MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

January 14, 1991

The Trustees of Western Piedmont Community College met on January 14, 1991 at 7:00 p.m. in the Phifer Learning Resources Center Community Room.

MEMBERS PRESENT:	Charles Henson, Chairman James Reid Simpson Claude Sitton Frank Patton Robert Carr Elsie Childres Helen McDowell Allen Fullwood Robert Golightly Fred Whalen
MEMBERS ABSENT:	Charles Gallagher Linda Wall
OTHERS:	Kathy Scott, Faculty Advisor Sue Bumgarner John Alexander Mrs. Beverly McMurray Lucy Folger Jim Richardson, President Grady R. Pitts, Dean of Development Richard Greene, Vice President, Academic Affairs Larry Clark, Dean of Planning and Research Ken Clark, Vice President Administrative Services Dick Johnson, Chairman, Wilkes Community College Board of Trustees Karen Meyer, Recording Secretary Patrice W. Craver, Recording Secretary

Chairman Charles Henson called the meeting to order at 7:10 p.m. Minutes were approved as distributed by motion from Claude Sitton, seconded by Frank Patton.

Mr. Henson recognized Mrs. Beverly McMurray and her guest Mrs. Lucy Folger. Mrs. McMurray was presented a Certificate of Recognition from Western Piedmont Community College in memory of her late husband, Attorney John McMurray, who served the College for many years as legal counsel.

Following this, a motion was made by Frank Patton and seconded by Elsie Childres for the Trustees to go into closed session to discuss legal matters. The vote was unanimous in favor.

Upon open session at 7:45 p.m., Chairman Henson requested that the minutes of the closed session be sealed. Unanimous consent was granted.

A report from the Finance Committee was presented by Fred Whalen. Mr. Whalen made a motion to deny a request for a pledge to North Carolinians for Community Colleges. This motion was seconded by Frank Patton. Vote was unanimously in favor of denying the request.

For the next item, Fred Whalen moved that two Trustees be allowed to travel to Washington in February for a National Trustees Meeting. Helen McDowell seconded. The vote was nine in favor with 1 opposing.

Mr. Robert Carr, Chairman for the Building and Grounds Committee, made a motion to approve the Patton Hall Re-roofing project. Allen Fullwood seconded. The vote was unanimous in favor.

Mr. Carr also moved to approve Robert Salsbury and Associates as the architectural firm needed for the Patton Re-roofing. Elsie Childres seconded. The motion passed with eight in favor, one opposed, and one abstention.

Dr. Richardson reported on the recent cut-backs and restrictions by the Governor; re-accreditation; an upcoming visit from Dr. Jean Walker as SACS representative to WPCC during our self-study.

Dr. Richardson also presented to Trustees the final report on the 2001 Task Force recommendations studied by College faculty and staff. Mr. Henson accepted the report for further study by Trustees; hopefully, during a Spring workshop.

Mrs. Childres gave a report on her attendance at a State Leadership Conference.

Mr. Henson discussed the upcoming Trustees' conference in Washington and explained that our State Legislators will be invited to a special meeting during that conference. Mr. Henson asked Mr. Golightly to contact State Senator Dan Simpson and asked Claude Sitton to contact State Representative

Ray Fletcher. Mr. Henson asked Dr. Richardson to contact State Senator Donald Kincaid.

Mr. Henson discussed the Trustee Self-Evaluation Questionnaire which was passed out to each Trustee present. He encouraged 100% participation and asked that the questionnaire be returned to him no later than January 28th, 1991.

The next Trustees' meeting will be February 4th, 1991, when there will be a Personnel Committee meeting prior to the 7:00 p.m. Trustees' meeting.

With no further business to discuss the Trustees' adjourned at 9:05 p.m.

Charles T Henson

Charles Henson, Chairman

Patrice W. Craver, Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

FEBRUARY 4, 1991

The Trustees of Western Piedmont Community College met on February 4, 1991, at 7:00 p.m. in the Phifer Learning Resources Center Community Room.

MEMBERS PRESENT:	Charles T. Henson, Chairman Robert P. Carr Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. Roger F. Golightly Helen McDowell Frank C. Patton, Jr. J. R. Simpson, II Claude S. Sitton Linda S. Wall Fred Whalen Sue Bumgarner, SGA President (ex officio)
MEMBERS ABSENT:	None
OTHERS PRESENT:	Jim A. Richardson, President Louise Austin, Director, Personnel Services Ken Clark, V.P. for Administrative Services Larry Clark, Dean, Planning and Research Richard Greene, V.P. for Academic Affairs Karen Meyer, Recording Secretary Grady Pitts, Dean, Development Kathy Scott, Faculty Advisor

Chairman Charles Henson called the meeting to order at 7:03 p.m. Minutes were approved as distributed. Mr. Sitton requested that a portion of the sealed minutes of January 14, 1991 be placed into the general minutes. This section is as follows:

> "Mr. Grady Pitts informed Trustees that Johny and Abby Hildebrand have given Western Piedmont Foundation, Inc. a 414-acre tract of forest land on the edge of the south mountains. A press conference to announce the gift will be held next Wednesday on WPCC's campus. All Trustees were invited to attend the 12:00 noon luncheon in the Learning Resources Center Community Room, with the Hildebrands present."

A report from the Finance Committee was presented by Mr. Whalen. Mr. Whalen made a motion to accept proposed Budget Revisions S-28 - S-30. Ms. Childres seconded. Vote was unanimous in favor.

