MINUTES

BOARD OF TRUSTEES

WESTERN PIEDMONT COMMUNITY COLLEGE

FEBRUARY 1, 1990

The Board of Trustees of Western Piedmont Community College met in Regular Session on Thursday, February 1, 1990, at 7:30 p.m. in the Community Room of the Phifer Learning Resource Center. Claude Sitton, Chairman, presided.

MEMBERS PRESENT:	Claude Sitton, Chairman Charles B. Gallagher, Jr. Charles Henson Helen McDowell Elsie Childres Martha Hemphill Allen Fullwood Linda Wall J. R. Simpson Matt Sweazy
MEMBERS ABSENT:	Frank C. Patton Fred Whalen Robert P. Carr
OTHERS PRESENT:	Dr. Jim A. Richardson, President Larry R. Clark, Dean of Planning Kenneth N. Clark, VP-Administrative Services Grady R. Pitts, Dean of Development Dot Whitener (United Way) Leta Parks, Reporter, The News-Herald Patrice W. Michaels, Recording Secretary

Chairman Sitton opened the meeting by asking for disposition of the Minutes. Upon a motion and seconded, the Minutes were unanimously approved as presented.

Grady Pitts presented to the Board a slide presentation with examples of plaques that may be used in the new Phifer Learning Resource Center. Mr. Pitts explained that 60 areas in the new library will display these plaques. The plaques will recognize major donors for the Phifer Learning Resource Center. Mrs. Hemphill asked about the expense. Mr. Ken Clark explained that the figure will be around $10,000.00 and that the money is in an account at present for the purchase of said plaques. It was decided that Mr. Pitts would research this area and get back to the Trustees.

The next item discussed was Open House for the new Library. Mrs. Hemphill voiced that she felt the Senator Sam J. Ervin Memorial Library should definitely be completed before the Open House. Members agreed that this should be done. The Trustees also discussed whether or not there be two Open Houses (one for Phifer Learning Resource Center and one for the Senator Sam J. Ervin Memorial Library). The Trustees agreed that the families would be informed but two Open Houses looked favorable among members present. The Open House is scheduled for some time in June. This decision was motioned by Martha Hemphill, seconded by Elsie Childres.

Chuck Gallagher also motioned that the Building Committee be responsible for these events, Elsie Childres seconded, motion unanimous.

Elsie Childres discussed the upcoming Trustee's Retreat. Members agreed upon February 15th - 12:00 noon until 4:00 p.m. and February 20th - 5:00 p.m. until 9:00 p.m. for the meetings. The retreat will be held in the Community Room of the new Phifer Learning Resource Center. The By-Laws will be discussed on February 15th date. The 20th, the Trustee's will have a special speaker or tapes to explain Trustee's responsibilites to the College, this information will be beneficial before the Trustee surveys come out in the Spring.

The next item discussed was upcoming seminars. Members were encouraged to notify President's Office if they are able to attend.

President Richardson reported information for the upcoming Trustee's meetings and seminars. Larry Clark added that the 2001 Task Force, Executive Committee will meet February 5, 1990.

Dr. Richardson introduced Ms. Dot Whitener to the Board for a summary of the United Way Campaign at Western Piedmont Community College. Ms. Whitener explained that the campaign has been very successful meeting their goal and have picked up 18 new employees.

Dr. Richardson also discussed the success of the Western Piedmont Foundation - Chuck Gallagher mentioned the upcoming Glenn Miller performance on February 24th. Encouraged Trustees to buy their ticke if they had not already done so.

Mrs. McDowell voiced her concern concerning Tech Prep. She hoped that the Western Piedmont Board and the Burke County School Board would keep the Tech Prep alive. Dr. Richardson explained that Western Piedmont had followed through with their part and were waiti

for the Burke County School Board now for action.

Matt Sweazy asked Trustees to consider a Loan Program for students. Judge Sitton asked Matt to discuss it with the Administration and Larry Garrison and return facts to the Board at a later date.

The Board went into Executive Session to discuss Employee matters. The Board adjourned at 8:45 p.m.

Respectfully submitted,

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Claude S. Sitton
Chairman

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Patrice W. Michaels
Recording Secretary

-MINUTES-

THE TRUSTEES OF

WESTERN PIEDMONT COMMUNITY COLLEGE

March 19, 1990

The Trustees of Western Piedmont Community College met on Monday, March 19, 1990 at 7:00 p.m. in the Community Room of the Phifer Learning Resources Center.

MEMBERS PRESENT:	Claude Sitton, Chairman J. R. Simpson Helen McDowell Allen Fullwood Robert Carr Frank Patton Charles Henson Elsie Childres Linda Wall Chuck Gallagher
MEMBERS ABSENT:	Martha Hemphill Fred Whalen Jackie Cannon
OTHERS PRESENT:	Richard Greene, VP, Academic Affairs Ken Clark, VP, Administrative Services Larry Clark, Dean of Planning Grady Pitts, Dean of Development Leta Parks, The News-Herald, Morganton Warren Bumgarner, WPCC-Instructor John Cramer, WPCC-Student Patrice W. Michaels, Recording Secretary

Chairman Sitton called the Trustee's meeting to order at 7:00 p.m. Motion was made by Ms. Childres to dispense of the reading of the February 20th minutes and seconded by Mr. Patton. Vote was unanimous.

