Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JANUARY 29, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for December 11, 2000 **Nettie M. McIntosh**
Approval of Executive Committee Minutes for December 21, 2000

Report of the Finance Committee.....Charles T. Henson, Chair

* **Request for Budget Revisions S-24 through S-26**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

Report of the Personnel Committee.....Fred J. Whalen, Chair

* **Recommendation for Emeritus Status**

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

Trustee Evaluation.....Dr. Jeff Hockaday

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JANUARY 29, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, January 20, 2001 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Nettie M. McIntosh
Juleigh Sitton
Sandra C. Walker
Fred J. Whalen
Mark Martino, SGA President/Trustee
Charles T. Henson
Claude S. Sitton
Charles E. Taylor
Linda S. Wall

MEMBERS ABSENT: H. Ray Martinat
James D. Wilson

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP Administrative Services
Jim W. Burnett, VP Academic Affairs
Cynthia H. Callaway, VP Institutional Advancement
Raymond Goodfellow, Faculty/Staff Representative
Dereama K. Coffin, Recording Secretary

Elsie H. Childres, Chair called the meeting to order.

Minutes of the December 11, 2000 meeting were presented for approval. Nettie M. McIntosh made a motion the Minutes be approved as submitted. The motion was seconded by Juleigh Sitton and was passed unanimously.

Executive Committee minutes dated December 21, 2000 were also presented for Trustee consideration and ratification. Upon a motion by Nettie McIntosh and seconded by Fred J. Whalen, the actions of the Executive Committee on December 21, 2000 were unanimously ratified.

Charles T. Henson, Chair of the FINANCE COMMITTEE announced that the Committee did meet and recommend approval of budget revisions S-24 through S-26.

Following discussion relative to the justification for the revisions, Charles Henson made a motion to approve the revisions as presented. The motion was seconded by Claude S. Sitton and unanimously approved.

BUILDING AND GROUNDS COMMITTEE Chair, Robert P. Carr announced that the Committee did not have any business to report at this time.

PERSONNEL COMMITTEE Chair, Fred J. Whalen submitted a recommendation to confer "Dean Emeritus" status to Odell Witherspoon, retired Dean of Natural Sciences and Engineering. In recognition of his 33 years of dedicated service to the College, the honorary designation was unanimously recommended for approval by the Committee. Discussion followed regarding a commemorative plaque denoting "emeritus" honors.

On behalf of the Finance Committee, Fred Whalen made a motion to designate Odell Witherspoon as Dean Emeritus. The motion was seconded by Charles E. Taylor and unanimously approved.

Fred Whalen also announced that the Personnel and Finance Committees were reviewing the President's contract and will bring a recommendation to Trustees at the next monthly meeting.

President Jim A. Richardson was recognized for a update and reported on the following matters:

- Groundbreaking for Horticulture facility expansion is anticipated for late April or early May;

- Community college renovation and repair bond funds;

- Trustee involvement and participation in the community college centennial celebration and program being planned for March 22 at CoMMA. American Association of Community Colleges President, George Boggs will be keynote speaker for the event.

- Update on the relocation of the Western Carolina Center Exceptional Equestrian program;

- Reversion of 1.5% State funds;

- Reoccurrence of effervescence on Phifer building

The next regular monthly meeting of the Trustees was scheduled for Monday, March 5th at 5:15PM.

Chair, Elsie H. Childres proceeded with the meeting by introducing Dr. Jeff Hockady to conduct and facilitate the Trustee's first self-evaluation session. Elsie Childres thanked Trustees for their 100% participation in completing and returning the surveys prior to the meeting. It was the unanimous consensus of Trustees for College personnel to remain and participate in the Trustee Evaluation process.

Prior to reviewing the results of the self-evaluation, Dr. Hockaday spoke on emerging issues and trends in education and their significance to community colleges. He addressed such areas as advancement in technology, international/student body diversity; formation of alliances with 4-year colleges and universities to offer baccalaureate and masters degree programs; business/industry self-supporting classes, "middle college" movement, and administrative/senior level personnel shortages.

A review of each item, noting Trustee response tabulations followed, with Dr. Hockaday Trustees, and College personnel openly discussing the responses and their opinions. As indicated by the responses, the evaluation evidenced positive feedback regarding harmony as a governing Board and in their working relationships with College administrators, faculty and staff. Two areas in which the Trustees expressed a desire for improvement were: (1) establishing a more formal plan of setting long-range, comprehensive goals for the Board, College and the President; and (2) enhanced Trustee involvement in College activities. Procedures for establishing and refining long-range, measurable goals, and suggestions relative to Trustee participation in College activities were discussed at length. Candid responses from Trustees indicated that several statements on the survey form were not clear and should be revised prior to the next evaluation session.

Dr. Hockaday complimented the Trustees for the positive self-evaluation and their willingness to assess the Board's performance and effectiveness, as a group.

Draft copies of the College's revised POLICY MANUAL were distributed for review prior to the next Trustee meeting. A list highlighting specific changes will be forwarded to Trustees in their weekly information packets.

There being no further business, the meeting was adjourned.

_____
Elsie H. Childres, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 5, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for January 29, 2001 Nettie M. McIntosh, Secretary

Report of the Finance Committee.....Charles T. Henson, Chair

* **Requests for Budget Revisions S-27 through S-30**
* **2001-02 County Fund Budget Request**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

* **Lighting Retrofits/NCCCS 3-2**
* HVAC Renovation Designer Recommendation

Report of the Personnel Committee.....Fred J. Whalen, Chair

* **Contract of Employment**

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

* **POLICY MANUAL Revisions**
* **Long-Range Planning Goals**

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 5, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, March 5, 2001 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Claude S. Sitton
Charles E. Taylor
Linda S. Wall
James D. Wilson
Mark Martino, SGA President/Trustee
Charles T. Henson
Juleigh Sitton
Sandra C. Walker
Fred J. Whalen

MEMBERS ABSENT: H. Ray Martinat, Jr.
Nettie M. McIntosh

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP Administrative Services
Cynthia H. Callaway, VP Institutional Advancement
Raymond Goodfellow, Faculty/Staff Representative
Dereama K. Coffin, Recording Secretary

Elsie H. Childres called the regular monthly meeting of the Trustees of Western Piedmont Community College to order.

In the absence of Nettie M. McIntosh, Elsie Childres presented the Minutes of January 29, 2001 for consideration. Upon a motion by Linda S. Wall and seconded by Juleigh Sitton, the Minutes were unanimously approved as presented.

