

William J. Allman, Secretary, was recognized by Robert Caldwell to present the Minutes of the December 15, 2008 meeting. Noting no corrections, William Allman made a recommendation in the form of a motion for the approval of the Minutes as presented. The motion was seconded by Claude S. Sitton and unanimously approved.

As Chair of the FINANCE COMMITTEE, William Allman presented budget revisions S-18 through S-20, and the following actions were taken:

S-18: Redistribution of Upholstery Program budget that was previously classified incorrectly. The program was erroneously classified as an associate degree program in lieu of a diploma program. William Allman made a motion to approve the revision. The motion was seconded by Elsie H. Childres and unanimously approved.

S-19: Distribution of enrollment growth reserve funds FY 2008-2009. Motion for approval was made by William Allman and seconded by Elsie Childres. Motion was unanimously approved.

S-20: Distribution of 1% from instructional salaries account to institutional support budget. The transfer requires State Board approval and will be transferred into Student Services for interpreters to the College's hearing impaired students. A motion for approval was made by William Allman and seconded by Charles E. Taylor. Trustees unanimously approved the motion.

BUILDINGS AND GROUNDS COMMITTEE Chair, Robert P. Carr, recognized Malone McNeely to explain the approval request of Form 3-2 as it relates to the Foothills Allied Health & Science Higher Education Center.

Malone McNeely explained that Form 2-3 is the final step in the approval process for this grant. Approval of this form will allow the College to draw down the \$1 million grant from the State allotment. The College's share of the costs for renovating the Doblin building is \$7.947 million. This amount is to be funded as follows: ⁽¹⁾ \$5.297 million from the County, ⁽²⁾ \$350,000 from the Golden Leaf grant, ⁽³⁾ \$300,000 from Blue Ridge Healthcare, ⁽⁴⁾ \$1 million in federal funds from the EDA, ⁽⁵⁾ and \$1 million from the North Carolina Community College System. It was also noted that these funds qualify as "overmatch" for any new construction bond money that may become available.

Following discussion, a motion was made by Robert Carr and seconded by Claude Sitton to approve Form 3-2, as discussed. The motion was unanimously approved by Trustees. The form will be forwarded to Burke County for execution certifying their financial support for this project, which includes maintenance costs once the building is completed and occupied.

Claude Sitton, Chair of the PERSONNEL COMMITTEE, announced the Committee had no action items for consideration.

Chairman Robert Caldwell reported that he had received notification from the North Carolina Community College System Office that there were no audit exceptions or items of concern relative to the most current FTE audit conducted at the College. He expressed appreciation and congratulations to the College and staff for the proper maintenance of both curriculum and continuing education records and accuracy of the College's record keeping systems.

President Jim W. Burnett recognized Danny Dixon, Faculty/Staff Chair. On behalf of the entire faculty and staff of the College, he expressed sincere appreciation and thanks to Trustees for the bonus approved.

As part of the PRESIDENT'S REPORT, President Burnett prefaced the introduction of two POLICY MANUAL amendments with comments and information relative to tobacco usage on campus. The Student Government Association and the College Faculty/Staff Council have adopted resolutions in favor of the proposed policy changes in order to accomplish a totally tobacco-free campus environment, effective August 1, 2009. Trustees were also informed that there are 12 other community college campuses in the state that are already "tobacco free". Noting the absence of John Aulgur, President Burnett conveyed to Trustees that Mr. Aulgur had contacted him prior to the meeting and expressed his apprehension at approving the proposed changes in order to bring about a tobacco free campus.

Emily L. Williamson introduced the following proposed POLICY MANUAL amendments as they relate to tobacco usage on campus:

Section 4.3, *Student Code of Conduct* – Addition of item #18 prohibiting smoking and or the use of tobacco products on College property or in College owned vehicles.

Following discussion, a motion was made by Charles Henson and seconded by William Allman to approve the amendment to Section 4.3 of the POLICY MANUAL, as discussed. The motion passed with one objection.

Section 7.8, *Tobacco*- The proposed change specifies that smoking and the use of other tobacco products is prohibited on College property and in College vehicles. The change also states that the College is tobacco-free.

Charles Henson made a motion to approve the POLICY MANUAL amendment to Section 7.8. The motion was seconded by William Allman. The motion passed with one opposing vote.

For information purposes, Dr. Michael Helmick reviewed the notification from the North Carolina Community College System office relative to the recently conducted FTE program audit for the review period of Spring 2007-2008. As previously mentioned, there were no areas of concern and no issues to report. Class visits were also conducted and selected records were reviewed during the audit.