Chairman Sitton asked Ms. Childres for a report from the Personnel Committee. There being no report, Mr. Sitton recognized Mr. Carr, Chairman of the Buildings and Grounds Committee, for a report. Mr. Carr informed the Trustees that the Building and Grounds Committee had met at 6:30 p.m. The first proposed item from this committee was the Capital Improvement Needs Survey from Tom King. After discussion, Robert Carr moved that the renovation of Moore Hall should be the College's first priority with regards to capital improvement. This motion was seconded by Frank Patton. After discussion, the motion was approved unanimously.

The second item for discussion from the Building and Grounds Committee was a question submitted by architect Don Stuart for a sculptured mural in Phifer Learning Resources Center. Following discussion, Chairman Sitton appointed a Study Committee to explore the concept and report back to the Trustees. This Study Committee will be comprised of Western Piedmont administrators Ken Clark and Larry Clark, faculty members Raymond Goodfellow and Ray Miller, Trustees Linda Wall and J. R. Simpson. Mr. Carr moved for approval for the committee to study the mural concept and to report to the Trustees at their next meeting. Mr. Fullwood seconded this motion. The motion passed.

Chairman Sitton asked Mr. Henson for a report from the Finance Committee. Mr. Henson told Trustees that his committee had met on March 5th. The first item was the Department of Community College's request for budget revisions, S-20, S-21, and S-22. After discussion, Mr. Gallagher moved to accept these revisions with Mr. Fullwood seconding. The Trustee vote was unanimous in favor.

Mr. Henson continued with his report by discussing the County Fund Budget request. Mr. Henson made a motion for the adoption of the County Fund Budget request as presented. Ms. Childres seconded the motion. The motion passed.

Mr. Henson presented to Trustees the Senior Center Operations Budget. Mr. Henson moved this budget be accepted. Ms. Wall seconded. The vote was unanimous in favor.

The Trustees next item on the agenda continued with the President's Report. Mr. Greene introduced Mr. Warren Bumgarner, Coordinator/Instructor for Industrial Maintenance in the Natural Science/Engineering Division, and Mr. John Cramer, a student in this department. Under Mr. Bumgarner's leadership, Mr. Cramer won first prize in Mastercam's National Wildest Part Logo Competition. He was awarded $200 and Western Piedmont Community College received a software package worth $3000. The Trustees applauded this award and Ms. Childres suggested that a plaque be made to recognize this honor. The Trustees agreed and asked the administration to pursue this.

Mr. Greene presented to Trustees the Technical Preparation (TECH-PREP) Program Agreement with the Burke County Public Schools. After discussion, Mr. Gallagher moved for the Board to sign this agreement. Mr. Fullwood seconded this motion. Motion was approved unanimously.

Mr. Greene shared with the Trustees that the Fall Quarter enrollment was 2,563 with a 9.5% increase over last year.

Mr. Clark reported on the 2001 Task Force. The five committees will have final report for the Trustees by June. Mr. Sitton suggested the Trustees should recognize this group in the very near future.

Mr. Pitts mentioned the upcoming ACCT Southern Regional Meeting in Winston-Salem, May 17 through May 19th. Mr. Sitton encouraged participation from Trustees.

The Senator Sam J. Ervin, Jr. Memorial Collection was introduced by Mr. Pitts. He explained that the physical construction should be completed within two weeks and open for the public in late May or early June.

With no other business the Trustees adjourned at 8:40p.m.

Respectfully,

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Claude S. Sitton, Chairman

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Patrice W. Michaels
Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

April 2, 1990

The Trustees of Western Piedmont Community College met on Monday, April 2, 1990 at 7:00 p.m. in the Conference Room of the Phifer Learning Resources Center.

MEMBERS PRESENT:	Claude Sitton, Chairman Elsie Childres Charles Henson Martha Hemphill Fred Whalen Helen McDowell Linda Wall Frank Patton Bob Carr J. R. Simpson Allen Fullwood
MEMBERS ABSENT:	Charles Gallagher Jackie Cannon, SGA President
OTHERS PRESENT:	Jim Richardson Richard Greene Larry Clark Grady Pitts Donald Lovelace Juanita Blake Patrice Michaels

Chairman Sitton called the Trustee's meeting to order at 7:00 p.m. Motion was made by Mr. Patton to dispense of the reading of the March 19, 1990 minutes and seconded by Mr. Carr. Vote was unanimous.

Chairman Sitton excused Mr. Gallagher's absence for the birth of a son on April 18, 1990.

