 1988, March 10, 1988 and May 12, 1988.

Report of the Finance Committee - In the absence of Mr. Charles Henson, Chairman, Mr. Bill Kendall reported that the committee met at 11:15 a.m., just prior to the full Board meeting, and recommended approval of Budget Revisions S-20, S-22, S-23 and S-24. Upon a motion by Mr. Frank Patton, seconded by Mr. J.R. Simpson, these Budget Revisions were unanimously approved as presented.

Report of the Buildings and Grounds Committee - Mr. Ken Clark, Vice President for Administrative Services, gave an updated report on construction of the Phifer Learning Resources Center stating that construction is on schedule and that cost overruns at this point amounted to approximately $13,000 for the removal of previously undetected rock.

Report of the Personnel Committee - In the absence of Mr. Claude Sitton, Chairman, Mr. Allen Fullwood reported that the committee had met on Monday morning, June 13, 1988, and recommended the following appointment nominations: Sheila Y. Asbury, Instructor of Nursing, which was unanimously approved upon a second by Mr. Charles Gallagher; and, Mary E. Rankin as Visiting Artist, which was unanimously approved upon a second by Elsie Childres.

The Board also gave unanimous approval, after a second by Mr. Frank Patton, of the Committee's recommendation to grant educational leave to Martha Q. McDougal to attend a Nursing Seminar June 6 - June 10.

Mr. Fullwood then presented for approval the appointment nomination of Grady R. Pitts to the position of Dean of Development and Community Relations. Upon a motion by Mr. Robert Carr, seconded by Ms. Childres, unanimous approval was given for Mr. Pitts to fill this position.

President Richardson then asked Mr. Richard Greene, Vice President for Academic Affairs, to present for approval proposed new policies on Course Repititions and on Class Size Minimums affecting Continuing Education classes only. Required by the Department of Community Colleges, upon a motion by Ms. Childres and seconded by Mr. Kendall, these proposed new policies were unanimously approved as presented.

President Richardson then introduced Dr. Jeff F. Hockaday, Chancellor of the Virginia Community College System, who was present at the request of Chairman Digh to present his assessment of a recent Statewide Study of Employee Salaries and Compensations in the N.C. Community College System.

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

Upon returning to open session, Chairman Digh appointed an ad hoc committee to study WPCC employee salaries and compensations as compared to the statewide study. Serving on this committee will be Charles Gallagher, Chairman, Elsie Childres, Frank Patton, Charles Digh, Ken Clark, Richard Greene and Paul Daurelle. The committee will report their findings and recommendations to the full board at a Special Called Meeting which has been set for July 11, 1988.

Members present were receptive to President Richardson's suggestion that we schedule a planning retreat for trustees. After some discussion, it was decided to wait until sometime in the fall to set a date .

As the meeting adjourned at 1:40 p.m., members were given, for information only, copies of the College's Program Review for 1988, Marketing Plan, and General Catalog for 1988-89.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTREES

WESTERN PIEDMONT COMMUNITY COLLEGE

July 11, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Monday, July 11, 1988, at 7:00 p.m. in Room G-23 of "G" building. Charles S. Digh, Chairman, presided.

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

Upon opening the meeting, Martha Hemphill made a motion, seconded by Elsie Childres, that the Board go into executive session to discuss personnel matters.

Upon returning to open session, the Board unanimously approved, upon a motion by Charles Gallagher and seconded by Elsie Childres, accepting a gift of $10,573 from the Western Piedmont Foundation to be used at the discretion of the Board of Trustees.

Mr. Gallagher than made a motion, seconded by Ms. Hemphill, that all employee salary increases be approved as presented and/or amended. Mr. J.R. Simpson amended the motion so as to vote on each employee category separately. The following actions were then taken upon motions by Mr. Gallagher and seconded by Ms. Childres.