A report of the Buildings and Grounds Committee was made by Mr. Carr. He made a motion that the "Capital Improvement Needs Survey" be accepted and mailed to DCC. Mr. Sitton seconded. Vote was unanimous in favor. Mr. Carr also moved approval of revisions to "Regulations Governing Traffic and Parking of Motor Vehicles." Mr. Patton seconded. Mr. Sitton suggested that the judicial district court referred to in section 1-F be changed to "25-A." The vote was unanimous in favor of accepting the revised policy.

A report from the Personnel Committee was made by Ms. Childres. She moved the employment of Ms. Amy Ballantyne for the position of Director of Occupational/Community Service Programs. Mr. Whalen seconded. Discussion followed. The vote was unanimous in favor. Ms. Childres informed the Board that Mr. Shirley Smith, Coordinator of the Automotive Program, is planning to retire in February.

Ms. Childres then made a motion that the Trustees go into closed session to discuss other personnel matters. Mr. Gallagher seconded. The motion passed.

Upon reconvening, no action was required. Mr. Sitton made a motion that the minutes of the executive session be sealed. Ms. Childres seconded. The motion passed.

During the President's report, Dr. Richardson stated that the ACCT Southern Region Seminar is scheduled for May 30th - June 1st in Jacksonville, Florida. May 30th is also the date of WPCC's graduation. Ms. Childres asked about the possibility of a group of Trustees taking the van to the conference. Trustees are to let Ms. Meyer in the President's Office know if they are interested in attending the conference.

Dr. Richardson distributed copies of Robert W. Scott's letter of response to Mr. Henson regarding recommendations from "Visions of the Future: 2001." He also distributed updated inserts for Policy Manuals. Upon inquiry into the management of other, comparable college bookstores, it had been found that a mark-up of 20 - 30% was the average. Dr. Richardson said that he and the vice presidents had met with Dr. Carlos Hicks and members of his staff today to discuss issues pertaining to WPCC and the public schools. These topics included the elimination of the automotive program as it currently exists and replacing it with a revised program, which would combine resources from both the College and Freedom High School. The space now used for the automotive program would probably be used by the Civil Engineering Program.

Dr. Richardson also distributed forms to be completed in the event that any of the Trustees need to rent a cap and gown from the Bookstore for graduation. These forms need to be completed and returned to Ms. Meyer in the President's Office. Dr. Richardson also said that Ms. Childres and Mr. Fullwood would be attending the National Legislative Seminar in Washington, D.C. on February 23 - 24th.

In the Chairman's Report, Mr. Henson reminded Trustees to complete the Self-Evaluation form and return it to him. He praised the administration and staff of WPCC for the accomplishments of WPCC. He also commented on the methodical growth that the College has seen, the acceptance and reputation within the community and the sound financial record. He mentioned the exceptionally clean audit reports, the facilities, and the fact that WPCC has a good reputation state-wide. He thanked the administration and staff.

Mr. Henson said that, in the future, he wants to invite Deans and Department Heads to Trustee meetings. He asked that the Trustees be receptive to their reports and, in the event of particular problems, these should be addressed to the senior administration.

Ms. Bumgarner reported that the SGA will be sponsoring the Bloodmobile in G-23 on February 7, 1991 from 9:00 a.m. - 2:00 p.m. and encouraged Trustees to stop by and donate.

Mr. Sitton proposed that a letter be written to the Western Piedmont Foundation, complimenting them on the production of the Art Ferrante concert. Dr. Richardson complimented Mr. Pitts for his role in the recent accomplishments of the Foundation. He also mentioned that a thank you letter had been written to Mr. Poteat at the News-Herald for his recent editorial regarding Hildebrand Forest.

As there was no further business, Ms. Childres made a motion to adjourn. Mr. Gallagher seconded. Vote was unanimous, and the meeting adjourned at 8:02 p.m.

Charles T. Henson, Chairman

Karen A. Meyer, Recording Secretary

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

March 25, 1991

The Trustees of Western Piedmont Community College met at 7:00 p.m. in the Community Room of the Phifer Learning Resources Center.

MEMBERS PRESENT:	Charles T. Henson, Chairman Robert P. Carr Elsie H. Childres Allen W. Fullwood Charles B. Gallagher, Jr. Helen McDowell J. R. Simpson, II Linda S. Wall Sue Bumgarner, SGA President (ex officio)
MEMBERS ABSENT:	Roger F. Golightly Frank C. Patton, Jr. Claude S. Sitton Fred Whalen
OTHERS PRESENT:	Jim A. Richardson, President Ken Clark, V. P. for Administrative Services Larry Clark, Dean, Planning and Research Larry Garrison, Director, Financial Aid Richard Greene, V. P. for Academic Affairs Billie A. Meeks, Dean, Student Services Karen Meyer, Recording Secretary Grady Pitts, Dean, Development

Chairman Henson called the meeting to order at 7:00 p.m. Minutes were approved as distributed.

A report from the Finance Committee was given by Mr. Ken Clark, as delegated by the absence of Mr. Whalen, Chairman of that Committee. Mr. Clark first discussed the College Operations portion of the 1991-92 County Fund Budget Request, which is to be presented to the County Commissioners. Mr. Fullwood moved that this portion of the budget be submitted to the County as presented. Ms. Childres seconded the motion. Discussion followed. The motion passed.

