Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JANUARY 14, 2002

A G E N D A

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

Approval of Minutes for December 10, 2001 Nettie M. McIntosh, Secretary
Approval of Minutes for December 21, 2001 Executive Committee

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

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

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

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

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

* POLICY MANUAL Revisions

ADJOURNMENT

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MINUTES
THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JANUARY 14, 2002

Pursuant to notice, a meeting of the Trustees of Western Piedmont Community College was held on Monday, January 14, 2002 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
David L. Campbell
Charles T. Henson
Claude S. Sitton
Linda S. Wall
James D. Wilson
Robert P. Carr
Nettie M. McIntosh
Charles E. Taylor
Fred J. Whalen

TRUSTEES ABSENT: H. Ray Martinat
Juleigh Sitton

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, Vice President, Administrative Services
Cynthia H. Callaway, Vice President, Institutional Advancement
Diane Bartle, FACULTY/STAFF Representative
Robert Dockery, Coordinator, Horticulture
Jane B. Carswell, Dean, Business Technologies
Virginia A. Davis, Director, Basic Skills Programs
Dereama K. Coffin, Recording Secretary

Elsie H. Childres called the meeting to order, noting a quorum present.

Nettie M. McIntosh presented the Minutes of December 10, 2001 monthly meeting and the December 21, 2002 Executive Committee meeting for consideration. Noting no corrections, additions or deletions, Nettie McIntosh made a motion to approve the Minutes as presented. The motion was seconded by Charles E. Taylor and unanimously approved.

Noting that budget revisions S-16 and S-17 had been distributed, FINANCE COMMITTEE Chair, Charles T. Henson proceeded to review the documents and noted the justifications for each revision.

As discussed last month, the performance funds would be distributed as one time bonuses, however the logistics for distribution had not been finalized by the deadline established at the System Office, and those funds were therefore distributed into one category. Accordingly, S-16 properly distributes the funds from one area into the appropriate purposes.

Budget revision S-17 distributes the remaining balance of the Perkins funds to the appropriate purposes. These funds are used to pay the salary of the Special Populations Coordinator, Child Care expenses, supplies, materials and equipment for the College's curriculum divisions.

Upon a motion by Charles Henson and seconded by Linda S. Wall, Trustees unanimously approved budget revisions S-16 and S-17.

BUILDING AND GROUNDS COMMITTEE Chair, Robert P. Carr, reported the Committee did not meet and no report was required.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE noted there were no Committee matters to report.

Trustee Chair, Elsie Childres welcomed visitors to the meeting. She also announced that plans had been finalized for the North Carolina Association of Community College Trustees Law Seminar, to be held on March 10 and 11 at Research Triangle Park. Linda S. Wall, David L. Campbell and Elsie Childres will be attending the meeting. Additional information regarding the meeting will be forwarded to Trustees when received.

President Jim A. Richardson presented the previously distributed POLICY MANUAL revisions for Trustee consideration. The proposed amendments to Section 3 were necessary to implement the new 9-month faculty contract format as mandated by the General Assembly and the State Board of Community Colleges. This change will necessitate a primary faculty contract for August 15th through December 31 and January 1 through May 15. The remainder of the year will be covered by a supplemental contract dated May 16 through August 14.

In addition, section 3.43, *Faculty Workload* and 3.44, *Overload Pay* were amended to reflect a more equitable workload for faculty members teaching the studio based drama courses and to reflect how faculty are compensated for teaching more than the minimum workload.

Following discussion, Jim D. Wilson made a motion to approve the POLICY MANUAL revisions as discussed. The motion was seconded by Claude S. Sitton and unanimously approved.

Additional proposed POLICY MANUAL revisions were distributed for review and will be addressed at the next monthly meeting of the Trustees.

President Richardson updated Trustees on the following topics:

* Recent meeting with Western Carolina Center relative to the relocation of their Exceptional Equestrian program by June 1, 2002

* Dr. Bill Davis will begin working on the feasibility study and updating the College's MASTER CAMPUS PLAN

* Final inspection for the Horticulture Teaching Facility is scheduled for January 25th

* Estimated Spring semester enrollment indicates an increase of 16%

The following faculty/staff members made presentations and updated Trustees:

* Robert Dockery, Coordinator of Horticulture Programs, reported that the College has entered into an articulation agreement with NC State University for transfer students and the College is in the process of obtaining a similar agreement with NC A&T. Plans are underway in developing a Horticulture Therapy program, which will be the first in the southeast. He also addressed the types of programs that could be offered on the agricultural campus.

Jane Carswell, Dean of Business Technologies announced the development of several new curriculum offerings including, E-Commerce, Internet Technology and Legal Nurse Consultant. In additional three new Criminal Justice certificate programs are being developed, which include Law Enforcement Technology, Correctional Technology and Private Security Technology.

Virginia Davis, the Director of Basic Skills Programs reported that approximately 3,400 individuals were enrolled in the GED, Adult High School and other basic skill programs, including E.S.L. programs, Workplace Literacy programs, Compensatory Education, Western Youth Institute, and Impact West. Approximately 685 individuals completed the GED and 39 received Adult High School diplomas. A large percentage of those completing the Basic Skills programs enrolled in curriculum programs at the College.

Prior to adjournment, Claude S. Sitton requested that Trustees pause for a moment of silence in remembrance of and in celebration of the life of Robert Bond "Bob" Byrd who passed away on January 4, 2002. Mr. Byrd was a former Trustee and served as a Director of Western Piedmont Foundation. He was instrumental in raising funds for the Phifer Learning Resources Center, and responsible for endowing the Burke Collegiate Scholarship program. Robert B. Byrd was one of the College's most generous supporters and solicitors.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

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Dereama C. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 4, 2002

A G E N D A

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

Approval of Minutes for January 14, 2002 Nettie M. McIntosh, Secretary

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

* 2002-2003 County Fund Budget Request
* Request for Budget Revision S-18
* Financial Audit FY Ending June 30, 2001

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

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

* APPOINTMENT NOMINATION-Coordinator, Disabled Student Services

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

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

* POLICY MANUAL Revisions-Section 1.3 (as distributed January 14, 2002)
* Internal Audit Report for Continuing Education Division
* Dick Hawes, WPCC Coordinator of Biology and Faculty Exchange Participant, Christchurch Polytechnic Institute, New Zealand
* Dr. Jack MacDonald, CEO Manukau Institute of Technology, New Zealand

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 4, 2002

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 4, 2002 at 5:15PM in the Graham Hoyle Community Room.