1. The President's salary for FY 1988-89 was unanimously approved at $57,900 plus a $10,573 enhancement.
2. Senior Administrator's salary increases were approved as amended. This action passed by a 10-1 vote with Mr. Simpson opposing.
3. Administrators of Programs salary increases were approved as presented. This action passed by a 10-1 vote with Mr. Simpson opposing.
4. Curriculum Instructor salaries were approved with the Nursing Instructors' salaries being raised by an additional 3.5%. This action passed by a 10-1 vote with Mr. Simpson opposing.
5. Professional Employee salaries were approved as amended by a 10-1 vote, with Mr. Simpson opposing.
6. Technical Employees Salary increases were approved as presented by a 10-1 vote, with Mr. Simpson opposing.
7. Clerical Employees salary increases were approved as presented by a 10-1 vote, with Mr. Simpson opposing.
8. Skilled Craftsmen salary increases were approved as presented by a 10-1 vote, with Mr. Simpson opposing.
9. Maintenance employee salaries were approved as presented by a 9-2 vote with Claude Sitton abstaining and Mr. Simpson opposing.
10. The Board then approved by a majority of 10-1 the awarding of anticipated state, county and special fund salary increases for 1988-89, with Mr. Simpson opposing.

There being no further business, the meeting adjourned at 12:00 Midnight by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

August 30, 1988

The Board of Trustees of Western Piedmont Community College held its Summer Quarterly meeting on Tuesday, August 30, 1988, at 5:30 p.m. in the Board Room of Moore Administration Building. Charles S. Digh, Chairman, presided.

Members Present:	Charles S. Digh, Chairman Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. Martha G. Hemphill Charles T. Henson William A. Kendall Helen McDowell J.R. Simpson II Claude S. Sitton
Members Absent:	Robert P. Carr Frank C. Patton, Jr. Teresa Hobbs, SGA President
Others Present:	Dr. Jim A. Richardson, President Kenneth N. Clark, Vice President for Administrative Services Richard N. Greene, Vice President for Affairs Larry R. Clark, Dean of Planning & Research Grady Pitts, Dean of Development Louise Austin, Director of Personnel Paul Daurelle, Chairman, Faculty/Staff Assoc. Kelly Winters, Reporter, The News Herald Chuck Preston, Reporter, WCIS Radio Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by asking Richard Greene, Vice President for Academic Affairs, to update the Board on changes by the Department of Community Colleges for Continuing Education registration fees for community service classes. It was reported that local boards now set these fees. Upon a motion by Claude

Sitton, seconded by Elsie Childres, a fee policy was unanimously approved as presented.

Chairman Digh then appointed a committee to elect new officers in November. Mr. Robert Carr was asked to chair this committee with Charles Gallagher and Elsie Childres serving as members.

Ms. Childres then informed the Board that a Fall Planning Retreat for all trustees had been discussed by her committee. After discussion, the dates of October 14 and 15 were agreed upon. A survey will be mailed to each Board member to determine appropriate items of interest for the agenda.

Mr. Gallagher then asked that the personnel items be considered next. With no opposition, Mr. Sitton made a motion, seconded by Ms. Childres, that the Board go into executive session to discuss personnel matters.

Upon returning to open session the following appointment nominations were unanimously approved upon a motion by Mr. Sitton, seconded by Mr. Allen Fullwood:

1. Daniel T. Ervin to the Position of Instructor in Accounting/Business Administration

2. Philip W. Jamieson to the position of Basic Law Enforcement Training School Director/Criminal Justice Instructor

3. Catherine S. Respess to a one-year appointment as Instructor in Nursing.

4. Deborah S. Speas to the position of Instructor in Paralegal Technology

5. Frances T. Wheeler to a one-year appointment as Literacy Skills Specialist/Instructor.

Mr. Ken Clark, Vice President for Administrative Services, then presented and explained Budget Revisions S-26, S-27, L-1, and Institution #1 for June 30, 1988. These budget revisions were unanimously approved upon a motion by Mr. Henson, seconded by Ms. Childres.