FINANCE COMMITTEE Chair, Charles T. Henson presented budget resolutions S-27 through S-30 for approval. On the recommendation of the Finance Committee, Charles Henson moved that budget revisions S-27 through S-30 be approved. The motion was seconded by Linda Wall and unanimously approved.

The *Current Operations and Capital Outlay Budget Plan for 2001-02* was presented. As outlined in the document, the County Fund Operating Budget totaled $1,498,310, representative of a funding increase of $123,310, or 9.0% from the previous year. The capital outlay portion

of the budget request included $1.5M for the construction of a multi-purpose facility to be located on the agricultural campus. The 2001-02 County Fund Budget Request totaled $2,998,310. Discussion pertaining to the items included in the operating budget increase followed.

On the recommendation of the Finance Committee, Charles Henson presented a motion to approve the annual budget plan for fiscal year 2001-02 outlining the College's financial and operational plan. The motion was seconded by Jim D. Wilson. Discussion followed regarding the deferred maintenance needs of the College. There being no further questions, the motion was unanimously approved.

Robert P. Carr, Chair of the BUILDING AND GROUNDS COMMITTEE presented the final approval document for the lighting retrofit project. Seven bids/proposals were submitted for the project, verifying Pepco Energy Services as the lowest bidder at $162,644.33.

Following discussion, Robert Carr made a motion to accept the Pepco Energy Services bid and to authorize Malone McNeely to utilize project contingency funds for additional lighting or electrical problems that may arise during the course of the repair and renovation project. The motion was seconded by Fred J. Whalen and unanimously approved by Trustees.

Robert Carr also presented a recommendation to authorize Gary Smith of Sutton-Kennerly Associates to design the heating and cooling specifications for the HVAC renovation project. It was noted that since the project falls under the State contract threshold of $250,000, prior approval from the State is not required.

Robert Carr made a motion to approve Sutton-Kennerly Associates to design the specifications for the HVAC renovations. The motion was seconded by Charles E. Taylor and unanimously approved.

Discussion followed pertaining to scheduling a meeting with County Commissioners to further discuss the College's financial needs and the development of a partnership with the County for the proposed Appalachian State baccalaureate degree programs proposal. The consensus of the Trustees was to form a contingency of Trustees and College personnel to meet with the County Commissioners to discuss current and projected financial needs. It was agreed upon that Charles Henson, Robert Carr, Sandra Walker, Malone McNeely and Richard Greene would meet with the Commissioners to discuss County funding and support for pending and future capital needs for proposed growth and expansion of educational opportunities.

PERSONNEL COMMITTEE Chair, Fred J. Whalen made a motion to enter into Closed Session to negotiate a contract of employment. The motion was seconded by Juleigh Sitton and unanimously approved.

Upon returning to Open Session, Fred Whalen made a motion to accept the terms and conditions of the Contract of Employment for Jim A. Richardson, effective January 1, 2001, with the understanding that the contract be amended to include the signatures of the President and Secretary of Western Piedmont Foundation, Inc. The motion was seconded by Juleigh Sitton and unanimously approved by Trustees.

Elsie H. Childres recognized Juleigh Sitton to report to the Trustees on the NCACCT Law Seminar. Beneficial information acquired included a review of closed sessions by the NC Institute of Government, and information relative to the availability and schedule for distribution of bond monies.

POLICY MANUAL revisions distributed at the January 29, 2001 Trustee meeting were presented for discussion. Each Trustee was given a Draft copy of the proposed revised POLICY MANUAL and a detailed list of revisions, additions, deletions and changes at that meeting for examination and prior to approval.

There being no questions regarding the POLICY MANUAL revisions, a motion was made by Linda Wall to approve the comprehensive revisions as presented. The motion was seconded by Claude S. Sitton and unanimously approved by Trustees.

President Jim A. Richardson referred to a copy of the article he was asked to author for the NCACCT REVIEW communicating the importance of self-evaluations by Boards and the beneficial outcome achieved by the exercise. A revised list of Proposed Long-Range Planning Goals was also distributed to Trustees and will be discussed at a later meeting.

President Richardson reported to Trustees on faculty and staff meetings held recently to update College personnel on future expansion projects, availability of state bond funds, and the prospect of a local bond referendum. Input from faculty and staff was also solicited and incorporated into the Proposed Long-Range Planning Goals.

Other topics addressed by President Richardson included:

(1) Updated employee evaluation forms and instruction

(2) Postsecondary International Network (PIN) Faculty/Staff Exchange (Dick Hawes, Biology Instructor will visit Australia) and the PIN Global Leadership Conference (David Benner, Physical Education Instructor will attend as instructor)

(3) American Association of Community Colleges celebration, "A Century of Innovation" on March 22, 2001 at 6:30PM at CoMMA. RSVP President's Office.

(4) Phi Theta Kappa Pinning Ceremony on April 9, 2001. Trustee, Juleigh Sitton will be the guest speaker for the event.

(5) End-of-semester President's Cabinet Luncheon planned for April 2nd at Yanni's Restaurant. An invitation will be sent to each Trustee from student leaders.

Trustees were reminded to stop by the Information Highway room downstairs for a demonstration.

Before adjourning, Claude Sitton requested that Trustees stand and pause for a moment of silence in memory of the late H. D. Moretz, who was employed by the College from 1965 until his retirement in 1979. H. D. Moretz began his career at Western Piedmont as the Director of Adult Education and Community Services. During his 14 years of dedicated service to the College, he also served as Director of College Transfer Programs, Acting Dean of Instruction, Assistant to President, Dean of the College, and Acting Interim President. He was granted Dean Emeritus status in 1980.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

_____

Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 2, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for March 5, 2001 Nettie M. McIntosh, Secretary

Report of the Finance Committee.....Charles T. Henson, Chair

* **Request for Budget Revision S-31**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

* **Renovations and Repairs to Moore Hall and Patton Hall/NCCCS 3-2**

Report of the Personnel Committee.....Fred J. Whalen, Chair

* Request for Educational Leave (Kim Havens)

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 2, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, April 2, 2001 at 5:15PM in the Graham Hoyle Community Room.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Claude S. Sitton
Charles E. Taylor
Linda S. Wall
James D. Wilson
Mark Martino, SGA President/Trustee
Charles T. Henson
Juleigh Sitton
Sandra C. Walker
Fred J. Whalen

TRUSTEES ABSENT: H. Ray Martinat
Nettie M. McIntosh

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP for Administrative Services
Jim W. Burnett, VP for Academic Affairs
Cynthia H. Callaway, VP Institutional Advancement
Raymond Goodfellow, Faculty/Staff Representative
Dereama K. Coffin, Recording Secretary

The regular monthly meeting of the Trustees of Western Piedmont Community College was called to order by Elsie H. Childres, Chair.