Mr. Ken Clark then discussed the Capital Improvement Project Request portion of the County Fund Budget Request and entertained questions. Mr. Gallagher moved that this portion of the budget be submitted to the County as presented. Mr. Fullwood seconded. Discussion followed. The motion passed.

Ms. Childres moved that the board go into executive session for a personnel issue. Mr. Carr seconded. The motion passed.

Upon reconvening in open session, Mr. Ken Clark discussed the County Fund Budget Request for the Senior Center. Mr. Gallagher moved that the 1991-92 Morganton-Burke Senior Center County Fund Budget Request be submitted to the County as proposed and that dialogue be established with the County to discuss the operation of the Senior Center. Ms. Childres seconded. Discussion followed. The motion passed.

Mr. Henson asked that Mr. Gallagher chair a subcommittee which will conduct a review of operations at the Senior Center. He also appointed Ms. McDowell and Mr. Sitton to serve on this Committee.

Ms. Childres gave the report of the Personnel Committee, which included a list of Educational Leave Requests submitted by faculty and staff. She moved that the Educational Leave Requests be granted as submitted, with the exception of omitting the Winter and Spring Quarters from Martha McDougal Norton's request. Discussion followed. Ms. McDowell seconded. The motion passed.

Mr. Henson gave the Chairman's report. He had received the Trustees' Self-Evaluation Survey and compiled the information. This information was presented to the Trustees. He informed the board of a teleconference for Trustees which will be aired on April 23, 1991. The ACCT Southern Region Seminar will be held May 30th - June 1st at the Omni Jacksonville Hotel in Jacksonville, Florida. Trustees from WPCC plan to travel with trustees from Surry Community College in the WPCC van. Mr. Pitts will drive. Trustees need to let Mr. Pitts know if they are planning to go. This seminar coincides with WPCC's graduation, which will also be May 30th. If caps and gowns are needed, please let the President's Office know so that arrangements can be made. A second graduation will be held on August 16th for those students who complete their studies during the summer session.

In the President's report, Dr. Richardson said that the College has been closely monitoring occurrences in Raleigh concerning the budget. The College anticipates surviving budget cuts without any layoffs of faculty or staff.

Dr. Richardson then introduced Ms. Billie Meeks, Dean of Student Services, and Mr. Larry Garrison, Director of Financial Aid. Ms. Meeks addressed the need for students' receiving financial aid at WPCC. Mr. Garrison distributed a packet of materials which included a 1990-91 Federal Student Aid Fact Sheet, a 1989-90 Financial Aid Report for WPCC, a list of WPCC Financial Aid Case Studies, a list of WPCC Scholarships, and a pamphlet regarding WPCC Financial Aid for 1990-91. Discussion followed.

Ms. Bumgarner invited the Trustees to visit the SGA Office at any time.

As there was no further business, Ms. Childres moved that the meeting be adjourned. Mr. Carr seconded the motion. The motion passed. The meeting was adjourned at 8:55 p.m.

Charles T. Henson

Charles T. Henson, Chairman

Karen A. Meyer

Karen A. Meyer, Recording Secretary

MINUTES

TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 13, 1991

The Trustees of Western Piedmont Community College met on May 13, 1991 at 7:00 p.m. in Room 100 of Phifer Learning Resources Center.

MEMBERS PRESENT:	Charles T. Henson, Chairman Robert P. Carr Helen McDowell Frank C. Patton, Jr. J. R. Simpson, II Fred Whalen Sue Bumgarner, ex officio
MEMBERS ABSENT:	Elsie Childres Allen W. Fullwood Charles B. Gallagher, Jr. Roger F. Golightly Claude S. Sitton Linda S. Wall
OTHERS PRESENT:	Jim A. Richardson, President Ken Clark, V. P. for Administrative Services Larry Clark, Dean, Planning and Research Richard Greene, V. P. for Academic Affairs Karen Meyer, Recording Secretary Grady Pitts, Dean, Development Office Kathy Scott, Faculty Advisor

The meeting was called to order at 7:15 p.m. However, in the absence of a quorum, no action was taken on any of the reports received.

Mr. Carr gave the report of the Buildings and Grounds Committee for information: a policy on the ownership and sale of complimentary textbooks and a campus-wide No Smoking Policy. Ms. Bumgarner is to furnish copies of a student survey on the proposed No Smoking Policy. The Buildings and Grounds Committee repeated its suggestion that G - Building be named Hildebrand Hall.

Mr. Whalen, Chair of the Finance Committee, discussed the proposed check cashing policy.

Information from Chairman Henson for the Personnel Committee included a discussion of the President's Annual Evaluation. The State Board must be notified by June 30th that the evaluation has been completed. Trustees agreed that last year's form would be used again this year. The President's Office will mail these forms to the Trustees as soon as possible for their response. Completed forms should be returned within one week of receipt. Mr. Henson will then meet with the Executive Committee to review the responses.

Mr. Greene informed the Trustees that Ms. Sharon Becker, nursing instructor, has submitted her resignation effective, May 30, 1991. The College is currently recruiting for positions in Civil Engineering and Chemistry. Interviews for these positions are scheduled for the last of this month.