Mr. Clark then presented and explained the Institution Budget for FY 1988-89. This Institutional Budget was unanimously approved upon a motion by Ms. Hemphill, seconded by Ms. Childres

Mr. Clark presented Budget Revisions for FY 1988-89 (S-1 through S-20). These Budget Revisions were unanimously approved upon a motion by Ms. Hemphill, seconded by Ms. Childres.

Mr. Clark then presented the bids for re-roofing Moore Building by pointing out that all bids exceeded the architect's estimate. T.R. Driscoll of Asheville was the lowest bidder at $7,880 over budget. Upon a motion by Mr. Sitton, seconded by Mr. Bill Kendall, the Board unanimously approved the T.R. Driscoll, Inc. bid to re-roof Moore building and also approved the transfer of $6,201 from the Energy Conservation fund to cover most of the deficit. (The College has $1,679 on hand to cover the difference.)

Mr. Clark then presented for information the specifications for a campus sign system. New specifications will be drawn up and brought back to the Board at a later date. No action was necessary at this time.

Mr. Sitton, Chairman of the Personnel Committee, informed the Board that it was time to conduct the President's Annual Evaluation. The Personnel Committee will submit a procedure and form for this purpose at the next Board meeting.

There being no further buisness, the meeting adjourned at 7:00 p.m. by consensus.

Respectfully submitted

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

September 15, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Thursday, September 15, 1988, at 12:00 Noon in Room G-23 of "G" Building. Mr. Charles Digh, Chairman, presided.

Members Present:	Charles S. Digh, Chairman Elsie H. Childres 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 Teresa Hobbs, Student Trustee
Members Absent:	Robert P. Carr
Others Present:	Dr. Jim A. Richardson, President Richard N. Greene, Vice President for Academic Affairs Kenneth N. Clark, Vice President for Administrative Services Larry R. Clark, Dean of Planning Grady R. Pitts, Dean of Development Paul Daurelle, Chairman, Faculty/Staff Assoc. George Knox, Vice Chairman, Faculty/Staff Assoc. Kelly Winters, Reporter, The News Herald Chuck Preston, Reporter, WCIS Radio Ruth Bowman, Recording Secretary

The meeting was opened with Elsie Childres Giving a report on the proposed Trustee Retreat stating that there were no accommodations available within an hours drive during October 14-15. A new date for the retreat was set for November 18-19. A survey of topics to be discussed at this retreat was disseminated by Ms. Childres, and she asked that they be returned to her within two

weeks for tabulation. A site for the retreat will be sought during this period also.

Claude Sitton, Chairman of the Personnel Committee, presented a President Evaluation package for the trustees annual evaluation of the President. Upon a motion by Mr. Sitton, seconded by Charles Gallagher, the evaluation package and procedure were unanimously approved. The form should be completed by each Board member and returned to Mr. Sitton before September 29 for his committee to compile the results for the next board meeting scheduled for November 14.

Mr. Sitton then made a motion that the Board go into executive session to discuss the possibility of acquiring a substantial gift.

Upon returning to open session the Board unanimously approved a feasibility study by the Western Piedmont Foundation to determine the acquisition of Senator Sam Ervin Jr.'s library to be housed in the Phifer Learning Resources Center. The motion was made by Mr. Sitton and seconded by Mrs. McDowell.

Mr. Richard Greene, Vice President for Academic Affairs, reported that Fall Quarter Registration was up 6% in headcount and 15% in FTE over Fall Quarter last year, making this our most successful Fall Quarter ever.

There being no further business, the meeting adjourned at 1:45 p.m. by consensus.

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

October 3, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Monday, October 3, 1988, at 12:00 Noon in Room G-23 of "G" building. Charles S. Digh, Chairman, presided.