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

MEMBERS ABSENT: H. Ray Martinat
Claude S. Sitton
Juleigh Sitton

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice 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
Dr. Jack MacDonald, CEO-Manukau Institute of Technology
Dick Hawes, Coordinator, Biology
Lee Kiser, Dean, Natural Sciences and Engineering
Dereama K. Coffin, Recording Secretary

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

Nettie M. McIntosh, Secretary presented the Minutes of the January 14, 2002 meeting for consideration. Noting there were no corrections to the Minutes, Nettie McIntosh made a motion to approve the Minutes. The motion was seconded by James D. Wilson and unanimously approved.

Charles T. Henson, Chair of the FINANCE COMMITTEE presented the *Current Operations and Capital Outlay Budget Plan for 2002-2003.* As outlined in the document, The County Fund Operating Budget totaled $1,545,545 representative of a funding increase of $113,545, or 8% from the previous year. The capital outlay portion of the budget request included $2.2 million for the construction of a 25,000 square foot multipurpose facility on the Ag Campus for a proposed Continuing Education Complex. The 2002-2003 County Fund Budget Request totaled $3,745,545.

Following discussion and upon the recommendation of the Finance Committee, Charles Henson made the motion to approve the *Current Operations and Capital Outlay Budget Plan for 2002-2003* and submit the document to the Burke County Commissioners for consideration. The motion was seconded by David L. Campbell and unanimously approved.

Charles Henson presented budget revision S-18 to distribute a .96% reversion to the North Carolina Community College System. It was noted that the Trustees previously approved a 2% reversion. To date, the total reversion totals 2.96% or $281,111 of the College's budget for 2001-2002.

Upon a motion by Charles Henson and seconded by Charles E. Taylor, the Trustees unanimously approved budget revision S-18.

For information purposes, Charles Henson referred to a correspondence from the Office of State Auditor dated February 1, 2001, indicating the completion of the College's financial audit for the year ended June 30, 2001. It was noted that no material weaknesses were disclosed. College administration, faculty and staff were congratulated on another flawless audit report.

BUILDING AND GROUNDS COMMITTEE Chair reported that the Committee had not met and no report was available.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE, was recognized by Charles Henson for the presentation of the Appointment Nomination for the Coordinator, Disabled Student Services position.

The name of David C. Collins was presented for Trustee consideration. Information relative to the candidate's educational background and professional experience was discussed. It was noted the candidate is a native of Burke County and previously resided and worked in New Orleans, prior to his return to North Carolina. Discussion followed regarding his professional certifications and experience.

With the recommendation for approval by the Personnel Committee, Fred Whalen made a motion to accept the Appointment Nomination of David C. Collins. The motion was seconded by Linda S. Wall and unanimously approved by the Trustees.

Proposed POLICY MANUAL revisions to Section 1.3 were presented for discussion. It was noted the revisions were distributed at the January 14, 2002 meeting for Trustee review. The revisions also included a recommendation for the establishment of a campus Safety Committee.

There being no questions regarding the proposed revisions, Charles Henson made a motion to approve the revisions as presented. The motion was seconded by Nettie M. McIntosh and unanimously approved.

President Jim Richardson noted information included in Trustee packets relative to the Internal Audit Report for the Continuing Education Division for program year 2000. This is not a mandatory report, but is provided for Trustee information and future reference.

Jim Richardson reported to Trustees on the following topics:

* Meeting with Appalachian State University regarding doctoral programs on our campus and equipment needs;

* Recent meetings with Broughton Hospital and Senator Steve Metcalf regarding the acquisition of the Old North Colony Building; and,

* Reported on the final inspection of the Horticulture Teaching Facility.

President Jim Richardson recognized Dick Hawes, Coordinator of Biology for a report to Trustees relative to his participation in the Postsecondary International Network Faculty Exchange program and his trip to Christchurch Polytechnic Institute in New Zealand this past Fall.

Dr. Jack MacDonald, CEO of Manukau Institute of Technology in New Zealand was also introduced to Trustees. Dr. MacDonald has been visiting our campus for approximately a month to gather information and share innovative educational ideas with College administrators, faculty and staff. He also addressed the importance of the College's participation in the PIN organization and the Global Leadership program for students.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 8, 2002

A G E N D A

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

Approval of Minutes for March 4, 2002 Nettie M. McIntosh, Secretary

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

* **Request for Budget Revision C-1**

* **Addition of Flexible Spending Accounts to Current Employee Benefit Package**

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

* Selection of Designer for Parking Lot Paving Project

* Proposed Property Transfer for Construction of Continuing Education Facility

* Approval of 3-1, Continuing Education Complex

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

* APPOINTMENT NOMINATIONS
  - -Dean, Humanities and Social Sciences
  - -Coordinator of Student Activities/Recruiter
* Educational Leave Request (Kim Shuford)

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

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

* FTE Program Audit for Spring 2000-Spring, 2001

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 8, 2002

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, April 8, 2002 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
David L. Campbell
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/Student Trustee

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

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, 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

Noting a quorum in attendance, Elsie H. Childres called the meeting to order.

In the absence of Nettie M. McIntosh, Elsie Childres presented the Minutes of the March 4, 2002 meeting for consideration. Linda S. Wall made a motion to approve the Minutes as presented. The motion was seconded by Jim D. Wilson and unanimously approved.

Charles T. Henson, Chair of the FINANCE COMMITTEE presented budget revision C-1 for approval. As noted, the purpose for the revision is to comply with the 2.5% ($35,500) reduction in local County funding for the current budget year.

Upon the recommendation of the Finance Committee, Charles Henson made a motion for the Trustees to approve budget revision, C-1, to comply with the County budget reduction. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

A proposal to enhance the employee benefit package by adding two types of flexible spending accounts was presented. As explained by Charles Henson, both the Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account would allow employees to contribute a specified amount of pre-tax dollars to a reimbursement account by means of payroll deduction, thereby lowering employee taxable income and tax liability.

Following discussion of the two types of accounts, and upon the recommendation of the Finance Committee, Charles Henson presented a motion to approve the addition of the two flexible spending accounts to the current employee benefit package. The motion was seconded by Jim Wilson. Following discussion regarding the potential risks to the College associated with these plans, the Trustees unanimously approved the motion.

Robert P. Carr, Chair of the BUILDING AND GROUNDS COMMITTEE presented a proposal to designate W.K. Dickson & Company, Inc. as the engineering/design company for the campus roadway and parking lot paving project.

Based on a recommendation for approval by the Building and Grounds Committee, Robert Carr made a motion to approve W.K. Dickson & Company, Inc. for the project. The motion was seconded by David L. Campbell and unanimously approved by Trustees.