Charles T. Henson, Chair of the FINANCE COMMITTEE reported that although the Committee did not meet, budget revision S-31 was being presented for Trustee approval.

Upon a motion by Charles Henson and seconded by Claude S. Sitton, Trustees unanimously approved budget revision S-31.

BUILDING AND GROUNDS COMMITTEE Chair, Robert P. Carr presented the final approval document for the renovations and repairs to Moore and Patton Hall. A letter of recommendation from Sutton-Kennerly & Associates on behalf of Lesco Restorations, Inc. was also distributed to Trustees for reference.

On the recommendation of the Building and Grounds Committee, Robert Carr made a motion to approve the final document (NCCCS 3-2) for the renovations and repairs to Moore Hall and Patton Hall. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

Malone McNeely was recognized to present the revised proposal for Sutton-Kennerly & Associates to provide engineering services for Phase I and II of the HVAC renovations project.

Following discussion, Robert Carr made a motion to accept the HVAC contract as presented by Sutton-Kennerly Associates. The motion was seconded by Charles Taylor and unanimously approved.

Robert Carr presented a motion to Trustees to send a letter to Burke County Commissioners requesting $50,000 in planning funds to hire an architect to develop preliminary drawings for a 25,000 square foot metal building. Claude Sitton seconded the motion. Following further discussion, the Trustees unanimously approved the motion.

Discussion followed regarding the old North Colony building located on Broughton Hospital property. Robert Carr made a motion to authorize the Building and Grounds Committee and administration to pursue further negotiations with Broughton Hospital for the transfer or equitable exchange of property. The motion was seconded by Juleigh Sitton and unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair, Fred J. Whalen reported the Committee had not met, however there was an Application for Educational Leave for Trustee consideration. As noted in the information sheet provided, Kim S. Havens requested a one week leave with pay to complete a graduate course in Community Counseling at Western Carolina University.

Fred Whalen made a motion to approve the education leave request as submitted by Kim S. Havens. The motion was seconded by Jim D. Wilson and unanimously approved by Trustees.

Elsie Childres presented the Minutes of the March 5, 2001 meeting for Trustee consideration. A motion for approval was made by Jim Wilson, seconded by Charles Taylor and unanimously approved by Trustees.

President Richardson announced that the speaker for the May 11, 2001 commencement will be North Carolina Community College System President, Martin Lancaster. Plans are being finalized for a dinner either prior to or following the ceremony. Trustees will be advised.

Juleigh Sitton will be the guest speaker for the Phi Theta Kappa Induction Ceremony on Monday, April 9th. Trustees were encouraged to attend.

President Richardson congratulated Mark Martino, Student Government Association President and Student Trustee on being accepted to the University of North Carolina at Chapel Hill.

Richard Greene shared correspondence received from the system office relative to a potential cash shortfall and information from the Office of State Budget, Planning, and Management regarding cash forecasts for May and June.

Vice President for Institutional Advancement, Cynthia H. Callaway reported on her first SACS Committee visit to a community college in Kentucky.

An announcement regarding the May meeting date will be made at a later date.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 14, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for April 2, 2001 Nettie M. McIntosh, Secretary

Report of the Finance Committee.....Charles T. Henson, Chair

* **Request for Budget Revision S-33**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

* **Horticulture Teaching Facility**
  Analysis of Project Costs and Funds Available

* **Greenhouse Addition/NCCCS 3-2**

Report of the Personnel Committee.....Fred J. Whalen, Chair

* **Request for Educational Leave**

Chairman's Report..... Elsie H. Childres

* President's Evaluation

President's Report..... Jim A. Richardson

* **FTE Program Audit for Spring 1999 through Spring 2000**

* **Proposed Long-Range Planning Goals**

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 14, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, May 14, 2001 at 5:15PM in the Graham Hoyle Community Room.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Nettie M. McIntosh
Juleigh Sitton
Sandra C. Walker
James D. Wilson
Charles T. Henson
Claude S. Sitton
Charles E. Taylor
Fred J. Whalen
Mark A. Martino, SGA President/Student Trustee

MEMBERS ABSENT: Linda S. Wall, H. Ray Martinat, Jr.

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP Administrative Services
Jim W. Burnett, VP Academic Affairs
Cynthia H. Callaway, VP Institutional Advancement
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Elsie H. Childres called the meeting of the Trustees of Western Piedmont Community College to order.

Upon a motion by Nettie M. McIntosh and seconded by Charles E. Taylor, the Minutes of the April 2, 2001 were unanimously approved as presented.

FINANCE COMMITTEE Chair, Charles T. Henson presented budget revision S-33 for Trustee consideration. The purpose of the revision was to distribute $795 in revenues from the sale of live plants by the horticulture classes.

Upon a motion by Charles Henson and seconded by James D. Wilson, Trustees unanimously approved budget revision S-33 as presented.

Robert P. Carr, Chair of the BUILDING AND GROUNDS COMMITTEE recognized C. Malone McNeely to explain form NCCCS 3-2 pertinent to the expansion of the main Greenhouse. The 2,000 square foot addition includes two classrooms, two offices, and a large

work area for horticulture classes. The addition will also allow for expansion of the Light Construction and Welding programs. The document noted a total project cost of $302,280, with Elmore Construction of Catawba, NC being the lowest bidder for the project, at $267,700. Discussion followed relative to the six bids received on April 23rd and the favorable references obtained on behalf of Elmore Construction.

Following discussion and on the recommendation of the Building and Grounds Committee, Robert Carr made a motion to recommend approval of NCCCS 3-2. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

A review of the costs for the Horticulture Teaching Facility followed. Malone McNeely reviewed the costs paid to date, funds on hand, balance obligated by Western Piedmont Foundation, Inc., and other potential revenue sources, including outstanding pledges and the transfer of funds from completed projects. The adjusted balance owed from all sources totaled $10,441. In that all funds are not immediately available, discussion followed relative to requesting the Foundation to commit to funding the projected balance of $105,083 that will be owed.

A recommendation in the form of a motion was made by Robert Carr to request that Western Piedmont Foundation, Inc. underwrite the current obligated balance totaling $105,083. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE presented a Request for Educational Leave on behalf of Nancy Norris. As noted in the information provided, she is seeking a Master's degree in Computer Science at Appalachian State University.

Upon a motion by Fred Whalen and seconded by Nettie M. McIntosh, the Trustees unanimously approved the educational leave request for Nancy Norris.

Elsie Childres commended Jim W. Burnett on receiving the Alumnus of the Year award at graduation and thanked the Trustees for participating in the commencement exercise. Mark Martino, thanked Trustees for their guidance and support during his tenure as SGA President and Student Trustee.