Ms. Juanita Blake was introduced by Dr. Richardson. Ms. Blake from Burke County Service Delivery Area gave a report to the Trustees on the 12 high quality computers being used in the HRD program. She also summarized the program she is involved in training related activites for

high school dropouts.

Chairman Sitton introduced Donald Lovelace, coordinator of alcohol and drug abuse programs for the Burke County Schools. Mr. Lovelace presented a request to use the college's facilities for Project Graduation. After much discussion with questions and answers Mr. Fullwood made a motion that this request be approved, provided Western Piedmont Community College have an agreement with the Burke County School system that they will be responsible for security, insurance, chaperones, and clean-up. Mr. Whalen seconded this motion. The Trustees approved this request unanimously.

The next item on the agenda was a letter from Bob Scott's office concerning funds for another year's salary for Mr. George Fouts, Department of Community College, Raleigh. The Trustees asked that past minutes be checked by the administration concerning Mr. Fout's position and this item be discussed at the next Trustee's meeting.

Chairman Sitton introduced the next item on the agenda. The President's evaluation procedures were discussed. Mr. Simpson moved that the Personnel Committee come up with an evaluation sheet and mail to the Trustees. These will be completed by each Trustee then discussed at a Trustee's meeting and a final report made to the President by the Chairman. Mr. Patton seconded this motion. The motion passed unanimously.

Mr. Fullwood made a motion that at the next Trustee's meeting that the members would discuss the expectations of the President. Ms. Hemphill seconded. Motion approved unanimously.

After discussion, Ms. Hemphill moved that the Building and Grounds Committee choose a date for the Senator Sam Ervin Library Open House and the Major Donor's Open House when the plaques are completed. Mr. Patton seconded and the Trustees approved unanimously.

President Richardson asked that the Trustee's planning to attend the Southern Regional Conference in Winston-Salem May 17 - 19th please contact Patrice Michaels before May 2nd.

The meeting adjourned at 8:25 p.m.

Claude S. Sitton, Chairman

Patrice W. Michaels
Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 3,1990

The Trustees of Western Piedmont Community College met on Thursday, May 3, 1990 at 7:00 p.m. in the Conference Room of the Phifer Learning Resource Center.

MEMBERS PRESENT: Claude Sitton, Chairman
Elsie Childres
Charles Henson
Fred Whalen
Helen McDowell
Linda Wall
Frank Patton
Bob Carr
J. R. Simpson
Allen Fullwood
Charles Gallagher

MEMBERS ABSENT: Martha Hemphill
Jackie Cannon, SGA President

OTHERS PRESENT: Jim Richardson, President
Richard Greene
Larry Clark
Grady Pitts
Ken Clark
George Knox
Leta Parks, The News-Herald
Patrice Michaels, Recording Secretary

Vice-Chairman Charles Henson called the Trustee's meeting to order at 7:00 p.m. The minutes from April 2, 1990 Trustee's Meeting were unanimously approved as distributed. Mr. Henson excused Mrs. Hemphill's absence to attend a County Commissioner's meeting.

Ms. Childres, Personnel Committee Chairperson, asked Mr. Greene to explain the faculty leave requests. Ms. Childres moved approval of the requests as distributed. Ms. Wall seconded. Trustees approved unanimously.

Ms. Childres asked that the Trustees go into Executive Session to discuss personnel matters. Chaiman Sitton arrived for meeting at this time.

Upon return, the next item discussed was the President's Annual evaluation form. Ms. Childres moved that pages six and seven of the examples distributed be used for the evaluation. Ms. Wall seconded. Motion passed 9 to 1.

Dr. Richardson asked the Trustees to update the President's job description. Chairman Sitton asked each Trustee to review a copy of the job description for discussion at a future Trustee's meeting. Chairman Sitton also asked for all of the President's Evaluation forms to be mailed to him at the College before May 15th.

Mr. Greene informed Trustees of two retirements and two resignations. Albert Setzer, Physics and Chemistry Instructor, will be retiring at the end of summer school. Dude Shuffler, Associate Dean in Continuing Education will retire effective July 31st. Joette T. Waddle, English Instructor, resigning, effective May 31st to move back to Siler City. Jeannie Walden, Director of the Small Business Center for WPCC will be resigning effective June 30th to become a Private Business Consultant.

The next item on the agenda was introduced by Mr. Carr, Chairperson for the Building and Grounds Committee. Open House Dates for the Phifer Learning Resources Center and the Sam J. Ervin, Jr. Collection were discussed in an earlier meeting by the committee. August 5th, 1990 was recommended for the Phifer LRC Open House. September 6th, 1990 was recommended for the Senator Sam J. Ervin, Jr. Collection.

The Ad Hoc Arts Committee met May 2 to discuss the Don Stuart proposal sculpture in the Phifer Learning Resources Center. Linda Wall reported the committee's recommendations:

(1) Advertise a $5,000 art project for the LRC building.