With respect to continued meetings with County Commissioners, and information received from the North Carolina Community College System Office relative to the proposed $2.2 million Continuing Education Complex, Robert Carr made a motion to proceed with the transfer of 4-8 acres of College property for the construction of a continuing education facility. The College will also work closely with the County to comply with specific deadlines for financing of the proposed facility that will subsequently be used and owned by the College. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

On the recommendation of the Building and Grounds Committee, Robert Carr made a motion to approve Audi Mistri as the architect for the Continuing Education Complex. The motion was seconded by Linda Wall and unanimously approved.

Robert Carr also made a motion to recommend that Trustees request funds from Western Piedmont Foundation, Inc. to pay for architectural and other fees, until such time as Burke County Commissioners receive and confirm approval for financing $2.2 million for the building. The motion was seconded by Charles Henson and unanimously approved by Trustees.

By way of a motion, Robert Carr presented NCCCS form 3-1 for approval to be submitted to the North Carolina Community College System, requesting tentative approval for the construction of the Continuing Education Complex. The motion for approval was seconded by David Campbell and unanimously approved.

The Appointment Nomination of Raymond B. Goodfellow for Dean, Humanities & Social Sciences was presented for Trustee consideration by PERSONNEL COMMITTEE Chair, Fred J. Whalen. It was noted that he has been an instructor for the College since 1979 and was named as the recipient of the "Excellence in Teaching Award" in 1992. Letters of recommendation addressed his professionalism, respect of faculty and students, and his positive attitude and leadership abilities. Additional comments relative to the candidate were made by Jim Richardson.

On the unanimous recommendation of the Personnel Committee, Fred Whalen made a motion to approve the appointment of Raymond B. Goodfellow for the Dean, Humanities & Social Sciences position. The motion was seconded by Claude S. Sitton and unanimously approved by Trustees.

Fred Whalen also presented the nomination of Ann Elliott as the Coordinator, Student Services/Recruiter. A total of six applications were reviewed by the Selection Committee and four candidates were interviewed. Previous employment and educational background was discussed.

Upon a motion by Fred Whalen and seconded by Charles Henson, Trustees unanimously approved Ann Elliott as the Coordinator, Student Services/Recruiter.

The Application for Educational Leave of Kim Shuford, Coordintor of Special Populations was presented for Trustee review. As noted in the information provided, the "leave with pay" request will cover one week in June to complete a graduate course at Western Carolina University as required for completion of a Masters of Science, Community Counseling.

Fred Whalen made a motion to approve the request for educational leave of Kim Shuford. The motion was seconded by Jim Wilson and unanimously approved.

As required by the State Board of Community Colleges, President Jim A. Richardson advised Trustees that the FTE Program Audit for Spring 2000-Spring 2001 has been completed. As evidenced by a letter dated March 11, 2002, no audit exceptions or concerns were identified for the classes and programs reviewed.

President Richardson announced May 6th as the date for the Western Piedmont Foundation Golf Tournament at Mimosa Hills Golf and Country Club. The Nursing Pinning Ceremony is also scheduled for May 6th, 7:00PM at the First Baptist Church. Spring gradation exercises are scheduled for May 8th at CoMMA. Trustees interested in attending the golf tournament or dinner should contact the President's Office. Trustees wishing to participate in graduation exercises should also contact the President's Office to reserve a gown for the event.

Additional information and details reported to Trustees included the following:

* A total of 70 students were recently inducted into Phi Theta Kappa

* Preparation for the visit by the Southern Association of Colleges and Schools is ongoing

* A Postsecondary International Network (PIN) report on faculty and student exchanges was distributed

* Estimated Spring, 2002 FTE indicates an increase of 160 or 21%

* Uncertain budget outlook for future

Jeremy LeMaster, SGA President/Student Trustee and Diane Bartle, Faculty/Staff Chair thanked Trustees for their support this past year and permitting them to participate and attend monthly Trustee meetings. SGA elections are scheduled to take place in a few weeks and a new Faculty/Staff Chair will be appointed in May.

In that the first Monday in May is May 6th, the same day as the golf tournament and Nursing Pinning Ceremony, Trustees will be notified of a date for the next regular monthly meeting.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 13, 2002

A G E N D A

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

Approval of Minutes for April 8, 2002 Nettie M. McIntosh, Secretary

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

* Request for Budget Revision S-19

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

(1) * Request for Approval of Paving Engineer Contract

(1) * Approval of Contractors for "C" Building Renovations

(1) * Continuing Education Complex Update
(1) Building Design
(2) Emergency Services Training Facility

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

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

* Completion of ACCT Member Survey

* 2002 Annual Evaluation of President

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

ADJOURNMENT

(1) Reports/information will be distributed at the meetings

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 13, 2002

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, May 13, 2002 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: Elsie H. Childres, Chair
David L. Campbell
Nettie M. McIntosh
Juleigh Sitton
Fred J. Whalen
Charles T. Henson
Claude S. Sitton
Charles E. Taylor
Jeremy LeMaster, SGA President/Trustee

MEMBERS ABSENT: Robert P. Carr
Linda S. Wall
H. Ray Martinat
James D. Wilson

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, Vice President, Administrative Services
Jim W. Burnett, Vice President, Academic Affairs
Cynthia H. Callaway, Vice President Institutional Advancement
Nadine McGrady, Chair-Elect, FACULTY/STAFF Council
Hannah Anthony, SGA President-Elect

Noting a quorum present, Chair, Elsie H. Childres called the meeting to order.

Upon a motion by Nettie M.McIntosh and seconded by Charles E. Taylor, the April 8, 2002 Minutes of the Trustees of Western Piedmont Community College were unanimously approved as mailed.

FINANCE COMMITTEE Chair, Charles T. Henson presented budget revision S-19 for Trustee consideration. As noted by the form, the $460 in revenues generated by the sale of live plants by the horticulture students is required to be appropriated to that program.

A motion to approve the Request for Budget Revision, S-19 was made by Charles Henson and seconded by Fred J. Whalen. There being no further discussion, the motion was unanimously approved.

Noting the illness and excusing the absence of Robert P. Carr, Claude S. Sitton proceeded with the report of the BUILDING AND GROUNDS COMMITTEE, by submitting the Contract for Services of W. K. Dickson & Co.,Inc. for the engineering consulting services portion of the roadway and parking lot paving project. The $27,500 total estimated cost is within state construction guidelines.

Based on the unanimous recommendation of the Building and Grounds Committee, Claude Sitton made a motion that Trustees approve W.K. Dickson Co., Inc. as the paving engineering consultant. The motion was seconded by David L. Campbell and unanimously approved.

A recommendation for the approval of contractors for the "C" building renovation project was presented for Trustee review. The College solicited bids for the renovations from various local minority businesses for mechanical, electrical, and painting services.