Chairperson Childres announced that the annual evaluation of the President has been satisfactorily completed, noting all responses were positive. Proper notification will be made to the North Carolina Community College System office.

As required by the State Board of Community Colleges, President Jim A. Richardson noted that a copy of the Spring 1999 through Spring 2000 FTE Audit Report was included in the Trustees reports, certifying "no audit exceptions or concerns identified for the classes reviewed." The report was accepted as presented.

President Richardson addressed the list of Proposed Long-Range Planning Goals originally introduced at the March meeting for Trustee review. The goals were an outcome of the Trustee self-evaluation session in January and subsequent division meetings with faculty and staff. The goals were discussed, noting that modifications can be made as the goals are refined.

Upon a motion by Jim Wilson and seconded by Nettie McIntosh, the Trustees unanimously approved the long-range planning goals.

Other topics addressed by President Richardson included:

* Meeting with Alan Thornburg, NC Board of Transportation
* Meeting with Dr. Iverson Riddle of Western Carolina Center
* 2001 Spring Commencement exercise and activities/Dinner with NCCCS President Martin Lancaster
* Visiting New Zealand professor, Dr. Barbara Dolamore
* 17th Annual Western Piedmont Foundation, Inc. Golf Tournament
* May 18th Mexican Fiesta

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 11, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for May 14, 2001 Nettie M. McIntosh, Secretary

Report of the Finance Committee.....Charles T. Henson, Chair

* **Request for Budget Revision S-34**
* **Travel Authorization for College President**
* **Uncollectible Accounts Receivable**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

Report of the Personnel Committee.....Fred J. Whalen, Chair

* **Appointment Nomination - Controller**

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 11, 2001

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, June 11, 2001 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Nettie M. McIntosh
Charles E. Taylor
Linda S. Wall
James D. Wilson
Charles T. Henson
Claude S. Sitton
Sandra C. Walker
Fred J. Whalen
Jeremy LeMaster, SGA President/Student Trustee

MEMBERS ABSENT: H. Ray Martinat, Jr.
Juleigh Sitton

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP Administrative Services
Jim W. Burnett, VP Academic Affairs
Cynthia H. Callaway, VP Institutional Advancement
Raymond Goodfellow, FACULTY/STAFF Representative
Dereama K. Coffin, Recording Secretary

Elsie H. Childres called the meeting to order. Jeremy LeMaster, the Student Government Association President and Student Trustee was welcomed to the meeting. He was officially sworn in as a Trustee on May 18, 2001 by the Assistant Clerk of Court.

Nettie M. McIntosh, Secretary moved that the Minutes of the May 14, 2001 meeting be approved as submitted. The motion was seconded by Sandra C. Walker and was passed unanimously.

Charles T. Henson, Chair of the FINANCE COMMITTEE introduced budget revision S-34, reversing previously approved S-23, 24, 29 and 31, pertaining to HB 275 and the purchase of instructional software.

Following discussion, Charles Henson made a motion to approve budget revision S-34. The motion was seconded by Claude S. Sitton and unanimously approved.

In accordance with Section 9 of the *Accounting Procedures Manual*, the Finance Committee presented a recommendation for the approval of a Travel Authorization for the President, July 1, 2001 through June 30, 2002. The blanket authorization may be secured on an annual basis to cover the fiscal year.

Upon a motion by Charles Henson and seconded by Charles E. Taylor, the Trustees unanimously approved the Travel Authorization for July 1, 2001 through June 30, 2002.

A request to write off an uncollectible account int he amount of $3.98 was presented for Trustee consideration. It was noted that write offs less than $25 require the approval of Trustees, and all efforts to collect the amount have been exhausted.

Charles Henson made a motion to approve the write off request. The motion was seconded by Jim D. Wilson and unanimously approved by Trustees.

Robert P. Carr, Chair of the BUILDING AND GROUNDS COMMITTEE announced the Committee did not meet and no report was available.

PERSONNEL COMMITTEE Chair, Fred J. Whalen presented a recommendation to approve the Appointment Nomination of Gerald A. Hyde for the Controller position. Previous accounting background and state auditor experience was discussed.

On behalf of the Personnel Committee, Fred Whalen made a motion to approve the nomination of Gerald Hyde. The motion was seconded by Jim Wilson and unanimously approved by Trustees.

President Richardson updated Trustees on the 2001-2002 community college State budget allocation and anticipated County funding for the coming year. Discussion followed relative to the original plan for the Continuing Education division relocation to the previously discussed City Hall location. Information was also shared on the formation of the "Coalition for Youth" program to deal with the increasing public school drop out rate in Burke County.

Cynthia H. Callaway distributed copies of the recently approved and revised College POLICY MANUAL. Malone McNeely reported that the electrical retrofit project is underway and lighting quality in the buildings is significant. Trustees were reminded of the GED Graduation scheduled for 7:00PM on June 13th at CoMMA. An announcement concerning the July meeting date will be made at a later date.

There being no further business, the meeting was adjourned.

_____
Elsie H. Childres, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

ANNUAL MEETING

SEPTEMBER 10, 2001

AGENDA

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for June 11, 2001 — **Nettie M. McIntosh, Secretary**
Minutes for August 2, 2001/Executive Committee

Report of the Finance Committee.....Charles T. Henson, Chair

- * **Request for Budget Revisions S-35 thru S-37 and C-1**
- * **Budget Report FY 2000-01 Ending June 30, 2001**
- * **Request for Approval of Cash Management Plan**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

- * **Request to Dispose of Capital Assets**
- * **Request for Approval of HVAC Contract/Phase II**
- * **Request for Approval of College Plan-*Historically Underutilized Businesses***
- (1) * **Moore-Patton Renovations-Change Order #1**
- (1) * **Horticulture Teaching Center-Change Order #1**

Report of the Personnel Committee.....Fred J. Whalen, Chair

Chairman's Report..... Elsie H. Childres

- * **Standing Committee Selection Forms/Temporary Committee Assignment**

President's Report..... Jim A. Richardson

- * **NC Board of Ethics Reports**
- * **Annual Review and Confirmation of *Mission Statement***

Report of the Nominating Committee and
Election of 2001-2002 Officers..... Charles E. Taylor, Chair

ADJOURNMENT

(1) **Documents to be distributed at meeting**

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

ANNUAL MEETING

SEPTEMBER 10, 2001

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Monday, September 10, 2001 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
David L. Campbell — Robert P. Carr
Charles T. Henson — Nettie M. McIntosh
Claude S. Sitton — Juleigh Sitton
Charles E. Taylor — Linda S. Wall
James D. Wilson
Jeremy LeMaster, SGA President/Student Trustee

TRUSTEES ABSENT: H. Ray Martinat, Jr. — Fred J. Whalen

OTHERS PRESENT: Richard N. Greene, Acting President/Executive Vice President
C. Malone McNeely, Vice President Administrative Services
Jim W. Burnett, Vice President Academic Affairs
Cynthia H. Callaway, Vice President Institutional Advancement
Diane Bartle, Faculty/Staff Representative
Dereama K. Coffin, Recording Secretary

Prior to calling the Annual Meeting to order, The Honorable Claude S. Sitton administered the Trustee oath to David L. Campbell. Mr. Campbell was appointed as a Trustee by the Burke County Board of Commissioners to serve a four year term.