(2) Mr. Stuart will receive a thank you from the Trustees for his idea and a request to formally consider his proposal; and

(3) Suggested that this committee remain a permanent committee of the board for this and future projects.

The Arts Committee will be comprised of two Trustees, two Faculty members, and two Administrative Staff members. Mr. Simpson moved that the Art Committee's recommendations be approved. Mr. Patton seconded. All were unanimously approved.

Mr. Henson, Chairman for the Finance Committee informed the Trustee's that the College Annual audit has been made but the formal audit has not been returned. As soon as the Business Office receives this information it will be distributed to Trustees.

The President's report was the next item on the agenda. Dr. Richardson read a letter from Francis McKinney appointing Mr. Sitton to four more years as a Trustee for WPCC, beginning July 1, 1990.

Dr. Richardson told the members that the first draft for the 2001 Task Force has been written and the final recommendations will be presented to Trustees at the June meeting.

Dr. Richardson informed the Trustees of upcoming events for WPCC: Graduation-May 30th, Nursing Penning-May 29th, Trustee's Southern Regional Conference, Winston-Salem, May 17 - 19th. Also announced to the Trustees -

Physical Education Instructor, Bob Benner was appointed by the Governor to serve as a member on the State Parks and Trails Committee. Trustees were also informed by Dr. Richardson of the recent trip to Italy by David Puckett and Buddy Noles. Project Graduation was discussed and Trustees were assured that security would be excellent that night and the event has been well organized.

Mr. Sitton praised George Knox and his security staff for their outstanding work on campus.

Mr. Sitton also announced the current default rate for student loans at WPCC is 1.5 percent, or $8,666 in default and $225,889 in repayment.

Mr. Sitton noted that as previously discussed, those contributing originally to the Sam J. Ervin, Jr. Memorial Collection would visit prior to the public Open House for a "sneak preview".

Mr. Fullwood gave the Trustees a short summary of the Trustees successful trip recently to Seattle, Washington. Dr. Richardson completed his seat on the AACJC Board and was presented a plaque and watch for his outstanding work while serving on this Board.

Dr. Richardson informed Trustees that WPCC and the Burke County School System are working together to allow Burke County School students to come to the College campus for late afternoon classes when the College has available classroom space.

Before adjournment, Grady Pitts announced the upcoming events for Pioneer Week.

There being no further business, the Trustees adjourned at 8:30 p.m.

Claude S. Sitton, Chairman

Patrice W. Michaels,
Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

June 4, 1990

The Trustees of Western Piedmont Community College met on Monday, June 4, 1990 at 7:00 p.m. in the Conference Room of the Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chairman
J. R. Simpson
Robert Carr
Frank Patton
Martha Hemphill
Linda Wall
Helen McDowell
Allen Fullwood
Charles Henson
Elsie Childres

MEMBERS ABSENT: Charles Gallagher
Fred Whalen

OTHERS PRESENT: Jim Richardson, President
Richard Greene, Vice-President Academic Affairs
Ken Clark, Vice-President Administrative Services
Larry Clark, Dean Planning and Research
Lou Lovelace, Chairman 2001 Task Force
Grady Pitts, Dean of Development
Ted Randolph, 2001 Task Force
Max Lowery, 2001 Task Force
Genie Bohler, 2001 Task Force
Patrice Michaels, Recording Secretary

Chairman Sitton called the meeting to order at 7:00 p.m. The minutes of the May 3, 1990 meeting were unanimously approved as distributed.

The Finance Committee met 30 minutes prior to the Trustee's meeting. Mr. Henson was asked to present the Finance Committee's Report. After discussion and explanations, Mr. Henson moved the approval of S-23 through S-27. Mrs. Childres seconded. The motion was approved unanimously.

Mr. Henson praised the administration for an excellent report from the Auditors and explained to the Trustees that the Audit Report was "very clean" and reflected hard work and a good job done by the Western Piedmont Community College Business Office.

The next item discussed by Mr. Henson was DCC's current Capital Outlay priority funding list. The report placed WPCC 5th from the top among the 58 community colleges in the State. Dr. Richardson remarked that DCC would fund last year's list if capital funds are allocated by the legislature. It is not likely that WPCC will receive capital funds this year. Mr. Henson told the Trustees that the College is in a position to repay $68,000 to the County for construction of Phifer LRC. He added that all debts for Phifer building are paid. Mr. Clark suggested that this money be paid back to the county by June 30th, although not actually due until 1992. Mr. Clark added that this could be paid-off to use Blueprint donations to fund equipment needs. Mr. Henson moved that this money be repaid to Burke County and to use Blueprint donations for equipment needs. Mrs. Childres seconded. The vote in favor was unanimous.

Mr. Carr reported for Building and Grounds that between the dates previously chosen for the Phifer Learning Resources Center open house and the Ervin Room that a private showing will be given for major donors to the Sam J. Ervin, Jr. Memorial Collection.