During the President's report, Dr. Richardson distributed a calendar of the SACS Self-Study for 1991-93 and announced the following events:

May 14th	Legislative Day Raleigh, North Carolina
May 17th	Basic Law Enforcement Training Graduation
May 22nd	Student Awards Day at WPCC
May 28th	Nursing Graduation/Pinning Ceremony 7:30 p.m.
May 30th	WPCC Graduation at CoMMA 7:00 p.m.
May 30th - June 1st	ACCT Southern Region Seminar Jacksonville, Florida
June 1st and 2nd	Burke County Project Graduation
June 12th	First Retirement Ceremony, 2:30 - 3:30 p.m. (for Mr. Dude Shuffler, Mr. Shirley Smith, Mr. Al Setzer, Mr. Fred Acuff, and Mr. Harold Olsen.)

Dr. Richardson also discussed and circulated signed petitions he received regarding naming the firing range for the late Steve Hoyle. This issue will be taken up with the Buildings and Grounds Committee. Dr. Richardson also discussed proposed state budget cuts and said that, at this time, the College does not feel that the cuts will seriously hurt operations.

Ms. Bumgarner invited the Trustees to attend a pre-graduation luncheon which will be held at CoMMA on May 29th, 12:00 - 1:15 p.m.

Mr. Henson announced that an ad hoc committee had met to discuss a student grievance. The committee consists of Mr. Henson, Mr. Carr, Ms. Childres, Ms. McDowell, and Ms. Wall. They met in closed session on April 18, 1991 and plan to meet again to further discuss this matter. This committee will report back and bring a recommendation to the full board at a later time.

Mr. Henson also suggested that Trustees should notify him of planned absences to avoid scheduling meetings without a quorum.

The meeting ended at 7:45 p.m. The next meeting is scheduled for June 3, 1991.

Charles T. Henson, Chairman

Karen A. Meyer

Karen A. Meyer, Recording Secretary

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 3, 1991

The Trustees of Western Piedmont Community College met at 7:00 p.m. in Room 120 of the Phifer Learning Resources Center.

MEMBERS PRESENT:	Charles T. Henson, Chairman Robert P. Carr Elsie H. Childres Allen W. Fullwood Roger F. Golightly Helen McDowell Frank C. Patton, Jr.
MEMBERS ABSENT:	Charles B. Gallagher, Jr. Claude S. Sitton J. R. Simpson, II Linda S. Wall Fred Whalen
OTHERS PRESENT:	Dr. Jim A. Richardson, President Sue Bumgarner, former SGA President Ken Clark, V. P. for Administrative Services Larry Clark, Dean, Planning and Research Richard Greene, V. P. for Academic Affairs Karen Meyer, Recording Secretary Grady Pitts, Dean, Development

Declaring a quorum present, Chairman Henson called the meeting to order at 7:05 p.m. Mr. Patton moved that the minutes of the March 25, 1991 and May 13, 1991 meetings be approved, with Mr. Fullwood seconding. The motion was approved unanimously.

A report from the Buildings and Grounds Committee was given by Mr. Carr. Mr. Carr moved that the "Policy on the Ownership and Sale of Complimentary Textbooks" be approved. Mr. Patton seconded. The motion was approved unanimously. Mr. Carr then moved that the minutes of the Executive Session of March 25, 1991 be unsealed regarding the naming of G - Building. Mr. Patton seconded. With no objection, Mr. Carr moved that G - Building be named Hildebrand Hall in honor of Johny E. and Abby Seals Hildebrand. Mr. Fullwood seconded. The motion was approved unanimously. Mr. Pitts announced that the dedication of Hildebrand Hall will be June 14, 1991 at 10:00 a.m.

Mr. Carr informed the Board that the Buildings and Grounds Committee had reviewed a Non-Smoking Policy and, at this time, submit the Policy for consideration by the full Board. Copies of the proposed Policy were distributed to Trustees for their consideration and review. Two SGA surveys on smoking were also distributed for review. The proposal will be voted on by the full Board at a later date.

In Mr. Whalen's absence, Mr. Ken Clark gave the report of the Finance Committee. Mr. Patton moved that the "Check Acceptance/Cashing Policy" for The Book Cellar and the Business Office be approved. Ms. Childres seconded. The motion was approved unanimously. Mr. Ken Clark also discussed the Budget Reversion of Equipment Funds. Mr. Patton moved that the Budget Reversion be approved. Mr. Fullwood seconded. The motion passed. Schedules of State Current Fund Budget and Expense and of County Current Fund Budget and Expense as of 5/31/91 were distributed by Mr. Ken Clark for information. Discussion followed.

The report of the Personnel Committee was given by Ms. Childres. An appointment nomination for Ms. Stacey A. Johnson was distributed. The Personnel Committee recommended the appointment of Ms. Johnson for the position of Instructor in Chemistry, pending completion of her Master's degree prior to employment. Ms. Childres moved that the appointment of Ms. Johnson be approved, with Mr. Carr seconding. The motion was approved unanimously. Mr. Greene informed the Trustees that the College is currently recruiting for three positions -- Paralegal Instructor, Nursing Instructor, and Civil Engineering Instructor. In addition, he mentioned that on June 12th, 1991, there will be a retirement party to recognize five employees who are retiring -- Mr. Fred Acuff, Mr. Harold P. Olsen, Mr. Albert P. Setzer, Mr. Bill R. (Dude) Shuffler, and Mr. Shirley A. Smith.

Ms. Childres, Ms. McDowell, and Mr. Fullwood gave reports on the ACCT Southern Region Seminar which they attended in Jacksonville, Florida May 30th - June 2nd. Ms. Childres announced the date of the next ACCT Regional Seminar, which will be May 28th - 30th, 1992, and encouraged Trustees to attend.