Chair Elsie H. Childres, welcomed David Campbell as a newly appointed Trustee. Noting a quorum was present, the Annual Meeting was called to order.

The Minutes of the June 11, 2001 meeting were presented by Nettie M. McIntosh with a motion for approval. There being no corrections, additions or changes noted, the Minutes were unanimously approved, following a second by Claude S. Sitton.

The Minutes of the August 2, 2001 Executive Committee were also presented for approval. It was noted that copies of the Executive Committee Minutes were mailed to Trustees. The Trustees unanimously ratified the actions of the Executive Committee on August 2, 2001. following a motion by Claude Sitton and a second by Charles E. Taylor.

Chair, Elsie Childres moved that the August 6, 2001 action of the Executive Committee also be ratified. As reported, the Executive Committee unanimously approved Richard N. Greene to serve as Acting President during the medical leave and absence of President, Jim A. Richardson. The August 6, 2001 action of the Executive Committee was unanimously approved by Trustees.

Charles T. Henson, Chair of the FINANCE COMMITTEE, presented State and County budget revisions, S-35 through S-37 and C-1, for the fiscal year ending June 30, 2001.

Following an explanation of the revisions, Charles Henson made a motion to approve the revisions as presented. The motion was seconded by David L. Campbell and unanimously approved.

A more detailed budget report for fiscal year 2000-2001 and ending June 30, 2001 was distributed for information purposes. Upon examining the report, it was noted that a total of 99% of the 2000-2001 budget was actually expended. It was also noted that State funds totaling $111,000 have been deemed as eligible for carry forward in that the College did meet four of the six performance measures for the year.

Charles Henson presented the *Cash Management Plan* for Trustee approval and as required by the Office of State Controller (OSC). The College originally submitted the updated Plan on May 10, 2001. The Office of State Controller requires Trustee approval of the Plan, prior to resubmission to their office. It was noted that the updated Plan did address the area of electronic transfers and revisions were made. Once approved, the updated *Cash Management Plan* will be added to the POLICY MANUAL.

On the recommendation of the Finance Committee, Charles Henson made a motion to approve the *Cash Management Plan*, as discussed. The motion was seconded by David L. Campbell and was unanimously approved.

BUILDING AND GROUNDS COMMITTEE Chair, Robert P. Carr presented a recommendation and motion to dispose of capital assets and surplus equipment at a public auction. The auction date has been scheduled for Saturday, October 6, 2001 at 9:00AM and will be held at Barn #2 on the Agricultural Campus. the motion was seconded by Jim D. Wilson and unanimously approved.

Robert Carr presented Phase II of the HVAC contract for Trustee approval. The proposal from Sutton-Kennerly outlined the extent of the project at an estimated cost of $22,500. As explained by Malone McNeely, the installation of a new facility management system will allow the College to control heating and cooling from one central location and will maximize energy efficiency.

Noting the recommendation for approval by the Building and Grounds Committee, Robert Carr made the motion to approve Phase II of the HVAC contract. The motion was seconded by Linda S. Wall and unanimously approved by Trustees.

Malone McNeely was recognized by Robert Carr to explain the *College Plan To Increase Participation By Historically Underutilized Businesses* (HUB). The development of such a Plan was mandated by the State Board and each community college was encouraged to attain the state's minimum goal of 10% participation by HUBs when acquiring goods and services. It was noted that the use of state contract vendors is still required, however, the use of HUBs is encouraged when ordering goods and services not listed on state contract.

Following discussion, Robert Carr made a motion to approve the *College Plan To Increase Participation By Historically Underutilized Businesses*. The motion was seconded by Claude Sitton and unanimously approved by Trustees. The approved plan will be added to the College's POLICY MANUAL.

Malone McNeely also introduced Change Order #1 for the Moore-Patton renovations project. As evidenced by the change order documents, the net dollar amount for the changes noted was $21,660. Discussion followed relative to concealed conditions discovered after the work was begun and the add-on costs for aesthetic modifications and reinforced construction changes.

On behalf of the Building and Grounds Committee, Robert Carr made a motion that Change Order #1 for the Moore-Patton renovation be approved. The motion was seconded by Jim Wilson and unanimously approved.

Change Order #1 for the Horticulture Teaching Center was also presented for consideration. As noted in the information discussed, the purpose of the change is to add spare electrical circuits for an additional cost of $2,088.

A motion was made by Robert Carr to approve the change order request. The motion was seconded by Nettie McIntosh and unanimously approved.

There was no report from the PERSONNEL COMMITTEE.

During the CHAIRMAN'S REPORT, Elsie Childres noted the distribution of the Standing Committee Selection Forms and requested their completion and return by the end of the meeting. Also, she announced the temporary appointment of David L. Campbell to the Building and Grounds Committee until permanent committee assignments are made.

As Acting President, Richard N. Greene was recognized to make the President's Report and give an updated status report on President Richardson's health.

Richard Greene noted the receipt of notification from the North Carolina Board of Ethics regarding the evaluation of the statements of economic interest for Claude S. Sitton and Elsie H. Childres. As noted in the correspondence, the Board of Ethics requests that the findings be read into the Board's minutes.

Subsequently, it was determined by the Board of Ethics that in reviewing the information provided by Claude S. Sitton ....."We did not find an actual conflict of interest." However, the correspondence further stated,.... "Mr. Sitton has stock in BB&T", and as directed by the statutes cited, trustees can designate banks, savings and loan associations, or trust companies as official depositories. Therefore, the following statement was noted: "Should any matters involving BB&T come before the trustees, Mr. Sitton would have the potential for conflict of interest." The potential for conflict of interest was duly noted and acknowledged by Claude Sitton, with the assurance that he would make a diligent effort to avoid such a conflict of interest prior to taking any action.