Mr. Sitton introduced Mr. Lou Lovelace, Chairman, 2001 Task Force for his report. Mr. Lovelace discussed the 2001 report and thanked the Trustees for having the foresight to ask the community to explore the College's future development. Three members of the 2001 Executive Committee were also present; Mrs. Genie Bohler, Mr. Max Lowery, and Dr. Ted Randolph.

Under Old Business, Mr. Sitton discussed a request from NCCCS President Bob Scott for an additional year's leave for George Fouts to work with the Commission on the Future. Elsie Childres moved to extend George Fouts' leave of absence for one more year from July 1, 1990 through June 30, 1991. Helen McDowell seconded. The vote was approved 9 for with Mr. Simpson against.

Grady Pitts made a presentation about the Burke Collegiate Scholarship program and informed the Trustees that the Foundation has accepted a $25,000 challenge grant from the Bryan Family Foundation in Greensboro. If the match is met, monies will be available January 1, 1991. Mr. Pitts explained that the Foundation would like 100 percent participation in meeting this goal from all Foundation members and Trustees.

The last item on the agenda was the Annual President's evaluation. Mr. Sitton and Mrs. Childres met with Dr. Richardson after the Trustee's meeting to discuss the evaluation. Mr. Sitton informed Trustees that the final evaluation would be made available at the next Trustee's meeting.

With no further business, the meeting adjourned at 8:45 p.m.

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Claude S. Sitton, Chairman

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Patrice W. Michaels
Recording Secretary

M I N U T E S

THE TRUSTEES OF

WESTERN PIEDMONT COMMUNITY COLLEGE

August 6, 1990

The Trustees of Western Piedmont Community College met on Monday, August 6, 1990, at 7:00 p.m. in the Community Room of the Phifer Learning Resources Center.

MEMBERS PRESENT: Mr. Claude Sitton, Chairman
Mr. Robert Carr
Mrs. Elsie Childres
Mr. Allen Fullwood
Mr. Charles Henson
Mrs. Helen McDowell
Mr. J. R. Simpson, II
Mrs. Linda Wall
Mr. Fred Whalen

MEMBERS ABSENT: Mrs. Sue Bumgarner, SGA President
Mr. Charles Gallagher
Mr. Frank Patton, Jr.

OTHERS PRESENT: Dr. Jim Richardson, President
Mr. Richard Greene, V P for Academic Affairs
Mr. Kenneth Clark, V P for Administrative Services
Mr. Larry Clark, Dean of Planning & Research
Mr. Grady Pitts, Dean of Development
Ms. Billie Meeks, Dean of Student Services
Ms. Louise Austin, Director of Personnel
Mrs. Kathy Scott, Chairperson, Faculty/Staff Association
Mrs. Kathy Ferris, Recording Secretary
Ms. Patrice Michaels, Recording Secretary

Chairman Sitton called the meeting to order at 7:00 p.m. Mr. Sitton acknowledged the recent board appointments of Mrs. Elsie Childres by the Burke County Public Schools and himself by the Burke County Commissioners. He advised that the Governor has not made his appointment as of this date. Bylaws require appointing agencies to make appointments within sixty days of vacancy date or the vacancy will be filled by a governor appointment. In this case, the appointment vacancy is that of the Governor.

A motion was made by Mr. Fullwood to prepare a resolution thanking Mrs. Hemphill for her service on the Board. The motion was seconded by Mrs. Childres and it passed unanimously. Mrs. Childres expressed to the Board a desire for a letter to be written to Mrs. Hemphill.

Chairman Sitton expressed appreciation for the many years of service provided by Mr. John McMurray as legal advisor to the college. A letter will be written to his family expressing appreciation. This was moved by Mr. Fullwood and seconded by Mr. Henson. The motion passed unanimously.

With no discussion or corrections to the minutes of the June 4, 1990 meeting, they stood approved as distributed.

Mr. Henson gave a report from the Finance Committee explaining budget revisions S-28 through S-37 which are revisions to balance the budget for the fiscal year 1989-90. Moved by Mr. Henson and seconded by Mrs. Childres, the motion passed unanimously. The next item was County Budget C-1. A motion by Mr. Henson and a second by Mrs. Wall passed unanimously. Revision I-1, Institutional Revision was passed unanimously upon a motion by Mr. Henson and a second by Mr. Whalen. Attention was called to a memo from Mr. Jim Burnett, Associate Dean of Student Services, regarding dropping the transcript fee of $1.00. Mrs. Childres moved to drop this fee and Mrs. Wall seconded. The motion passed unanimously.

Mr. Ken Clark gave a report on the County Operating Budget as well as the Capital Outlay Budget.