Members Present:	Charles S. Digh, Chairman Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. Martha G. Hemphill Helen McDowell Frank C. Patton, Jr. J.R. Simpson II Teresa Hobbs, Student Trustee
Members Absent:	Robert P. Carr Charles T. Henson William A. Kendall Claude S. Sitton
Others Present:	Dr. Jim A. Richardson, President Richard N. Greene, Vice President for Academic Affairs Kenneth N. Clark, Vice President for Administrative Services Larry R. Clark, Dean of Planning Grady R. Pitts, Dean of Development George Knox, President, Faculty/Staff Assoc. Kelly Winters, Reporter, The News Herald Chuck Preston, Reporter, Radio WCIS Ruth Bowman, Recording Secretary

Chairman Digh began the meeting by asking Richard Greene, Vice President for Academic Affairs, to report on the Small Business Center grant. Greene indicated progress on advertising for the director and on an offer to locate at the Chamber offices. The Board advised the administration, by consent, to proceed with

plans for a Small Business Center to be housed in the Burke County Chamber of Commerce offices, for the period November 1, 1988 through June 30, 1989.

Mr. Greene then gave an update report on four other position vacancies now being advertised, stating that he hoped to bring appointment nominations for these positions to the next Board meeting scheduled for November 14.

President Richardson reported that DCC's Formula Budget policy will profoundly affect Senior Center operations. Chairman Digh asked Charles Gallagher and Charles Henson to study these policy changes and report back to the full Board at their meeting on November 14.

Grady Pitts, Dean of Development, informed the Board of Foundation plans to conduct a WPCC scholarship benefit to be held at CoMMA on January 28, with Lewis Grizzard being the attraction. Pitts emphasized the selling of the tickets for the $100 seats will require everyone's help. The 140 $100 tickets sales will cover all costs and allow the remaining proceeds to benefit Western Piedmont Foundation. The News Herald, Bowman,Boggs & Gallagher, CPA, and Western Piedmont Homebuilders are underwriting this event.

Upon a motion by Allen Fullwood, seconded by Elsie Childres, the Board then went into executive session to discuss a gift made to Western Piedmont Foundation, Inc.

Upon returning to open session, Martha Hemphill made a motion that the administration proceed with plans for a new Endowment Scholarship Program proposed by Western Piedmont Foundation. The motion was seconded by Ms. Childres and was unanimously approved.

After a brief discussion, Charles Gallagher moved that the administration ask the Foundation to proceed with plans for constructing restroom facilities at the lake area. The motion was seconded by Frank Patton and unanimously approved.

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

Respectfully submitted,

Charles S. Digh
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

November 14, 1988

The Board of Trustees of Western Piedmont Community College held its Fall Quarterly Meeting on Monday, November 14, 1988, at 6:00 p.m. in room G-23 of "G" building. Charles S. Digh, Chairman, presided.

Members Present:	Mr. Charles S. Digh, Chairman Mr. Robert P. Carr Ms. Elsie H. Childres Mr. Allen W. Fullwood Mr. Charles B. Gallagher, Jr. Ms. Martha G. Hemphill Mr. Charles T. Henson Mr. William A. Kendall Ms. Helen McDowell Mr. Frank C. Patton, Jr. Mr. J.R. Simpson II Mr. Claude S. Sitton Ms. Teresa Hobbs, Student Trustee
Members Absent:	None
Others Present:	Dr. Jim A. Richardson, President Mr. Ken Clark, Vice President for Administrative Services Mr. Richard Greene, Vice President for Academic Affairs Mr. Larry Clark, Dean of Planning Mr. Grady Pitts, Dean of Development Ms. Leta Parks, Reporter, News Herald Ms. Ruth Bowman, Recording Secretary

Chairman Digh opened the meeting by presenting each Board member with a commerative plaque thanking them for their help and support during his tenure as chairman. Mrs. E.W. Phifer, Jr., former trustee, was invited as a special dinner guest and was also presented a plaque by Mr. Digh. President Richardson then presented Mr. Digh with a plaque thanking him for his service and dedication to the College.

Disposition of the Minutes - Upon a motion by Allen Fullwood, seconded by Frank Patton, the Board unanimously approved, with one amendment, the minutes of their meetings of June 14, 1988, July 11, 1988, August 30, 1988, September 15, 1988 and October 3, 1988.