During the President's Report, Dr. Richardson distributed a "Mission and Goals Survey" for Trustees to complete as part of the College's Self-Study. The Survey should be returned to the President's Office as soon as possible. Dr. Richardson also discussed the following items: Spring Graduation was held May 30th; Summer Graduation will be held August 16th; Project Graduation was held on campus on June 1, 1991, with approximately 178 area 1991 high school graduates; Fall applications to WPCC have increased 6% from this time last year; and, a new SGA President, Ms. Wendy Pascal, has been elected. Dr. Richardson acknowledged Ms. Bumgarner and the excellent job which she has done this year as SGA President. Dr. Richardson then mentioned that the Master Facilities Plan is nearing completion by Robert B. Salsbury Associates, P.A.

In the Chairman's Report, Mr. Henson expressed appreciation to Ms. Bumgarner for her participation at Trustees' meetings during her term of office as SGA President. Mr. Henson announced that he has been reappointed by the County Commissioners for a four-year term as a Trustee. He announced that the next meeting will be August 5, 1991, at which time he will appoint a nominating committee for election of new officers in September. Mr. Henson also said that, at this time, he had only received seven President Evaluations and that he needed the remaining five as soon as possible. These evaluations are due by Friday, June 7, 1991.

Mr. Henson reported on the ad hoc committee formed to hear a student appeal. This committee consisted of Mr. Henson, Ms. Childres, Mr. Carr, Ms. Wall and Ms. McDowell. Therefore, Mr. Henson called for a motion to go into executive session for further discussion of the hearing. Ms. Childres made the motion, with Mr. Carr seconding. The motion was approved unanimously.

Upon returning to open session, Mr. Fullwood moved that the full Board vote in favor of the ad hoc committee's recommendation to deny the student's appeal for a grade change and that no further action be taken. Mr. Patton seconded. The motion was approved unanimously.

Other announcements included the following: Mr. Fullwood announced that Ms. Sherita Mahoney, Director of the Cooperative Education Program, had been recently hospitalized. Dr. Richardson informed the Board of the arrangement with Isothermal Community College to share Visiting Artist Cathleen Deal during 1991-92. Ms. McDowell said farewell to the Board, since her term ends at the end of June. She asked that the Trustees remember that "the product is the student." Mr. Henson expressed his appreciation to Ms. McDowell on behalf of the Trustees and invited her to return as a guest any time. Mr. Fullwood also expressed his appreciation for serving as a Trustee, although he has not heard about his opportunity for reappointment.

As there was no further business, the meeting adjourned at 8:47 p.m.

Charles T. Henson

Charles T. Henson, Chairman

Karen A. Meyer

Karen A. Meyer, Recording Secretary

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JULY 17, 1991

A special called meeting for the purpose of reviewing and accepting bids for the renovation of Moore Hall was held at 12:00 noon on Wednesday, July 17, 1991 in HH-23 (formerly G-23).

MEMBERS PRESENT:	Charles T. Henson, Chairperson Robert P. Carr Elsie H. Childres Roger F. Golightly Nettie McIntosh J. R. Simpson Fred Whalen
MEMBERS ABSENT:	Charles B. Gallagher Frank C. Patton Claude S. Sitton Linda S. Wall
OTHERS PRESENT:	Jim A. Richardson, President Rae Beasley, THE NEWS-HERALD Ken Clark, Vice President for Administrative Larry Clark, Dean, Planning and Research Richard Greene, Vice President for Academic Grady Pitts, Dean, Office of Development Karen Meyer, Recording Secretary

Mr. Henson called the meeting to order at 12:05 p.m. He welcomed Ms. Nettie McIntosh, recently appointed as Trustee by the Board of Education, and Ms. Rae Beasley, reporter from THE NEWS-HERALD.

A copy of a letter to Mr. Ken Clark from Mr. Robert Salsbury, AIA regarding bids for the renovation of Moore Hall was distributed. Mr. Clark discussed the letter and reported on the bids which had been received. Ms. Childres moved that the low bids be accepted with the addition of Option 1 to replace overhead lights. Mr. Whalen seconded. Discussion followed. The motion passed unanimously.

As there was no further business, Mr. Simpson moved that the meeting be adjourned. Ms. Childres seconded. The motion passed unanimously, and the meeting was adjourned at 12:35 p.m.

Charles T. Henson, Chairperson

Karen A. Meyer, Recording Secretary

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 14, 1991

A special called meeting for the purpose of voting on the appointment of a Coordinator/Instructor in Civil Engineering was held on June 14, 1991 at 11:15 a.m.

MEMBERS PRESENT:	Charles T. Henson, Chairman Elsie H. Childres Allen W. Fullwood Roger F. Golightly Helen McDowell Robert P. Carr J. R. Simpson, II Claude S. Sitton Linda S. Wall
MEMBERS ABSENT:	Charles B. Gallagher, Jr. Frank C. Patton, Jr. Fred Whalen Wendy Pascal, ex officio, SGA President
OTHERS PRESENT:	Jim A. Richardson, President Lisa Arnette, SGA Vice-President Larry Clark, Dean, Planning and Research Richard Greene, Vice-President, Academic Affairs Jack Huss, Dean, Natural Sciences and Engineering Karen Meyer, Recording Secretary

Chairman Henson called the meeting to order at 11:20 a.m. Ms. Childres moved that the Trustees meet in executive session to discuss personnel matters. Mr. Carr seconded. The motion passed unanimously.