Upon a motion by Claude Sitton and seconded by Charles Henson, the Trustees unanimously approved the following competitive bids:

BRESCO, Inc.	Electrical	$31,124
BRESCO, Inc.	Mechanical	$ 8,869.50

Upon a motion by Claude Sitton and seconded by Charles E. Taylor, Southern Exposure was unanimously approved by Trustees for the painting contract at a cost of $6,100.

Claude Sitton commended Malone McNeely and the College for soliciting bids from Historically Underutilized Businesses (HUB) and recruiting local minority contractors for the services.

Claude Sitton recognized Richard N. Greene to update Trustees on the Continuing Education complex. Official approval has been received from the State Board of Community Colleges to deed the 3.73 acre tract to Burke County and approval of Form 3-1 for the construction project has been received. The County will use the land as security for a loan to acquire funds for the construction of the proposed Continuing Education facility. Trustees viewed maps outlining the proposed location of the $2.2 million, 25,000+ square foot building. Architectural renderings of the proposed metal pre-fabricated two section building were also examined, noting the two classroom and office sections being adjoined by a main entrance/reception area. Discussion followed relative to the type of construction, colored metal roof and flooring material options available for bidding purposes.

Following discussion, Claude Sitton made a motion to approve the proposed building, with alternate building material options being noted on bid specifications. The motion was seconded by Charles Henson and unanimously approved by Trustees.

Following further discussion, Claude Sitton made a motion to legally transfer 3.73 acres of land to Burke County for the construction of a Continuing Education facility for the College, following a public hearing and final approval of the County Commissioners. The motion was seconded by David Campbell and unanimously approved by Trustees.

Additionally, Claude Sitton made a motion to authorize President Jim A. Richardson to execute the "Administrative Agreement", on behalf of Western Piedmont Community College, assuming responsibility for the construction project. The motion was seconded by Charles Henson and unanimously approved.

Richard Greene submitted the concept of an Emergency Services Training facility to be located on 40-50 acres of the flood plain area off Coal Chute Road. In order for the College to pursue the EMS Training facility, access to the area would require replacement or repair to the Hunting Creek bridge that was condemned in 1998 when the Coal Chute Road was closed to public access. Meetings with legislative representatives, EMS representatives, and Broughton Hospital have generated possible funding avenues for the bridge project. Preliminary conversations with the Department of Transportation demonstrate their support for the project.

Following discussion, Claude Sitton made a motion to authorize administration to proceed with the Emergency Services Training facility concept. The motion was seconded by Charles Taylor and unanimously approved.

PERSONNEL COMMITTEE Chair, Fred J. Whalen reported there were no personnel matters to discuss.

Chair, Elsie H. Childres, noted that the annual President's Evaluation has been satisfactorily completed. The State Board of Community Colleges will be notified, as required.

The ACCT Member Survey document included in each Trustee packet was discussed and Trustee's were instructed to individually complete sections I and III of the survey and return both sections to President's Office. Responses to section III will be compiled and the completed survey will be forwarded to the ACCT office by the June 1, 2002 deadline.

As a part of the President's Report, Jim Richardson addressed the future development plans for the 209 acre tract that will include the Continuing Education complex and the proposed Emergency Services Training facility. Long range plans and possible acquisition of the Old Colony building and future land and property trades with Broughton Hospital were addressed. Other topics addressed included the summer registration increase, the 18th Annual Western Piedmont Foundation Golf Tournament, and anticipated budget reductions for 2002-2003.

There being no further business, the meeting was adjourned.

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Elsie H. Childres, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 5, 2002
A G E N D A

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

Approval of Minutes for May 13, 2002 **Nettie M. McIntosh, Secretary**
Approval of Minutes for June 26, 2002 Executive Committee

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

* Request for Budget Revisions S-20 through S-22 and C-2
* Budget Report FY 2001-02 Ending June 30, 2002
* 3-Year Review of Continuing Education Division Self-Supporting Classes Policy
* 2002-2003 Travel Authorization for College President

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

* Report of Executive Committee Actions
  Approval of NCCCS 3-2 and General Contractor
  for the Continuing Education Center

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

* APPOINTMENT NOMINATIONS
  - Coordinator/Instructor, Art Program
  (1) - Coordinator/Instructor, Building Construction Technology
  (1) - Director of Admissions

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

* Appointment of Nominating Committee
* Standing Committee Selection Forms

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

* Paving Project
* Continuing Education Center Update
* Legal Nurse Consultant - New Program Planning Process
* Summer Graduation - August 7th at 7:00PM
* Legal Issues

ADJOURNMENT

(1) **Reports/information will be distributed at the meetings**

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 5, 2002

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, August 5, 2002 at 5:15PM in the Graham Hoyle Community Room.

MEMBERS PRESENT: Elsie H. Childres, Chair
David L. Campbell
Charles T. Henson
Claude S. Sitton
Linda S. Wall
James D. Wilson
Robert P. Carr
Nettie M. McIntosh
Charles E. Taylor
Fred J. Whalen

MEMBERS ABSENT: Juleigh Sitton
Hannah Anthony, SGA President/Student Trustee

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, Vice President, Administrative Services
Jim W. Burnett, Vice President, Academic Affairs
Nadine McGrady, FACULTY/STAFF Representative
Dereama K. Coffin, Recording Secretary

Elsie H. Childres called the meeting to order. The absence of Juleigh Sitton was noted and excused.

Upon a motion by Nettie M. McIntosh and seconded by Claude S. Sitton, the Minutes of the May 13, 2002 meeting were unanimously approved.

Upon a motion by Nettie McIntosh and seconded by Claude Sitton, the actions of the Executive Committee on June 26, 2002 were ratified, and the Minutes of that meeting were unanimously approved. Linda S. Wall did request that meeting notices for Executive Committee meetings be mailed to all Trustees well in advance, when possible.

As FINANCE COMMITTEE Chair, Charles T. Henson presented state and county budget revisions, S-20 through S-22 and C-2 for consideration. The year end budget revisions were for the previous fiscal year ending June 30, 2002 and have been approved by the System Office. The funds transfer requests were required to cover line item overages in various areas.

Upon a recommendation for approval by the Finance Committee, Charles Henson made a motion to approve budget revisions S-20 through S-22 and C-2, as presented. The motion was seconded by Nettie M. McIntosh and unanimously approved.

For information purposes, Malone McNeely was recognized to review the Budget Report FY 2001-2002, ending June 30, 2002. As noted in the document reviewed, 89% of the State budget was expended. Discussion followed regarding funds available for carry forward and categorical funds not available for carry forward. An explanation for remaining funds available and anticipated use of the eligible funds, disclosed that approximately $1,475,487 was accessible. However, a portion of those funds are being held in anticipation of potential County and/or State budgetary reductions.