Mr. Carr, Chairman of the Buildings and Grounds Committee presented a policy on the Use of Institutional Facilities. After discussion, Mr. Carr moved that this policy be adopted with corrections made to include statement regarding "No Alcoholic Beverages" and a "Hold Harmless" clause to be added to the signature

form. Mr. Whalen seconded and the motion passed by a 6-2 vote. Mr. Carr reported that the Sam J. Ervin Library dedication will be postponed until Wednesday, October 17, 1990, when former Senator Howard Baker will be the guest speaker.

Mrs. Childres gave the report from the Personnel Committee. Salaries for 1990-91 were presented to the Board with Mrs. Childres moving the acceptance of all nine categories of WPCC personnel. Seconds and voting were as follows:

Category	Type	Seconded By	Vote
1	President	Mr. Whalen	Unanimous
2	Senior Administrators	Mr. Henson	Unanimous
3	Program Administrators	Mr. Whalen	Unanimous
4	Instructors	Mr. Fullwood	Unanimous
5	Professional	Mr. Henson	Unanimous
6	Technical	Mr. Henson	Unanimous
7	Clerical	Mr. Fullwood	Unanimous
8	Skilled Crafts	Mr. Henson	Unanimous
9	Maintenance	Mrs. Wall	Unanimous

Mrs. Childres moved that the following appointment nominations be approved: Rosanna Hartley, Business Computer Programming Instructor, seconded by Mr. Henson, passed unanimously; Annette Moore, English Instructor, seconded by Mr. Fullwood, passed unanimously; Tony Johnson, Director of Small Business Center, seconded by Mrs. Wall, passed unanimously; Theresa Garrett, Nursing Instructor, seconded by Mrs. McDowell, passed unanimously.

Mrs. Childres presented a request for Educational Leave Without Pay for the 1990-91 Academic Year for Mrs. Lori Westfall, Nursing Instructor. Moved by Mrs. Childres and seconded by Mrs. McDowell, the motion passed unanimously.

A Policy for Recognizing WPCC Retirees and Other Employees was presented to the Board. Mrs. Childres moved that the policy be accepted, with Mr. Fullwood

seconding. After discussion, Mr. Sitton moved an amendment to change the number of years service from seven (7) to ten (10) years to be eligible under this policy. Amendment was seconded by Mr. Henson with the vote 2-5 against the motion with one member abstaining. The Board then voted on the original motion of acceptance of the policy as presented. The motion passed with a 6-2 vote.

A Drug-Free Workplace policy was presented to the Board. The motion was made to the Board by Mrs. Childres with an amendment on page 2, paragraph 1, to read as follows:

> "Any employee and/or student determined by administrative investigation to be involved in the manufacture, distribution, or selling of illegal substances or counterfeit substances shall be terminated or expelled."

The motion was seconded by Mr. Fullwood. It passed unanimously.

A Professional Development for Faculty/Staff policy was presented with Dr. Richardson commenting that although we stress professional development, an official institutional policy has never been adopted. Many accreditation agencies have asked for a copy of such a policy. Mrs. Childres moved that the policy be accepted, with a second made by Mr. Fullwood. The motion passed unanimously.

For the Trustee's information, Mrs. Childres announced that Mr. Dude Shuffler will be leaving in September and Mr. Monty McCoy left June 30th. Mrs. Childres also made mention that Mrs. Jane Shuping has left her position to accept a position at Gaston College.

Dr. Richardson informed the Board of a revised Organizational Chart for the College and updated them of changes that have taken place.

The NCACCT meeting planned for September 19 has been put on hold due to a conflict that involves Presidents of the schools involved in this association.

Mrs. Childres reported that work is being done on trustee evaluations and invited input from the Board.

Mr. Larry Clark commented on highlights of the 1990 Program Review. Dr. Richardson commented that he would like to see an 11th component added to the WPCC Long-Range Planning process to include the Trustees.

Ms. Billie Meeks gave a report regarding Services to Special Populations.

Dr. Richardson commended Mr. Richard Greene for the FTE Audit Report which contained no audit exceptions or areas of concern.

A discussion was held on Campus Publications Guidelines distributed by the State Department which established a State Archives system. Moved by Mrs. Wall and seconded by Mrs. Childres, the Board voted unanimously to abide by the request.

The 33 recommendations contained in the 2001: Task Force Report will be discussed with Trustees within the next 2-3 months.

Mrs. Childres reported that the upcoming ACCT Fall Conference will be held October 10-13 in Baltimore, Maryland. Trustees were asked to attend if possible.

New business included a report of a new group being formed in North Carolina entitled "North Carolinians for Community Colleges".

There being no further business, the meeting adjourned at 9:00 p.m.

Claude S. Sitton, Chairman

Kathy Ferris

Kathy Ferris, Recording Secretary

Patrice Michaels, Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

September 10, 1990

The Trustees of Western Piedmont Community College met on Monday, September 10, 1990 at 7:00 p.m. in the Phifer Learning Resources Center Community Room.