Upon reconvening in open session, Ms. Childres moved that Mr. Richard A. Hessler be appointed as a full-time Coordinator/Instructor in Civil Engineering. Ms. McDowell seconded. The motion passed unanimously.

As there was no further business, Ms. Childres moved that the meeting be adjourned. Mr. Fullwood seconded. The motion passed unanimously, and the meeting was adjourned at 11:50 a.m.

Charles T. Henson

Charles T. Henson, Chairman

Karen Meyer

Karen Meyer, Recording Secretary

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 5, 1991

The Trustees of Western Piedmont Community College met at 7:00 p.m. in Room 120 of the Phifer Learning Resources Center.

TRUSTEES PRESENT:	Charles T. Henson, Chairperson Robert P. Carr Elsie H. Childres Charles B. Gallagher, Jr. Roger F. Golightly Jerry A. McMahon J. R. Simpson, II Claude S. Sitton Linda S. Wall Fred Whalen Wendy Pascal, SGA President, ex-officio
TRUSTEES ABSENT:	Nettie McIntosh Frank C. Patton, Jr.
OTHERS PRESENT:	Jim A. Richardson, President Louise Austin, Director, Personnel Services Rae Beasley, Reporter, THE NEWS-HERALD Ken Clark, V. P. for Administrative Services Richard Greene, V. P. for Academic Affairs Karen Meyer, Recording Secretary Grady R. Pitts, Dean, Development David Puckett, Dean, Business Technologies

Mr. Henson called the meeting to order at 7:03 p.m. He welcomed Mr. McMahon, recently appointed Trustee by the Governor, and Ms. Pascal, the SGA President for 1991-92. He announced the appointments of Mr. McMahon to the Buildings and Grounds Committee and Ms. McIntosh to the Personnel Committee.

Mr. Whalen moved that the minutes of the June 3, 1991; June 14, 1991; and July 17, 1991 meetings be approved. Ms. Childres seconded. The motion passed.

The report of the **Finance Committee** was given by Mr. Whalen and included the following recommendations:

-- Mr. Whalen moved that the budget revisions be approved as presented. Mr. Sitton seconded. The motion passed.

-- Mr. Whalen moved that the Cash Management/Investment Policy be approved as presented. Mr. McMahon seconded. The motion passed.

-- Mr. Whalen moved that the policy for Use of Bookstore and Food Service Profits established last year remain unchanged. Mr. Sitton seconded. Discussion followed. Mr. Simpson moved to amend the motion to provide the sale of new and used books at cost. The motion died for lack of a second. Additional discussion followed. The question was called, and the original motion passed.

The report of the **Buildings and Grounds Committee** was given by Mr. Carr with the following recommendations:

-- Mr. Carr moved that the easement requested by the City of Morganton be granted. Ms. Childres seconded. Discussion followed. Trustees wanted the following three issues addressed by the College attorney: 1) the City's obligation to keep tract cleared of structures and vegetation; 2) an inquiry regarding if an environmental impact study was prepared; and 3) indemnification to the College by the City of Morganton should ruptures in the sewer line result in damages. Mr. Henson agreed to take responsibility for contacting the College attorney. The question was called, and the motion passed.

-- Mr. Carr moved that the Final Approval for Capital Improvement Report for the Department of Community Colleges be accepted as presented. Mr. Gallagher seconded. The motion passed.

-- Mr. Carr moved that the proposed Smoking Policy be approved as presented and announced September 1, 1991, for an effective date of January 1, 1992. Ms. Wall seconded. Following a lengthy discussion, Mr. Gallagher called for the question. The vote to call the question passed. The vote on the original motion passed as presented.

The report of the **Personnel Committee** was made by Ms. Childres with the following recommendations:

-- Ms. Childres moved that the changes in policy regarding employees' vacation and sick leave time charges be approved as presented. Mr. Carr seconded. The motion passed.

-- Ms. Childres moved that the Outstanding Staff Member Award be approved as presented. Mr. Sitton seconded. The motion passed.

Ms. Wall then moved to meet in executive session for the purpose of reviewing personnel matters. Mr. McMahon seconded. The motion passed.

Upon reconvening in open session, the following motions were made:

-- Ms. Childres moved that salary increases for Mr. Paul Daurelle and Mr. Tony Johnson be granted as stated in College policy for completion of additional degrees. Ms. Wall seconded. The motion passed.

-- Ms. Childres moved that a salary increase of 1% be awarded to Ms. Margaret Hampson and Ms. Debra Wilmesherr as an adjustment to their merit pay for last year. Mr. Gallagher seconded. Discussion followed. The motion passed.

-- Ms. Childres moved that salaries for all employees be maintained at the 1990-91 level as mandated by the State budget. Mr. Sitton seconded. Discussion followed. Mr. McMahon made a motion to postpone the question until the next meeting. Mr. Gallagher seconded. The motion did not pass. Additional discussion followed. The original motion was called and passed.

-- Ms. Childres moved that the appointment of Ms. Shirley Bridges-Owen to the position of Nursing Instructor be approved. Mr. Gallagher seconded. The motion passed.

-- Ms. Childres moved that the appointment of Ms. Leslie E. Stevens to the position of Paralegal Instructor be approved. Mr. Sitton seconded. The motion passed.