As established by Memorandum CC-98-306, each community college is required to adopt a policy regarding continuing education self-supporting classes and the criteria for setting registration fees, indirect costs, use of reserves, and establishing a refund policy. It is also stipulated that Trustees should review and approve these policies every three years. The current policies were last reviewed by Trustees in September, 1999.

Noting a recommendation for approval by the Finance Committee, Charles Henson made a motion to approve the current Continuing Education Division Self-Supporting Classes policies, as presented. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

Current travel regulations require that written authorization for travel by the College President must be renewed on an annual basis to cover the fiscal year, and approved by Trustees.

Therefore, a motion was made by Charles Henson for approval of travel for the College President while performing official College duties and business, for a period of July 1, 2002 through June 30, 2003. The motion was seconded by Fred J. Whalen and unanimously approved by Trustees.

BUILDING AND GROUNDS Chair, Robert P. Carr noted the Committee did not meet, however, he requested that Malone McNeely review the documents relating to the Executive Committee actions of June 26, 2002. As previously reported and noted in the Minutes mailed to all Trustees, the Executive Committee did approve J.K. Hogan Company as the general contractor for the Continuing Education Center, and approved NCCCS Form 3-2 for the construction project.

It was also reported that the trees planted along the entrance to the campus have died and were removed. Also, the majority of evergreen bushes in the campus quad will also be dug up and removed due to an infestation of bag worms.

As Chair of the PERSONNEL COMMITTEE, Fred J. Whalen presented information relative to the Appointment Nominations of three faculty and professional positions.

Nine applications were reviewed by the Selection Committee for the Coordinator/Instructor, Art Program position, and three individuals were interviewed. Mark Poteat, a part-time art instructor since 1998 was recommended for approval.

Upon the unanimous recommendation of the Personnel Committee, Fred Whalen made a motion to approve Mark Poteat for the position. The motion was seconded by Linda Wall and unanimously approved by Trustees.

The nominee for the Coordinator/Instructor, Building Construction Technology position has been employed by the College on a part-time basis since 1995, teaching various construction courses in regular curriculum and continuing education. Eric Hurley was unanimously recommended by the Committee for consideration.

Upon a motion by Fred Whalen and seconded by Charles E. Taylor, Eric Hurley was unanimously approved for the Coordinator/Instructor, Building Construction Technology faculty position.

The Director of Admissions nomination and recommendation of Susan Williams was presented for Trustee consideration. The candidate has a broad community college background in various areas and served a one year internship at Western Piedmont Community College in the early 1990's. She is currently employed at Isothermal Community College and has been employed by that college in various student services positions since 1992.

Upon the recommendation of the Finance Committee, Fred Whalen made a motion to appoint Susan Williams as the Director of Admissions. The motion was seconded by Charles Henson and unanimously approved.

Chair, Elsie H. Childres appointed the following individuals to serve on the Nominating Committee for Trustee officers to serve 2002-2003:

Robert P. Carr, Chair
Charles E. Taylor
Linda S. Wall

Trustee Committee Selection Forms were also distributed for completion. Committee appointments for 2003-2004 will be announced at the September Annual Meeting. It was also noted that the board is short one Trustee in that the Governor's Office has not made an

appointment to fill the vacancy. Congratulations were extended to Jim D. Wilson for his reappointment by the Burke County Board of Education, and to Claude S. Sitton for his appointment by the Burke County Commissioners for a four year term. Nadine McGrady was also welcomed as the Faculty/Staff Representative.

As a part of the PRESIDENT'S REPORT, Jim Richardson recognized Malone McNeely to update Trustees on the parking lot paving project. For safety and security reasons, the parking lots were redesigned resulting in the loss of some parking spaces. After viewing a map of the parking lot layout, discussion followed regarding the prospect of locating additional parking spaces in various areas.

President Richardson also addressed the loading dock area parking situation. Parking violations by students, staff and visitors to campus has created hazardous delivery obstacles for trucks. Strict parking regulations have been implemented in the area and individuals violating the restricted parking will be assessed a monetary fine. A policy regarding the establishment of parking fines will be proposed to Trustees at a later date for their consideration and approval. To alleviate the shortage of parking behind Hildebrand Hall, five to six additional parking spaces have been laid out in that same vicinity to accommodate individuals making quick deliveries to the campus.

Richard N. Greene, Executive Vice President reported on the status of the Continuing Education Center, noting an anticipated construction start date at the end of August. The targeted occupancy date for the building is the end of next summer. Richard Greene also reported that according to preliminary pre-registration information, enrollment is up by 36%.

Jim W. Burnett, Vice President for Academic Affairs reported on several new programs being considered. The Horticulture Therapy program, the first of this kind in the nation to be taught at a community college, will be implemented this Fall and emphasizes horticulture activities designed to assist in the rehabilitation and mental well-being of varying impaired patients and groups.

Jim Burnett also reported that a new Legal Nurse Consultant program is in the early program development/feasibility study stages. Anticipated implementation of this program is Spring 2003, noting involvement in planning and prior approval of the system office.

Jim Richardson divulged legal and personnel matters that needed to be communicated to Trustees for information purposes.

Upon a motion by Claude Sitton and seconded by Linda Wall, Trustees entered into Closed Session to discuss pending and potential legal matters. All administrative personnel present were excused from the meeting.

Noting no Trustee action necessary, Charles Taylor made a motion to exit Closed Session. The motion was seconded by Fred Whalen.

There being no further business to be addressed by Trustees, 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 9, 2002

A G E N D A

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

Approval of Minutes for August 5, 2002 Nettie M. McIntosh, Secretary

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

* Uncollectible Accounts Receivable

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

* Request to Dispose of Capital Assets
* Paving Contract-Notice of Award and Bid Tabulation
* HVAC System Improvements: Change Orders 1 thru 5
* Digital Sign Design
* POLICY MANUAL Revisions, Section 7
* Update on Continuing Education Center

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

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

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

* Annual Review and Confirmation of *Mission Statement*
* Miscellaneous POLICY MANUAL Revisions, Changes, Deletions

Report of Nominating Committee and
Election of 2002-2003 Officers.....Robert P. Carr, Chair

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

ANNUAL MEETING

SEPTEMBER 9, 2002

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Monday, September 9, 2002 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

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

OTHERS PRESENT: Jim A. Richardson, President
Richard N. Greene, Executive Vice President
C. Malone McNeely, Vice President, Administrative Services
Cynthia H. Callaway, Vice President, Institutional Advancement
Nadine McGrady, Chair, FACULTY/STAFF Council
Dereama K. Coffin, Recording Secretary

Elsie H. Childres called the meeting to order.