MEMBERS PRESENT: Claude S. Sitton, Chairman
Elsie Childres
Helen McDowell
Robert Carr
Frank Patton
Linda Wall
Fred Whalen
Roger Golightly
Allen Fullwood
Charles Henson

MEMBERS ABSENT: Charles Gallagher
James Reid Simpson

OTHERS PRESENT: Jim Richardson, President
Richard Greene, Vice-President Academic Affairs
Ken Clark, Vice-President Administrative Services
Larry Clark, Dean Planning and Research
Grady Pitts, Dean of Development
Louise Austin, Director of Personnel Services
Leta Parks, Reporter-The News-Herald
Patrice W. Craver, Recording Secretary
Karen Myer, Recording Secretary
Sue Bumgarner, President, Student Government Association
Kathy Scott, President, Faculty-Staff Advisory Committee
Jack Huss, Director, Natural Science-Engineering
Jim Sharp, Manukau Polytechnic College in Otara, Auckland, New Zealand

Chairman Claude Sitton called the meeting to order at 7:05 p.m. Chairman Sitton introduced Ms. Sue Bumgarner to the Trustees as President this year for the Student Government Association. Mr. Roger Golightly, recently appointed by Governor Martin as a Trustee, was also introduced.

Dr. Richardson introduced a visitor from New Zealand. Mr. Sharp came to Western Piedmont to discuss and examine Autocad Computer Software used by Mr. Warren Bumgarner, Instructor, in engineering and machinists programs.

Minutes of the last Trustee's meeting were approved as mailed.

Mr. Charles Henson, Chairperson for the Finance Committe, announced that the Committee had met prior to the Trustee's meeting to discuss the 1990-1991 budget. Mr. Henson explained that increased enrollments had earned the College more state money, but the College will not receive all allocations because of a mandated 3% reversion of State funds.

Ken Clark presented background and highlights in the budget. After discussion, Mr. Henson made a motion to approve the budget, seconded by Elsie Childres. The vote was nine in favor with Mr. Golightly abstaining.

There was no report from the Building and Grounds Committee.

Ms. Childres gave a report from the Personnel Committee meeting on August 16th. Ms. Childres made a motion to approve the employment of Ms Jane Carswell as Coordinator/Instructor in Industrial Management. Ms. Wall seconded. The vote was unanimous in favor.

Ms. Childres moved approval of Mr. Monty R. Laycox as Instructor in Physics and Physical Science. Mr. Whalen seconded. The vote was unanimous in favor.

Ms. Childres also announced that Ms. Martha McDougal will not take her previously approved educational leave this fall but will reapply for fall, 1991.

The last item from the Personnel Committee was a reminder to all Trustees of the District Trustees' Meeting on WPCC's campus, September 19th at 12 noon. Ms. Childres stressed the importance of all Trustees being present. She then distributed a "Trustee Manual" prepared by the North Carolina Trustees Association.

Dr. Richardson gave a brief report on the "Business Plan" for the Community College System" submitted to the General Assembly by the Department of Community Colleges.

Mr. Pitts gave a report on the accomplishments of Western Piedmont Foundation, Inc., in addition, over 2000 invitations will be mailed for the upcoming dedication of the Senator Sam J. Ervin, Jr., Library on October 17, 1990, at 12:00 noon.

Mr. Fullwood discussed briefly the October ACCT convention in Baltimore.

Dr. Richardson suggested that the Executive Committee of the Board should meet with Administrative Staff this fall for an update on the 2001 Task Force and for planning 1990-90 Board projects.

Chairman Sitton asked Elsie Childres, Frank Patton and Bob Carr to serve on the Nominating Committee and for this Committee to meet before the next Trustee's Meeting.

There being no further business the Trustees adjourned at 8:20 p.m.

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Claude S. Sitton, Chairman

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Patrice W. Craver, Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

NOVEMBER 5, 1990

The Trustees of Western Piedmont Community College met on Monday, November 5, 1990, at 5:30 p.m. to tour the Kimble Glass facility and returned to the Western Piedmont Community College campus at 6:45 p.m. in the Phifer Learning Resources Center Community Room.

MEMBERS PRESENT:	Claude S. Sitton, Chairman James Reid Simpson Linda Wall Frank Patton Helen McDowell Fred Whalen Allen Fullwood Robert Carr Charles Henson Roger Golightly Sue Bumgarner, SGA, President
MEMBERS ABSENT:	Charles Gallagher Elsie Childres
OTHERS PRESENT:	Jim A. Richardson, President Richard Greene, Vice-President, Academic Affairs Larry Clark, Dean, Planning and Research Grady R. Pitts, Dean, Office of Development Martha Hemphill, Honored Guest Karen Meyer, Recording Secretary Patrice W. Craver, Recording Secretary Cathleen Deal, Visiting Artist

This year's visiting artist, Cathleen Deal, entertained Trustees before the meeting began.