During the President's Report, Dr. Richardson discussed the following topics:

-- automotive program

-- impact of the state budget on courses at the Senior Center

-- Tech-Prep project with Burke County Schools

-- recent tuition increase

-- recent FTE/program audit

-- ACCT 22nd Annual Convention; Mississippi; October 16-19th

-- Summer Graduation -- Friday, August 16th

Rehearsal luncheon; Thursday, August 15th; 12:30 - 2:00 p.m.

During the Chairperson's Report, Mr. Henson appointed a nominating committee for 1991-92 Trustee officers consisting of Mr. Carr, Ms. Childres, and Mr. Sitton. This committee will present a slate of officers to be voted on at the September meeting.

Mr. Pitts asked that an executive session be held to discuss confidential matters regarding Western Piedmont Foundation, Inc. Ms. Childres made the motion. Mr. Carr seconded. The motion passed.

Upon reconvening in open session, Ms. Childres moved that the meeting be adjourned. Mr. Gallagher seconded. The motion passed. The meeting adjourned at 9:52 p.m.

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

SEPTEMBER 30, 1991

The Trustees of Western Piedmont Community College met at 5:15 p.m. in Room 120 of the Phifer Learning Resources Center.

TRUSTEES PRESENT:	Charles T. Henson, Chair Robert P. Carr Elsie H. Childres Roger F. Golightly Nettie McIntosh James Reid Simpson Claude S. Sitton Linda S. Wall Frank Patton, Jr. Wendy Pascal, SGA President, ex-officio
TRUSTEES ABSENT:	Charles B. Gallagher, Jr. Jerry A. McMahon Fred Whalen
OTHERS PRESENT:	Jim A. Richardson, President Ken Clark, V. P. for Administrative Services Richard Greene, V. P. for Academic Affairs Larry Clark, Dean, Planning and Research Robert Salsbury, Architect Don Stewart, Architect Rae Beasley, Reporter, THE NEWS HERALD Patrice W. Craver, Recording Secretary

Mr. Henson called the Annual Meeting to order at 5:25 p.m. Excused absences were given to Mr. Whalen and Mr. McMahon.

Mr. Patton moved that the minutes of the August 5, 1991 meeting be approved. Mr. Carr seconded. The motion passed.

In Mr. Whalen's absence, the report of the **Finance Committee** was given by Mr. Ken Clark. Following discussion, Mr. Patton moved that the Annual Budget be approved. Ms. Wall seconded. The motion passed.

Mr. Clark then presented the required budget revisions to the annual budget. Following discussion, Ms. Wall made a motion to approve the Budget Revisions. Mr. Carr seconded. The motion passed.

Mr. Clark then presented the Budget Resolution required by the state. Following discussion, Mr. Patton moved to approve the Budget Resolution. Ms. Wall seconded. The motion passed.

The report of the **Buildings and Grounds Committee** was given by Mr. Carr with Mr. Salsbury and Mr. Larry Clark explaining the Campus Master Plan. Mr. Carr made a motion to adopt the Campus Master Plan as presented. Ms. Childres seconded. The motion passed.

In the report of the **Personnel Committee**, Ms. Childres made a motion to grant retired instructor Mr. Harold Olsen Faculty-Emeritus Status in the Division of Natural Sciences and Engineering. Mr. Patton seconded. The motion passed.

Mr. Greene reported that the following positions are vacant: Dean of Students, Computer Lab Coordinator, Therapeutic Recreation Instructor, and Librarian.

In the Chairman's Report, Mr. Henson announced that the next Trustees' meeting will be November 4, 1991 at 5:15 p.m. Mr. Henson announced that the Resolutions of Appreciation and plaques are ready for Mr. Allen Fullwood and Mrs. Helen McDowell and will be delivered to them. Mr. Sitton asked that Mr. Fullwood be recognized for his active participation on the state, regional and national levels while a Trustee of Western Piedmont Community College.

Mr. Sitton reported that the Nominating Committee recommends that the Trustees maintain the same officers for 1991-92. Mr. Sitton made a motion that Mr. Henson be elected as chairman. Ms. Childres seconded. The motion passed.

Mr. Sitton made a motion to elect Mr. Patton as vice-chair and Ms. Wall as secretary. Ms. Childres seconded. Mr. Simpson moved that they be elected by acclamation. Ms. Childres seconded the motion. The motion passed.

During the President's Report, Dr. Richardson explained that surplus equipment on campus has become a serious problem. He asked for permission to hold an auction on October 26, 1991. Mr. Carr moved approval of the sale. Ms. Childres seconded. The motion passed.

President Richardson explained that on Thursday, October 3, 1991 the State Community College Board can approve our request to re-roof Patton Hall if the Trustees can approve the bid openings on Thursday also. Mr. Patton made a motion to have the lowest bid accepted by Dr. Richardson on Thursday, October 3, 1991 for the re-roofing of Patton Hall if within budget. Ms. Childres seconded. The motion passed.

President Richardson distributed a copy of the Annual Report for the Phifer Learning Resources Center. The trip to the ACCT 22nd Annual Convention in Mississippi in October was discussed. Also discussed were the Trustee Orientation/Training programs held at Blue Ridge Community College and Caldwell Community College and Technical Institute.

Dr. Richardson announced that enrollment for Fall Quarter was over 2700 curriculum students. The Senator Sam J. Ervin, Jr. Constitutional Issues Seminar held September 26 - 27th was a success.