The evaluation of the statement of economic interest for Elsie H. Childres by the North Carolina Board of Ethics was also addressed in correspondence dated April 5, 2001. The following statement was noted: " We did not find an actual conflict of interest or the potential for conflict of interest."

As required by the State Board of Community Colleges and as a mandatory requirement for accreditation by the Southern Association of Colleges and Schools, Cynthia H. Callaway presented the College's *Mission Statement*, reprinted from Page 1.2 of the College POLICY MANUAL. It was noted that no changes were recommended at this time and Administration recommends that Trustees reaffirm the current *Mission Statement*, as presented.

Jim Wilson made a motion to reaffirm the current *Mission Statement*, as recommended. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

For information purposes, the receipt of correspondence from the North Carolina Community College System office commending the College for submitting required reports in a timely manner was acknowledged. Recognition and appreciation was extended to the Office of Institutional Advancement.

In addition, Richard Greene addressed the following topics:

* North Carolina Community College Awards program
  RJ Reynolds Excellence in Teaching Award
  BB&T Staff Person of the Year Award
  Wachovia President of the Year Award

* Emeritus Reception scheduled for October 4th

* Fall enrollment update, noting a 15.1% FTE increase

* Tuition increase of $3.50 per credit hour

* Trustee travel guidelines

* Admission of students under the age of 16 years old

* Senate Bill 531 update

* Annual Scholarship Luncheon for Donors and Recipients scheduled for October 5th at First United Methodist Church

Diane Bartle, Chair of the Faculty Staff Council and Jeremy LeMaster, President of the Student Government Association were both recognized to update Trustees on the activities of the organizations.

Richard Greene recognized Charles Taylor, Chair of the Nominating Committee for a report. The following slate of officers was presented for 2001-2002:

CHAIR	Elsie H. Childres
VICE CHAIR	Charles T. Henson
SECRETARY	Nettie M. McIntosh

There being no further nominations from the floor, Charles Taylor made a motion that the slate of officers presented be unanimously approved by acclamation. The motion was seconded by Claude Sitton.

Elsie Childres thanked Trustees for their vote of confidence and acknowledged their support and leadership.

Noting no further business to discuss, the meeting was adjourned.

_____
Elsie H. Childres, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

MINUTES

EXECUTIVE COMMITTEE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

OCTOBER 18, 2001

Pursuant to notice and in accordance with *Trustee Bylaws*, a meeting of the Executive Committee of the Trustees of Western Piedmont Community College was held on Thursday, October 18, 2001 at 12:00 Noon at Mimosa Hills Golf & Country Club.

MEMBERS PRESENT: Charles T. Henson, Vice Chair
Robert P. Carr
Fred J. Whalen

MEMBER ABSENT: Elsie H. Childres

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, VP Administrative Services
Diane Bartle, Faculty/Staff Chair
Dereama K. Coffin, Recording Secretary

Noting the absence of Chair Elsie H. Childres, Vice Chair Charles T. Henson called the meeting to order, recognizing a majority of the members present.

President Jim A. Richardson began the meeting by addressing the preparation of the budget, background information on guidelines established by the State Board for salary increases, and recent notification to withhold 4% of our budget allocations for reversion. A 2% reversion of $179,028 is due on November 2, 2001.

C. Malone McNeely was recognized to explain the various documents distributed and review the 2001-2002 budget information.

As directed by the State Board, each full time faculty and staff member paid from state funds will receive a $625 annual salary increase. Permanent part-time employees will also receive the $625 annual increase. These salary increases totaled $119,429. The College also obligated an additional $28,213 to designated individuals for earned degrees and salary adjustments relating to additional job responsibilities or equalizing salaries. A list of the individual salary adjustments was reviewed. Total state allotment for annual salary increases was $137,151. The College expended a total of $147,642 for the $625 salary increase and specified salary adjustments.

In addition, the College received an allotment of $104,446 for faculty and professional staff salary increases. Specific guidelines were established by the State Board for these salary increases, as follows:

* 100% of funds are to be used for permanent salary increases for faculty and professional staff only;

* Funds cannot be transferred out of salary accounts or be used for reversions;

* Funds cannot be used for technical/paraprofessional or clerical salary increases;

* 1% permanent salary increase to all full time faculty and professional staff; permanent part time faculty and professional staff may receive 1% prorated salary increase

Following the specific guidelines, each full time faculty and professional staff member was awarded a 1.75% increase; permanent part-time employees also received an increase of 1.75%. These salary increases are in addition to the aforementioned $625 increase and the specified earned degree/salary adjustments discussed. Salary increases for faculty and professional staff members totaled $107,059.

Realizing that technical/paraprofessional and clerical staff were not included in the group to receive additional salary increases above the $625, the College administration made the decision to likewise grant 1.75% salary increases to these staff members. These salary increases totaled $21,172. It was also noted that all salary adjustments are retroactive to July 1st.

Discussion followed relative to the possible receipt of carryover performance monies totaling $110,000. Granting employee bonuses with this money was discussed as an option.

Following discussion of budget revisions S-1 through S-10 as supporting documents for the 2001-2002 budget, Robert P. Carr made a motion to approve the budget revisions as reviewed. The motion was seconded by Fred J. Whalen and unanimously approved.

The budget summary of revenues and expenditures for fiscal year 2001-2002 was presented by Malone McNeely for Committee discussion and review. As indicated in the documents, State fund revenues increased by 3.2% and County fund revenues increased by 4.2%. Total operating funds for fiscal year 2001-2002 totaled $16,885,274.

Supplemental budget documents reviewed included the allotments for the following construction projects:

Moore/Patton Renovations Project	$250,000
Horticulture Teaching Facility Project	$302,280
Lighting Retrofit Project	$205,000
HVAC Project	$245,000

Upon a motion by Fred Whalen and seconded by Robert Carr, the Executive Committee unanimously approved the 2-1 budget documents for fiscal year 2001-2002.

The signed budget documents, as approved, will be forwarded to the County Commission and State Board for approval. A full report of the actions of the Executive Committee will be made to Trustees at the November 5, 2001 monthly meeting for ratification. Minutes of the meeting and all pertinent budget documents will be forwarded to Trustees for their review prior to the meeting.

There being no further business, the meeting was adjourned.