Chairman Sitton began the Annual Meeting at 7:20 p.m. Trustees had met at Kimble Glass at 5:30 p.m. for a tour of WPCC's in-plant training facility. Martha Hemphill, past Trustee, was presented with a plaque and framed letter honoring her for her dedication to WPCC. Trustees will present a plaque to the McMurray family at the next Trustees' meeting, in remembrance of the late John McMurray, who served as College Attorney for many years.

The minutes from the last Trustees' meeting were accepted unanimously, with a revision to the third page, which states that "Chairman Sitton asked Elsie Childres, Frank Patton, and Bob Carr to serve on the Nominating Committee and for this Committee to meet before the next Trustees' meeting."

Mr. Henson, Chairman for the Finance Committee, announced that the Shadowline stock from Art Sakowski needs to be sold and the money used to purchase equipment for the Phifer Learning Resources Center. Frank Patton moved to sell the stock, and Fred Whalen seconded. Motion in favor was unanimous.

The second item from the Finance Committee referred to Uncollectable Accounts. Mr. Henson moved that these old debts be marked off. Linda Wall seconded. The vote in favor was unanimous.

The third item from the Finance Committee concerned the State Board's requirement for a bookstore policy on profits. After a lengthy discussion, Mr. Henson moved to adopt the proposed policy. Linda Wall seconded.

Mr. Patton moved to amend Item #4 to state that there would be no discounts. James Reid Simpson seconded this amendment. Mr. Fullwood moved to table until later in the meeting so further information could be obtained, by telephone, from Ken Clark, Vice-President for Administrative Services. Mrs. McDowell seconded, and the membership agreed to table.

Mr. Henson made a motion to adopt the Annual Budget Resolution. Mr. Whalen seconded. The vote in favor was unanimous.

Mr. Henson also moved to approve S-25, 26, and 27 in Budget Revisions. Ms. Wall seconded, and the vote in favor was unanimous.

At this time, Trustees returned to the bookstore policy with a motion from Mr. Fullwood and seconded by Ms. McDowell. Following discussion, Mr. Henson moved to approve the policy with Item #4 amended to read as a "10% discount to faculty, staff, and members of the Alumni Association." The words "trustees" and "immediate family members" were deleted. Linda Wall seconded this motion. The vote passed, with seven in favor and three opposing.

Dr. Richardson told Trustees that he would have Bookstore Manager Susan Hansen present at the next Board meeting to answer questions.

Mr. Carr, Chairman for the Building and Grounds Committee, made a motion to approve the preliminary plans, as distributed, for the renovation of Moore Hall. Frank Patton seconded. The motion carried, with one abstention. The next item from the Buildings and Grounds Committee concerned the project proposal for capital improvement. Mr. Carr made a motion to accept the proposal and Mr. Patton seconded. The vote in favor was eight, with two opposing.

Mr. Richard Greene spoke for the Personnel Committee in Ms. Childres' absence. He announced two current positions available, one for a Librarian and the other for an Administrator in Continuing Education.

During the President's Report, Dr. Richardson asked the Board to approve an addition to the Missions and Goals statement to emphasize developmental studies. Mr. Fullwood made the motion to approve and Mr. Whalen seconded. The vote in favor was unanimous. The next item concerned action on a proposed student Academic Suspension Policy. This policy was approved unanimously.

Dr. Richardson continued with a report on Facilities Utilization and a summary of division responses to the Visions of the Future: 2001 Task Force Report. Lists of part-time WPCC faculty were given to Trustees for their information.

Chairman Sitton recognized Sue Bumgarner, the Student Government Association President for this year.

Since this meeting was the Trustees' Annual meeting, the new slate of officers for the Board was voted upon. Bob Carr reported for the Nominating Committee the 1990-1991 Slate of Officers, with Chairman, Charles Henson; Vice-Chair, Frank Patton; and Secretary, Charles Gallagher. Members realized that Mr. Gallagher had served for two years and, after reviewing the By-Laws, discovered that he could not serve another term. James Reid Simpson moved that the nominations for Chairman be closed. All Trustees seconded. Mr. Simpson moved that the nominations for Vice-Chair be closed. Ms. Wall seconded. Motion was unanimous in favor. Chairman Sitton opened the floor for nominations for Secretary. Frank Patton nominated Linda Wall. Mr. Henson moved to close nominations for Secretary.

Frank Patton seconded. Vote was unanimous in favor. Trustees then moved to accept these officers by acclamation.

Outgoing Chairman Sitton remarked to the members and others present about the wonderful experience he has had as Chairman. Mr. Henson presented Mr. Sitton with a plaque, honoring him for his service to WPCC. Mr. Henson asked that the minutes reflect the Board's appreciation to Mr. Sitton for his hard work and devotion to Western Piedmont Community College.

Grady Pitts gave a report on the Annual Giving Campaign and thanked Trustees that had already returned their pledges to the College.

Linda Wall made a motion to adjourn, with Helen McDowell seconding. The meeting adjourned at 9:17 p.m.