Update on Phifer LRC - Mr. Ken Clark reported that the general contractor is approximately 4 weeks behind but they expect to catch up as soon as the roofing has been completed. Mr. Clark further stated, when questioned, that he expects this building project to be completed within budget. Martha Hemphill asked if there would be electronic doors in the new facility for the handicapped, to which Mr. Clark replied "no". Chairman Digh asked the Buildings and Grounds Committee to look into this matter and report back to the full Board at a later date.

Fall Quarter Enrollment Update - Mr. Richard Greene reported that fall quarter enrollment 1988 over Fall Quarter 1987, has an increase of 9% Headcount and 14% FTE. Mr. Greene stated that this increase is much higher than the Community College System average and that the campus is full to capacity at this time. Completion of the Phifer Learning Resources Center is expected to eleviate this crowded condition but not until after Fall Quarter's registration in 1989. This report was for information and no action was necessary.

Report of the SGA President - Ms. Teresa Hobbs, SGA President, presented for the Board's consideration the following proposals: Covered ramps between Moore building and "G" building, a handicapped entrance to Moore Auditorium and improved handicapped doors at the entrance of "G" building. Ms. Hobbs also presented the SGA's proposal for a child care facility on campus. The group plans to continue stueying these projects and will report back to the full Board at a later date. Chairman Digh asked the Buildings and Grounds Committee to look into these proposals and report their findings after the SGA finishes their study of same.

Trustee Retreat - Elsie Childres reminded Board members that the Trustee Retreat will be held November 18-19, 1988 at the Sheraton in Boone. Guest speakers will be Dr. Raymond Stone, President of Sandhills Community College, Ms. Clay T. Hines, Director for Legal Services at the Department of Community Colleges, and Mr. Tom King, Vice President of Finance at the Department of Community Colleges. Everyone was urged to attend.

Report of the Buildings and Grounds Committee - Mr. Robert Carr presented the Committ'e recommendation to accept Robert B. Salsbury"s proposal to prepare architectural drawings and specifications for the bidding of a new roof on "E" building for a fee not to exceed $5,000. Additional services beyond the re-roofing would be handled on an hourly basis of $50.00 an hour. This recommendation was unanimously accepted upon a motion by Mr. Fullwood, seconded by Ms. Childres.

Report of the Finance Committee - Charles Henson presented the committee's recommendation to approve Budget Resolution for FY 1988-89 as presented. The recommendation was seconded by Mr. Patton and opposed by Mr. J.R. Simpson. Mr. Simpson proposed that the $10,573 given to the Board by the Foundation to be used for salary supplements be shown in the Budget Resolution as a line item. The motion was unanimously approved. Mr. Henson then presented the committee's recommendation to accept Donations and Scholarships for the period of May 31, 1988 through September 16, 1988 amounting to $7,678. Upon a motion by Mr. Patton, seconded by Mr. Claude Sitton, these monies were unanimously accepted with gratitude. Mr. Henson then presented the committee's recommendation to approve as presented Budget Revisions S-28, S-21, S-23, S-24 and S-23. Unanimous approval was given upon a motion by Mr. Henson, seconded by Ms. Childres.

Review of the Senior Center - Mr. Charles Gallagher reported on the current operation of the Senior Center stating that changes in funding at the State level would force the College to look for funding elsewhere to cover the administrative costs of the senior center operations which is being

dropped by the State at the end of FY 1988-89. He further stated that the Sub-Committee appointed to study the Senior Center operation would recommend that the College seek approximately $90,000 from the County, Western Piedmont Council of Government, the City of Morganton, and/or the City of Valdese. Funding will be needed by June, 1989. This report was for information only and no action was necessary at this time.

Report of the Personnel Committee - Upon a motion by Mr. Sitton, seconded by Mr. Simpson, the Board went into executive session to discuss personnel matters. Upon returning to open session no action was taken.

Election of Officers - Mr. Carr presented for approval the following slate of officers for 1989.