Mr. Patton moved that the meeting be adjourned. Mr. Carr seconded. The motion passed. The meeting adjourned at 6:50 p.m.

Charles T. Henson, Chairperson

Patrice W. Craver, Recording Secretary

MINUTES

OF

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

NOVEMBER 4, 1991

The Trustees of Western Piedmont Community College met at 5:15 p.m. in Room 120 of the Phifer Learning Resources Center.

MEMBERS PRESENT:	Charles T. Henson, Chairperson Robert P. Carr Roger F. Golightly Nettie McIntosh Jerry A. McMahon Frank C. Patton, Jr. J. R. Simpson, II Linda S. Wall Fred Whalen
MEMBERS ABSENT:	Elsie H. Childres Charles B. Gallagher, Jr. Claude S. Sitton Wendy Pascal, ex officio
OTHERS PRESENT:	Jim A. Richardson, President Ken Clark, V. P. for Administrative Services Larry Clark, Dean, Planning and Research Grady R. Pitts, Dean, Development Rae Beasley, Reporter, THE NEWS-HERALD

Mr. Henson called the meeting to order at 5:15 p.m. Mr. Patton moved that the reading of the minutes of the September 30, 1991 meeting be dispensed and the minutes be approved as written. Ms. Wall seconded. The motion passed.

Mr. Henson reported that the absences of Ms. Childres, Mr. Gallagher, and Mr. Sitton are excused.

The report of the **Buildings and Grounds Committee** was given by Mr. Carr. The Buildings and Grounds Committee had met with County Manager Tom Robinson on October 16, 1991, at his request, to hear his proposal for a new County government complex to be located at the old swine farm of Broughton Hospital. Mr. Carr reported that the County wants the Trustees to review the proposal. Discussion focused on the impact this complex could have upon College operations and its Master Campus Plan. No action was taken.

The report of the **Finance Committee** was given by Mr. Whalen. He reported on four budget revision requests. Upon recommendation of the Finance Committee, the budget revision requests were approved.

There was no report from the **Personnel Committee.**

In the **Chairperson's Report**, Mr. Henson asked Ms. McIntosh and Mr. Whalen to discuss the ACCT 22nd Annual Convention which they attended recently. Mr. Henson reported on a meeting he attended in Raleigh regarding accountability and assessment.

In the **President's Report**, Dr. Richardson reported on the status of Moore Hall renovations and WPCC's Self-Study.

As there was no further business, the meeting was adjourned at 6:48 p.m.

_____

Charles T. Henson
Chairperson

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 2, 1991

The Trustees of Western Piedmont Community College met at 5:15 p.m. in Room 120 of the Phifer Learning Resources Center.

TRUSTEES PRESENT:	Charles T. Henson, Chair Elsie H. Childres Roger F. Golightly Nettie McIntosh Jerry A. McMahon Frank C. Patton, Jr. James Reid Simpson, II Claude S. Sitton Linda S. Wall Fred Whalen Wendy Pascal, SGA President, ex officio
TRUSTEES ABSENT:	Robert P. Carr Charles B. Gallagher, Jr.
OTHERS PRESENT:	Jim A. Richardson, President Ken Clark, V. P. for Administrative Services Richard Greene, V. P. for Academic Affairs Larry Clark, Dean, Planning and Research Grady R. Pitts, Dean, Development Rae Beasley, THE NEWS-HERALD

Mr. Henson called the meeting to order. Mr. Patton moved that the minutes of the November 4, 1991 meeting be approved. Ms. Childres seconded. The motion passed.

There was no report from the **Finance Committee.**

Ms. Childres gave the report of the **Personnel Committee.** She moved for the meeting to go into closed session to discuss personnel concerns. Mr. Patton seconded. The motion passed.

The Trustees reconvened in open session and the following motions were made:

-- Ms. Childres moved the approval of Mr. Jim Burnett to the position of Dean of Student Services. Mr. Sitton seconded. The motion passed. Mr. Simpson abstained.

-- Ms. Childres moved the approval of Mr. William Childers to the position of Computer Lab Coordinator. Mr. Whalen seconded. The motion passed.

-- Ms. Childres moved the approval of Ms. Cindy Konarski to the position of Coordinator/Instructor in Therapeutic Recreation. Mr. Whalen seconded. The motion passed.

-- Ms. Childres moved that part-time educational leave with pay be granted to Ms. Ann Giles from December 1, 1991 - May 1, 1992. Mr. Whalen seconded. The motion passed.

-- Ms. Childres moved that part-time educational leave with pay be granted to Ms. Martha McDougal-Norton from March 2, 1992 - May 25, 1992. Mr. Sitton seconded. The motion passed.

It was announced that Mr. David Puckett is the recipient of a Kellogg Fellowship. Ms. Childres moved that a letter of congratulations be sent to Mr. Puckett on behalf of the Trustees. Ms. Wall seconded. The motion passed.

There was no report from the **Buildings and Grounds Committee.**

In the **Chairman's Report**, statistics were given by Mr. Henson regarding the age of students and the percentage of women and minorities who are attending Western Piedmont.

In the **President's Report**, Dr. Richardson discussed a criminal justice program which may soon be started at Catawba Valley Community College (CVCC).

As there was no further business, Ms. Childres moved to adjourn. Mr. Golightly seconded. The motion passed, and the meeting was adjourned at 6:15 p.m.