Upon a motion by Nettie M. McIntosh and seconded by Claude S. Sitton, the Minutes of August 5, 2002 were unanimously approved, as presented.

Charles T. Henson, Chair of the FINANCE COMMITTEE announced that the Committee did not meet, however, a proposal to write off uncollectible accounts receivable was being presented for consideration. As noted in the information presented, a total of $570.50 in uncollectible accounts is attributed to tuition increases incurred last fall semester. Bills and collection letters have been sent out to students, with no response. It was also noted that uncollectible accounts under $25.00 cannot be sent to the Attorney General's Office for collection.

Following discussion, Charles Henson made a motion to approve the write off of the uncollectible accounts receivable, totaling $570.50. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

BUILDING AND GROUNDS Chair, Robert P. Carr presented a recommendation from that Committee to approve of the disposal of capital assets and surplus equipment by means of a public auction. The auction date has been set for 9:00AM on Saturday, October 5, 2002, and will be held at Barn #2 on the Agricultural Campus.

The motion by Robert Carr to approve the disposal of capital assets was seconded by Fred J. Whalen and unanimously approved by Trustees.

Bid information for the campus re-paving project noted that a total of four contractors bid on the project, and Carolina Paving of Hickory, NC was the low bidder at $277,865. Noting favorable references for Carolina Paving, Robert Carr made a motion to accept and approve the bid submitted by Carolina Paving. The motion was seconded by Linda S. Wall and unanimously approved.

Information received from Sutton-Kennerly & Associates, noted several deficiencies in the current HVAC system while in the process of installing the previously approved management system in those buildings. According to information received, Johnson Controls recommends that the items noted in change orders 1 through 5 be replaced at an additional cost of $20,045. A $30,000 contingency fee was established for this project and funds are available to cover the change orders listed.

Upon a motion by Robert Carr and seconded by Jim D. Wilson, the Trustees unanimously approved change orders 1 through 5, relative to the HVAC facility improvement project.

A proposed digital sign design sketch was submitted for Trustee consideration. The CAD drawing was prepared by Michael Daniels, a College Drafting & Design Instructor and will be built at the entrance to the campus on Burkemont Avenue in the same location as the current V-shaped sign. Estimated cost for the LED, masonry and stucco structure is $40,000-$50,000.

Noting a recommendation of approval by the Building and Grounds Committee, Robert Carr made a motion to approve the digital sign design as presented. Discussion followed regarding possible ordinances prohibiting flashing/scrolling signage. Charles Taylor seconded the motion to approve the digital sign design, and Trustees unanimously approved the motion.

POLICY MANUAL revisions to Section 7.7, *Traffic and Parking*, were submitted for discussion and consideration. President Jim Richardson explained the increasing number of parking violations on campus and the potential safety hazards associated with the unauthorized parking in the loading dock/service areas. Therefore, a parking fine of $10.00 per ticket has been established for unauthorized and illegal parking. In addition, it was noted that in order to

properly enforce City ordinances, the maximum monetary penalty of $250 for handicapped parking violations should be updated and noted in the POLICY MANUAL. It was also recommended that the responsibility for reviewing parking violation appeals be shifted to the Director of Security.

Following discussion, Robert Carr made a motion to approve POLICY MANUAL, Section 7.7, *Traffic and Parking* revisions and additions, as noted. The motion was seconded by Charles Henson and unanimously approved.

Richard N. Greene updated Trustees on the Continuing Education Center, reporting that the concrete foundation will be laid out this week, weather permitting and if construction continues as planned, the building would be finished by late April or early May 2003. The access bridge project on Coal Chute Road has been approved and the Department of Transportation has visited the site. Funding for the project has been approved by legislative representatives of the NC General Assembly. Discussion followed regarding the relocation of two or three state owned houses from Enola Road to the College's agricultural campus location and the costs associated with moving the houses. Preliminary plans for the proposed Emergency Services Training facility are ongoing with input being solicited from various emergency agencies across the county.

Claude Sitton commended College administrative staff and personnel for completing these time consuming projects and meeting specified deadlines in a timely manner in order to expedite the Continuing Education Complex project.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE reported the Committee did not meet and there were no personnel matters for Trustee consideration.

As mandated by the Southern Association of Colleges and Schools (SACS), and in accordance with College policy, and State Board of Community College rules and regulations, Trustees are required to annually review, revise and/or reaffirm the institution's *Mission Statement*. At the request of the College's Planning Council, minor verbal corrections were recommended, and the proposed language changes were noted in the information provided for Trustee review.

Following discussion, Jim D. Wilson made a motion to adopt the recommended and revised version of the *Mission Statement*, as reviewed. The motion was seconded by Linda Wall and unanimously approved.

Proposed amendments to Sections 2.30, 3.22, 5.1, 5.7-5.8 AND 6.17 of the College's POLICY MANUAL were reviewed and discussed with Trustees. As explained by Cynthia Callaway, the majority of the revisions are necessitated by changes in State policy or

recommended by various College standing committees in preparation for the Southern Association of Colleges and Schools reaffirmation visit scheduled for February 2003.

Jim Wilson made a motion to approve the POLICY MANUAL amendments as reviewed. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

President Jim Richardson reported that the North Carolina Community College System has completed the FTE Program Audit for continuing education and curriculum classes and recommended adjustments to College reporting practices will be forthcoming.

Richard Greene reported on enrollment growth, noting a 15% increase in actual headcount and a 16% FTE increase for Fall 2002 enrollment. A total of 184 classes are filled to capacity. Distance learning telecourses have also experienced a significant growth, reporting an offering of 57 courses this semester, compared to 12 course offerings in 1998.

Upon a motion by Charles Henson and seconded by Juleigh Sitton, Trustees voted unanimously to enter into Closed Session to discuss a pending legal civil action, David L. Tubergen vs. Western Piedmont Community College.

After returning to Open Session, a motion was made by David Campbell to engage the law firm of Haynsworth Baldwin Johnson & Greaves LLC, of Charlotte, NC to represent the College in this legal action. The motion was seconded by Jim Wilson and approved. Claude S. Sitton abstained from voting on the matter.

Prior to hearing the report of the Nominating Committee, outgoing Trustee Chair, Elsie H. Childres thanked Trustees, administration and College personnel for their cooperation and assistance during her term of office and pledged her support to the newly elected Trustee Chair.