Claude S. Sitton - Chairman
Charles T. Henson - Vice-Chairman
Charles B. Gallagher, Jr. - Secretary

Upon a motion by Mr. Carr, seconded by Ms. Childres, this slate of officers for 1989 was unanimously approved.

There being no further business, the meeting adjourned at 9:30 p.m. by consensus.

Respectfully submitted,

Charles S. Dign
Chairman

Ruth Bowman
Recording Secretary

MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

November 19, 1988

The Board of Trustees of Western Piedmont Community College met in Special Session on Saturday, November 19, 1988 at 11:15 a.m. at the Sheraton Hotel in Boone, NC.

Members Present:	Claude S. Sitton, Chairman Elsie H. Childres Charles S. Digh Charles B. Gallagher, Jr. Martha G. Hemphill Charles T. Henson Helen McDowell J.R. Simpson II
Members Absent:	Robert P. Carr Allen W. Fullwood William A. Kendall Frank C. Patton, Jr.
Others Present:	Dr. Jim A. Richardson, President Ken Clark, Vice President for Administrative Services Richard Greene, Vice President for Academic Affairs Grady R. Pitts, Dean of Development Ruth Bowman, Recording Secretary

Newly elected Chairman Claude S. Sitton opened the meeting and presented the following appointment nominations recommended by the Personnel Committee:

Laura C. Gilliam to the position of Business Skills Lab Instructor. Upon a motion by Charles Gallagher, seconded by Martha Hemphill, Ms. Gilliam was unanimously appointed to this position as presented.

Lynne S. Galvin to the position of Coordinator/Instructor in Interior Design. Upon a motion by Ms. Hemphill, seconded by Ms. Childres, Ms. Galvin was appointed to this position by a 7 to 1 vote, with J.R. Simpson opposing.

Barbara F. Jackson to the position of Instructor in Nursing. Upon a motion by Charles Digh, seconded by Mr. Gallagher, Ms. Jackson was appointed to this position by a 7 to 1 vote, with Mr. Simpson opposing.

Sherita T. Mahoney to the position of Director of Cooperative Education & Placement. Upon a motion by Charles Henson, seconded by Ms. Childres, Ms. Mahoney was unanimously appointed to this position as presented.

Dorothy Jeanne Utroske to the position of Director of Small Business Education Center. Ms. Utroske was unanimously appointed this position upon a motion by Mr. Digh, seconded by Mr. Simpson.

Mr. Ken Clark then presented for approval the following recommendations from the Personnel Committee:

1. Contractual Agreements be made with Colonial Life and Accident Insurance Company to administer a Section 125 Flexible Benefits Plan for the College. There will be no administration fee charge to the College.
2. Colonial Life and Accident Insurance Company be permitted to offer their cancer plan to the full-time employees of the College.
3. Great American Life Insurance Company be permitted to offer their TSA2 Tax Shelter Plan to full-time employees of the College. The agent for this plan is Bennie Greene.

All three recommendations were unanimously approved as presented upon a motion by Ms. Hemphill, seconded by Ms. Childres.

President Richardson advised those present that the administration had met with the family of Senator Sam Ervin and they had expressed their desire to donate to the College Senator Sam's Library. The family also indicated that they would gift the College with $50,000 to be invested with the return on this investment to be used for maintenance of the library. Upon a motion by Mr. Gallagher, seconded by Helen McDowell, this matter was referred to the Buildings and Grounds Committee for their consideration.

Chairman Sitton then expressed to all present that he would like to have the specific dates and times scheduled for all Board meetings in the coming year. He also suggested that it would be beneficial to all the trustees if they could tour a different department of the College before each scheduled meeting. Chairman Sitton also suggested thata Trustee Profile be made on each trustee and published in the various college publications so that faculty and students may become familiar with the members of the College's Board of Trustees.

There being no further business, the meeting adjourned at 12:10 p.m. by consensus.

Respectfully submitted,

Claude S. Sitton
Chairman

Ruth Bowman
Recording Secretary