_____

Charles T. Henson, Acting Chair

_____

Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

NOVEMBER 5, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for September 10, 2001 Nettie M. McIntosh, Secretary

Approval of Minutes-Executive Committee/October 18, 2001 Charles T. Henson

Report of the Finance Committee.....Charles T. Henson, Chair

* **Request for Budget Revisions S-11**
* **Budget Resolution for Fiscal Year 2001-2002**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

* **Digital Sign Update**

Report of the Personnel Committee.....Fred J. Whalen, Chair

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

* **College Closing on 12-31-01**

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

NOVEMBER 5, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, November 5, 2001 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Charles T. Henson, Acting Chair
David L. Campbell
Robert P. Carr
H. Ray Martinat, Jr.
Nettie M. McIntosh
Claude S. Sitton
Juleigh Sitton
Charles E. Taylor
Linda S. Wall
Fred J. Whalen
James D. Wilson
Jeremy LeMaster, SGA President/Student Trustee

MEMBERS ABSENT: Elsie H. Childres

OTHERS PRESENT: Jim A. Richardson, President
Jim W. Burnett, Vice President, Academic Affairs
C. Malone McNeely, Vice President, Administrative Services
Cynthia H. Callaway, Vice President, Institutional Advancement
Diane Bartle, Faculty/Staff Representative
Dereama K. Coffin, Recording Secretary

Due to the absence of Chair Elsie H. Childres, Charles T. Henson, Vice Chair presided over the meeting by calling the meeting to order.

Nettie M. McIntosh, Secretary was recognized to present the Minutes of the September 10, 2001 Annual Meeting. There being no corrections, Nettie McIntosh made a motion to approve the Minutes as presented. The motion was seconded by Juleigh Sitton and unanimously approved.

Noting that copies had been mailed to all Trustees, Charles T. Henson presented the Minutes of the October 18, 2001 Executive Committee meeting for discussion. Following discussion, Linda S. Wall made a motion to ratify the actions of the Executive Committee. The motion was seconded by Nettie McIntosh and unanimously approved.

As Chair of the FINANCE COMMITTEE, Charles Henson presented budget revision S-11 for approval. As noted, the justification for the revision was for the distribution of a mandated 2% reversion.

Following discussion, Jim Wilson made a motion to approve the recommendation of the Finance Committee to approve budget revision S-11. The motion was seconded by David L. Campbell and unanimously approved.

The official Budget Resolution document, reflecting the same 2001-2002 budget numbers as the DCC 2-1 form previously approved, was presented with the recommendation for approval by the Finance Committee.

Upon a motion by David Campbell and seconded by Claude S. Sitton, the Trustees unanimously approved the Budget Resolution for fiscal year 2001-2002.

Robert P. Carr was recognized for a report from the BUILDING AND GROUNDS COMMITTEE. Change Order #2 for the Horticulture Teaching Facility was submitted for the purpose of adding a sidewalk and access entrance between Greenhouse B and the new building at a cost of $9,586. It was further explained that an additional change order is anticipated for the installation of anchors on the roof of the horticulture building to support a screen that will conceal the heating and cooling units on the roof. The estimated cost for this addition is $2,000-$3,000. Trustees were reminded that with previous change orders for the project, a negative contingency balance of $4,762 now exists. Discussion followed.

Upon a motion and recommendation for approval from Robert Carr and seconded by David Campbell, the Trustees unanimously approved Change Order #2 as presented.

Following discussion, Robert Carr made a motion to authorize the College to request an additional $10,000 in funding from Western Piedmont Foundation, Inc. to cover Change Order #2 and future contingencies that may occur as the project progresses. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

It was also reported that the Building and Grounds Committee is exploring the prospect of erecting a digital sign to replace the marquee currently located at the entrance to the campus. Trustees will be updated as more information is available.

Charles Henson reminded all Trustees to complete and return the self-study survey included in their meeting packets.

President Jim Richardson presented a proposal to Trustees regarding the closing of the College on Monday, December 31st, thereby adding an additional holiday to the calendar for College staff. It was noted that this request is valid only for this year.

After reviewing the information presented, Fred J. Whalen made a motion to approve the proposal to close the College on Monday, December 31st. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

Fred Whalen reported on the ACCT Convention, recently held in San Diego, California and the College's presentation on the Appalachian Learning Alliance. Chair, Elsie H. Childres also attended the annual convention. College staff members representing the College on the program included Vice President for Academic Affairs, Jim W. Burnett and Vice President for Institutional Advancement, Cynthia H. Callaway.

President Richardson reported on future campus activities and programs, including the upcoming Speaker's Forum, the Multicultural Festival, and the Phi Theta Kappa Induction ceremony. It was also reported that the campus-wide United Way campaign has been completed, with 90% of College faculty and staff participating and surpassing the established goal of $8,500.

On behalf of the College faculty and staff, Faculty/Staff Chair, Diane Bartle thanked the Trustees for the recently approved salary increases for all College faculty and staff members.

Jeremy LeMaster, President of the Student Government Association reported on the various planned student activities and the successful fundraising efforts for the Borough of Manhattan Relief Effort, and the SGA sponsored blood drive.

Cynthia Callaway reported that over 200 people attended the Scholarship Luncheon recently held honoring scholarship recipients and donors. Trustees were also invited to attend the Annual Fund "Kick-off" Breakfast on November 15th at the Holiday Inn.

The next meeting of the Trustees has been scheduled for Monday, December 10, 2001.

There being no further business, the meeting was adjourned.

_____
Charles T. Henson, Acting Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 10, 2001

A G E N D A

Call to Order..... Elsie H. Childres, Chair

Approval of Minutes for November 5, 2001 Nettie M. McIntosh, Secretary

Report of the Finance Committee.....Charles T. Henson, Chair

- *** Request for Budget Revisions/S-12 thru S-15**
- *** Salary Adjustment for Acting President**
- *** Request to Distribute 2000-2001 Performance Funds**

Report of the Building and Grounds Committee..... Robert P. Carr, Chair

(1)
- *** Selection of HVAC General Contractor**
- *** MASTER CAMPUS PLAN Update**

Report of the Personnel Committee.....Fred J. Whalen, Chair

- *** Appointment Nomination-Mechanical Drafting Instructor**

(1)
- *** Appointment Nomination-Mathematics Instructor**
- *** Request for Educational Leave**

Chairman's Report..... Elsie H. Childres

President's Report..... Jim A. Richardson

- *** 2000-2001 Equipment Audit Report**

(1)
- *** Proposed POLICY MANUAL Revisions**
- *** TALENT SEARCH Report.....Maureen Schwind**
- *** New Program Approval Notification/Business Administration, E-Commerce**

ADJOURNMENT

(1) **Documents to be distributed at meeting**

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 10, 2001

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, December 10, 2001 at 5:15PM in Room 137 of Carr Hall.