Robert P. Carr, Chair of the Nominating Committee presented the following slate of officers for 2002-2003, as follows:

CHAIR	Charles T. Henson
VICE CHAIR	Juleigh Sitton
SECRETARY	Nettie M. McIntosh

There being no further nominations from the floor, the slate of officers were unanimously elected. The motion was made by Linda Wall and seconded by David Campbell.

Charles Henson, the newly elected Trustee Chair, thanked Trustees for their vote of confidence and pledged his continued support of Western Piedmont Community College, the administration, faculty, staff and students.

There being no further business, the Annual 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

OCTOBER 21, 2002

A G E N D A

Call to Order..... Charles T. Henson, Chair

Approval of Minutes for September 9, 2002 Nettie M. McIntosh, Secretary

Report of the Finance Committee..... Charles E. Taylor, Chair

(1) * **2002-2003 Institutional Budget and Accompanying Revisions**

(1) * **Salary Adjustment Recommendations**

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

* **Change Order #1: Paving Project**

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

Chairman's Report.....Charles T. Henson

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

ADJOURNMENT

(1) **Reports will be distributed at the meeting**

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

OCTOBER 21, 2002

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, October 21, 2002 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

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

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

Noting that a quorum was present, Charles T. Henson called the meeting to order.

Upon a motion by Nettie M. McIntosh, and seconded by Claude S. Sitton, the Minutes of the September 9, 2002 Annual Meeting were approved as printed and received.

Charles E. Taylor, Chair of the FINANCE COMMITTEE was recognized to review the 2002-2003 Institutional Budget documents and budget revisions S-1 through S-13 as supporting documentation. Distribution of categorical fund allotments for 2002-2003 were justified in revisions S-1 through S-13. A detailed summary of revenues and expenditures was examined and included funds allotted for the various facility renovation and construction projects. Preparation of the budget took into consideration a suggested 6% reserve for anticipated State reversions and a likely 2.5% to 2.75% decrease in County funds allotment. As noted in Form DCC 2-1, total operating funds for fiscal year 2002-2003 totaled $18,525,877.

Acknowledging that enrollment growth was fully funded, it was noted that the budget contained provisions for bonuses and salary increases, applicable to all College State and County employees, as follows:

(1) All full-time employees shall receive a permanent salary increase of 1.84%, retroactive to July 1, 2002; all permanent part-time employees will receive a 1.84% pro-rated salary increase, retroactive to July 1, 2002;

(2) A one time bonus of $1,625 will be paid to all full-time State and County employees, and a prorated bonus to all permanent part-time employees, employed as of October 21, 2002.

In addition, a list of designated individuals were recommended for additional salary adjustments, justified by reasons of equalized salaries, additional job responsibilities, and/or earned degrees. A recommendation was also included in the budget to increase President Richardson's monthly car allowance by $50., due to the fact that he is not eligible to receive the 1.84% salary increase.

On behalf of the Finance Committee, Charles Taylor made a motion to approve budget revisions S-1 through S-13, as supporting documents for the 2002-2003 Institutional Budget. The motion was seconded by Juleigh Sitton and unanimously approved by Trustees.

In addition, Charles Taylor made a motion to accept the 2002-2003 Institutional Budget, as presented. The motion was seconded by Nettie McIntosh and unanimously approved.

Noting that this budget year for the College, as well as the State, was extremely laborious, Trustee Chair Charles Henson praised College administration for their resolve and indisputable support for the faculty and staff of the College, as evidenced by the salary increase and bonus recommendations.

Robert P. Carr, Chair of the BUILDING & GROUNDS COMMITTEE, stated that although the Committee had not met, Change Order #1 for the repaving project was being presented for their review and consideration.

As noted in the document presented, an additional amount totaling $21,017 was being added to the project for paving additional parking lots areas being designated as handicapped parking and 15-minute drop off/pickup parking.

Following discussion, Robert Carr presented a motion to approve Change Order #1, as discussed. The motion was seconded by Elsie Childres and unanimously approved.

Fred J. Whalen, Chair of the PERSONNEL COMMITTEE, stated the Committee had not met and a report was not available.

Charles Henson thanked Trustees for their willingness to serve on the various Trustee Committees, noting that several Trustees were asked to serve on more than one Committee in order to meet the requirements of the Bylaws stating, "Committee membership is comprised of four (4) Trustees, plus the board Chair and Vice Chair serving as voting members." He also reminded Trustees that the Governor's appointment has not been made to date, and the Board currently has only eleven voting members.

Charles Henson presented a plaque to Elsie Childres, in appreciation for her leadership and dedication as Chair of the Trustees of Western Piedmont Community College from 2000-2002.

President Jim A. Richardson noted the distribution of the *Report on the Self-Study 2001-2002* document for Trustee review. Trustees will be requested to approve the report as a working document at the next Trustee meeting, in preparation for the Commission on Colleges of the Southern Association of Colleges and Schools reaccreditation visit scheduled for February 17-20, 2003. Trustees were encouraged to carefully review the document prior to the next Trustee meeting. It was noted that Trustees were acknowledged in the report for their support and commitment to the College, the students, and the community. President Richardson also updated Trustees on the Continuing Education Complex and plans for moving the State owned houses onto the property. Highlights of a proposed seamless educational project with the Burke County Public Schools were addressed and additional information will be provided to Trustees in the future.

On behalf of College faculty and staff, Nadine McGrady, Faculty/Staff Chair expressed thanks and gratitude to Trustees for their support. Student Trustee and SGA President, Hannah Anthony updated Trustees on scheduled student/club sponsored activities. Information regarding the 2002 Fall Speakers Forum was also distributed.

Cynthia H. Callaway, Vice President for Institutional Advancement gave a brief overview of financial aid and scholarships being utilized by Western Piedmont students, reporting that 181 students received private scholarship money this Fall semester. A total of 1,700 students received some form of financial aid or assistance this semester. The Annual Scholarship Luncheon was held at the Community House on October 4th, honoring scholarship recipients and donors.

Elsie Childres commented on the complex community college budget allocations, as approved by the General Assembly, and approved by the State Board. She also pointed out several articles in the "Community College Times" that would be of interest to Trustees and noted the importance of Trustee orientation and educational opportunities.

There being no further business, the meeting was adjourned.

_____

Charles T. Henson, Chair

_____

Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

Western Piedmont
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 2, 2002

A G E N D A

Call to Order..... Charles T. Henson, Chair

Approval of Minutes for October 21, 2002..... Nettie M. McIntosh, Secretary

Report of the Finance Committee..... Charles E. Taylor, Chair

* **Request for Budget Revisions S-14 through S-20**
* **Budget Resolution for Fiscal Year 2002-2003**

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

* **Change Order #2 - Paving Contract**

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

Chairman's Report.....Charles T. Henson

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

* **Proposed College Closing**
* **FTE Program Audit for Spring 2001-Spring 2002**
* **Approval of the *Report on the Self-Study, 2001-02***
* **Revised Organizational Chart**
* ***Master Campus Plan 2002***
* **DRAFT: *Addendum and Follow-up Plan* to the *Report on the Self-Study, 2001-02***

ADJOURNMENT

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MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 2, 2002

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, December 2, 2002 at 5:15PM. The meeting was held in Room 137 in Carr Hall.