MEMBERS PRESENT: Elsie H. Childres, Chair
Robert P. Carr
Charles T. Henson
Claude S. Sitton
Juleigh Sitton
Charles E. Taylor
Linda S. Wall
Fred J. Whalen
James D. Wilson
Jeremy LeMaster, SGA President/Trustee

MEMBERS ABSENT: David L. Campbell
H. Ray Martinat
Nettie M. McIntosh

OTHERS PRESENT: Jim A. Richardson, President
C. Malone McNeely, Vice President for Administrative Services
Diane Bartle, FACULTY/STAFF Representative
Maureen Schwind, Director, Educational Talent Search
Dereama K. Coffin, Recording Secretary

The monthly meeting of the Trustees of Western Piedmont Community College was called to order by Elsie H. Childres, Chair.

The Minutes of the November 5, 2001 meeting were presented for consideration. A motion for approval was made by Fred J. Whalen and seconded by Robert P. Carr. The Minutes were unanimously approved.

The Minutes of the December 7, 2001 Executive Committee were also presented for discussion. It was noted that copies of the Minutes were distributed to all Trustees. Following discussion, the Trustees unanimously ratified the actions of the Executive Committee on December 7, 2001. The motion for approval was made by Claude S. Sitton and seconded by Charles T. Henson.

Charles Henson, Chair of the FINANCE COMMITTEE presented budget revisions S-12 through S-15 for discussion. After reviewing the justification for each revision, Charles Henson made a motion to approve the budget revisions as presented. The motion was seconded by Fred Whalen and unanimously approved by Trustees.

BUILDING AND GROUNDS COMMITTEE Chair, Robert Carr recognized Malone McNeely to present information relative to the selection of the HVAC general contractor. The lowest bid, from Spectrum Controls, was $345,500 which included various upgrades for maximum efficiency and also included two additional work space locations. Based on the revisions to the original specifications, the three lowest bidders were asked to resubmit bids that included the revisions. Because the College had allocated $245,000 for the project, recommendations for additional cuts were requested from bidders. After reviewing the additional information submitted by the contractors, it was determined that based on the recommendations received from the contractors, the dollar savings were minimal and would compromise the integrity of the entire project.

Therefore, it was recommended by the Building and Grounds Committee that the parking lot project be delayed for three months and the College be allowed to use those funds to pay for the HVAC upgrade project. Robert Carr made a motion to delay the parking lot project and to approve Johnson Controls as the HVAC mechanical contractor, by accepting their low bid of $290,145. The motion was unanimously approved, following a second by Charles Henson. It was further specified that Form 3-2 will be submitted, disclosing a total of $352,625 for the project, which does include a $30,000 contingency and design fees.

President Jim Richardson addressed Trustees on the need to update the MASTER CAMPUS PLAN, and to include the recently acquired 200+ acres adjacent to the College. Discussion followed relative to a feasibility study for a multi-purpose arena type project. Financial support from several county agencies has been pledged for the anticipated $10,000 cost for the feasibility study.

Upon a motion presented by Robert Carr and seconded by Claude Sitton, the Trustees unanimously approved and authorized administration to proceed with the update of the MASTER CAMPUS PLAN and to begin preliminary planning for a feasibility study.

Malone McNeely indicated that the final inspection of the Moore-Patton renovations is scheduled for December 12, 2001. Excess funds totaling $31,037 are remaining from that project. A request was presented to Trustees to transfer that amount to the Horticulture Teaching Facility project.

Upon a motion by Robert Carr and seconded by Charles Henson, Trustees unanimously approved the transfer of $31,037 remaining funds from the Moore-Patton renovation project to the Horticulture Teaching Facility construction project.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE presented the Appointment Nomination and recommendation from the Committee of Marc Ransbottom for the Mechanical Drafting Instructor position. Of the 17 applications received, 5 candidates were interviewed. The instructor position is for classes at Foothills Correctional Institution and the candidate currently teaches part-time at the prison facility for the College.

Fred Whalen made a motion to approve the appointment of Marc Ransbottom for the Mechanical Drafting Instructor position, effective January 3, 2002. The motion was seconded by Charles Henson and unanimously approved.

The Mathematics Instructor vacant position yielded a total of 12 applicants, with 2 individuals being interviewed for the position. The Committee unanimously recommended Susan Ingram for the position. She also teaches at Western Piedmont Community College on a part-time basis, in addition to teaching at The Children's School. Discussion followed relative to her teaching experience.

Fred Whalen presented a motion to approve the appointment of Susan Ingram. The motion was seconded by Jim D. Wilson and unanimously approved.

The educational leave request from Joy L. Buff was presented for discussion. She is currently working on a Master's degree at Appalachian State University to complete final course work for her degree in Higher Education.

Upon a motion by Fred Whalen and seconded by Charles Henson, Trustees unanimously approved the educational leave request as presented.

For information purposes, Trustees were provided a copy of the 2000-2001 Equipment Audit Report. As stated in the cover letter received with the report, calculated losses were equable with system averages.

President Richardson also noted the distribution of proposed POLICY MANUAL revisions to be discussed at the next Trustee meeting. It was explained that the POLICY MANUAL changes and revisions were necessitated by Budget Bill S1005, requiring the standardization of community college faculty contracts relative to "terms". Discussion followed regarding 9-month faculty contracts and 12-month faculty contracts. College faculty and staff have been notified of these changes to contracts and will receive their new contracts once the POLICY MANUAL changes have been reviewed and approved by Trustees. Currently, Western Piedmont Community College grants 12-month contracts.

President Richardson introduced Maureen Schwind, Director of the Educational Talent Search program to report to Trustees on the progress of the program. Her report indicated a

total of 710 middle school and high school students participating in the federally funded program. Detailed information was also provided on the specific services offered by the program, including tutoring, assistance with SAT/ACT applications and college entrance applications. A list of the objectives for the Educational Talent Search program was also distributed, noting all objectives have been met or exceeded. Renewal of the Talent Search grant is anticipated for the program.

Notification has been received from the North Carolina State Board of Community Colleges that the College's request to offer the Business Administration/Electronic Commerce program has been approved, and the College is cleared to begin offering the program in the Spring 2002.

Diane Bartle reported to Trustees on the success of the 2001 ABC's for Kids charity drive and children's party recently held on campus. College faculty, staff and administration raised $1,700 to purchase Apples, Books, and Coats for needy children in the area, and hosted a party on campus for the children.

Student Government Association President, Jeremy LeMaster reported on the status of the athletics survey project and the organizations's plans for "Dinner With Santa". He also reported that a Senator-at-Large position has been approved.

Trustees were reminded to attend the Western Piedmont Community College faculty and staff holiday luncheon on Thursday, December 13th.

There being no further business, the meeting was adjourned.

_____

Elsie H. Childres, Chair

_____

Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____