MEMBERS PRESENT: Charles T. Henson, Chair
Robert L. Caldwell
Elsie H. Childres
Charles E. Taylor
Fred J. Whalen
Hannah Anthony, Student Trustee
David L. Campbell
Claude S. Sitton
Linda S. Wall
James D. Wilson

MEMBERS ABSENT: Robert P. Carr
Nettie M. McIntosh
Juleigh Sitton

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

Announcing a quorum present, Charles T. Henson called the meeting to order. He announced that the Governor's Office has named Robert L. Caldwell as a newly appointed Trustee, and welcomed him to the meeting. Claude Sitton introduced Mr. Caldwell and presented a brief resume on the new Trustee.

The Minutes of the October 21, 2002 meeting were presented for consideration. Upon a motion by Fred J. Whalen and seconded by Linda S. Wall, the Minutes were unanimously approved as presented.

Charles E. Taylor was recognized for a report of the FINANCE COMMITTEE. Following a review of justification for budget revisions S-14 through S-20, a recommendation for approval, in the form of a motion, was made by Charles Taylor and seconded by Linda Wall. The Trustees unanimously approved budget revisions S-14 through S-20.

The official Budget Resolution document, reflecting the same 2002-2003 budget numbers as DCC 2-1 form and as approved by Trustees on October 21, 2002, was presented for adoption. Noting this as the final step in the budget approval process, Charles Taylor made a motion to approve the Budget Resolution. The motion was seconded by Elsie H. Childres and unanimously approved by Trustees.

Richard N. Greene was asked to address the recommendation relative to changes in the Presidential Salary Schedule. As approved by the State Board of Community Colleges on November 15, 2002, the President's Salary Schedule has been revised to increase the maximum salary paid by a Grade 2 institution by $5,964 for fiscal year 2002-03. It was noted that no State funds may be used for this purpose and the salary increase would come from Local funds.

Following discussion, a motion was introduced by Jim D. Wilson and seconded by David L. Campbell to approve the salary increase, effective January 1, 2003. The motion was unanimously approved by Trustees.

Noting the absence of BUILDINGS AND GROUNDS COMMITTEE Chair, Robert P. Carr, Malone McNeely was recognized to discuss Change Order #2 relative to the parking lot paving project. As noted in the information provided, an amount totaling $1,751.50 was added to the project for additional survey, design and miscellaneous services for the two parking lots added to the project.

Upon a motion by Claude S. Sitton and seconded by Charles Taylor, the Trustees unanimously approved Change Order #2 as discussed.

PERSONNEL COMMITTEE Chair, Fred J. Whalen noted the Committee did not meet and a report was not required. However, it was noted that a meeting of the Executive Committee later in the month may be necessary to approve faculty appointments, prior to the beginning of the Spring 2003 semester.

President Jim Richardson requested input from Trustees on background checks for all newly employed individuals. Discussion entailed criminal background checks, credit checks, and drug testing. Following discussion, Trustees unanimously concurred that policies and procedures should be established for such background checks, and be presented to Trustees for consideration at a future meeting.

President Richardson informed Trustees that the College is scheduled to be closed for the Christmas holidays from 5:00PM on Friday, December 20th through 8:00AM on Monday, December 30th, and again on January 1st for the New Year's holiday. In lieu of opening the College on December 30th and December 31st for a small number of staff, a proposal was presented for the College to remain closed on December 30th and 31st also.

Following discussion, a motion was made by Elsie Childres and seconded by David Campbell to approve closing the College on December 30th and December 31st. The motion was unanimously approved by Trustees.

As required by the State Board of Community Colleges, President Richardson noted that the final audit report for Spring Semester 2001 - Spring Semester 2002 has been received. Two audit exceptions were noted and a copy of the College's response dated October 22, 2002, addressing (1) processing errors in records for curriculum classes, resulting in incorrectly reported FTE hours, and (2) reporting errors and required documentation in co-op student files, resulting in an error to hours reported. Financial adjustments were required for both audit exceptions, totaling $21,323 as justified in budget revision S-20. It was noted the College did concur with the findings, and specific measures have been taken to correct the reporting errors in the future, as outlined in the College's response.

Cynthia H. Callaway, Vice President for Institutional Advancement, was recognized to present documents for discussion relative to the upcoming Commission on Colleges of the Southern Association of Colleges and Schools, Reaccreditation Committee visit in February. Several documents have been revised and updated, while other documents and reports are required and have been prepared specifically for the visiting team members. Trustee approval of the reports is required by the Commission on Colleges.

(1) The *Report on the Self-Study, 2001-2002* was distributed to Trustees at the October meeting for review. Jim Wilson made a motion to approve the document. The motion was seconded by David Campbell. Discussion followed regarding the closing of the Impact facility, and noting the closing in the *Addendum* document. Following discussion, the Trustees unanimously approved the *Report on the Self-Study, 2001-2002,* as presented at the October meeting.

(2) *Organizational Chart, December 2002,* noting revisions and modifications to the form. Upon a motion by Fred Whalen and seconded by Charles Taylor, the updated Organizational Chart was unanimously approved.

(3) *Master Campus Plan 2002*, updated to include the East Campus location, noting plans for the future to enhance and expand services, renovate existing facilities, and propose new construction projects. A motion was made by Charles Taylor and seconded by Fred Whalen to approve the *Master Campus Plan 2002,* as presented. Discussion followed. The motion was unanimously approved by Trustees.

(4) *Addendum and Follow-up Plan 2002,* is a response by College Administration and Planning Council to the original Self-Study document, and addresses the recommendations and improvements for the future. Claude Sitton made a motion to approve the document, contingent upon the addition of information relative to the closing of the Impact facility. The motion was seconded by Fred Whalen and unanimously approved by Trustees.

President Jim Richardson updated Trustees on the progress at the East Campus location, noting completion of the concrete work and delivery of steel materials. Jim Burnett reported on Supervisory Training scheduled for December 5 & 6, 2002.

Announcements were made by the SGA President and the Faculty/Staff Chair, noting special programs and luncheons being held on campus during the holiday season and Trustees were encouraged to participate.

There being no further business, the meeting was adjourned.

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Charles T. Henson, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____