President Jim Burnett updated Trustees on 2009 spring semester enrollment numbers, reporting enrollment of approximately 2,900 students. This number represents a 10% increase over last spring semester. Dramatic increases in enrollment may be attributed to the increased unemployment rate in Burke County. Individuals who have been laid off are enrolling in record numbers with financial assistance benefits that cover educational expenses. The increased enrollment numbers have presented special class scheduling issues that the College has addressed. The College was recently featured on WBTV Channel 3 news, in a segment describing the record enrollment increase, as well as meeting the challenges faced by the community colleges in light of the 5% budget cuts.

President Burnett recognized Dereama K. Coffin to update Trustees on Refresher Ethics Training requirements for 2009. Trustees were asked to contact the President's Office to schedule one of the training sessions being offered at the College via the information highway. As "public servants", Trustees were also reminded of the requirement to file a *Statement of Economic Interest* (SEI) each year. Copies of the various SEI forms, along with instructions for filing the mandatory documents with the State Ethics Commission, were distributed to Trustees. Trustees were also reminded of their responsibility to file the forms with the Ethics Commission by the April 15, 2009 deadline. It was also noted that a fine of \$250 is applicable for failure to comply with the annual SEI filing requirements. Additional questions or assistance regarding SEI filing requirements should be addressed to the State Ethics Commission.

Approximately two years ago, College senior administration realized that current campus security measures were outdated and needed to be markedly improved. In answer to these security concerns, a task force was appointed to make recommendations. President Jim Burnett introduced the following key task force members to update Trustees on security enhancements to the College campus and plans for future security improvements:

- * Danny Dixon, Chair of the Security Task Force and Criminal Justice Coordinator
- * Dr. Dan Smith, Dean of Learning Resources & Technology

The “Securing our Campus” presentation by Danny Dixon included evidence of campus violence prevention and preparedness through enhanced security procedures, prominent security presence, and up to date technology enhancements. Various security procedures and enhancements were outlined during the presentation, as well as plans for future security enhancements. Funding long range security goals was also addressed. Discussion followed relative to security enhancements or improvements to the Jim A. Richardson Campus. Trustees suggested that the task force explore the prospects of additional security training through the staging of simulations on campus. Trustees complimented the task force on taking a proactive approach to these issues and improving campus security.

Additional discussion and comments followed regarding the tobacco usage issue and creating a smoke-free campus at Western Piedmont Community College.

William Allman made a motion to recognize and commend the College administration, faculty and staff for a favorable FTE Program Audit report again this year. The motion was seconded by Elsie Childres and unanimously approved by Trustees.

There being no further business, the meeting was adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 9, 2009

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 9, 2009. The meeting was held at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

TRUSTEES PRESENT: Robert L. Caldwell, Chair
John F. Aulgur Robert P. Carr
Elsie H. Childres Charles T. Henson
Juleigh Sitton Charles E. Taylor
La'Meshia Whittington, SGA President/Student Trustee

TRUSTEES ABSENT: William J. Allman Hugh A. Blackwell
Thomas K. Johnson Claude S. Sitton
Linda S. Wall

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and
Chief Financial Officer
Michael S. Helmick, Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Daniel K. Dixon, FACULTY/STAFF Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Robert L. Caldwell, called the monthly meeting of the Trustees to order. Trustees were reminded of the ethical requirement for those serving as public servants and were requested to identify any potential conflicts of interest that may exist. There being no response, the meeting continued.

Minutes of the Trustee meeting held on February 2, 2009 were presented to Trustees for consideration. Noting no changes or corrections, Robert Caldwell made a motion to approve the Minutes as presented. The motion was seconded by Juleigh Sitton and unanimously approved.

In the absence of the FINANCE COMMITTEE Chair, Malone McNeely, Executive Vice President and Chief Financial Officer presented budget revision S-21 for the distribution of additional Perkins fund totaling \$19,600. As noted, these funds were allocated for child care expenses and instructional supplies for various programs. The remaining balance was distributed for equipment to support Building Construction, Civil Engineering, Environmental Science, and Machining programs.

Noting the recommendation of the Finance Committee to approve budget revision S-21, Charles T. Henson made a motion to approve the budget revision request. The motion was seconded by Elsie H. Childres and unanimously approved.

Continuing with the Finance Committee report, Malone McNeely directed Trustee attention to additional information distributed relative to comparison rankings of each community college based on budget FTE for the past three years. With respect to budgeted FTE, the College has consistently ranked 25th during that period. Additional information provided indicated that in 2008-2009 the College ranked 36th in current operating support provided by Burke County. Based on the data reviewed for 2008-2009, the College dropped in rank to 48th for county current support per budgeted FTE, compared to 45th in 2007-2008. Comparing the rankings with surrounding community colleges, it was noted that for 2008-2009 Caldwell Community College & Technical Institute ranks 22nd, Catawba Valley Community College ranks 36th, and McDowell Technical Community College is ranked 44th. Noting a 10% increase in County appropriated funds for 2008-2009, the data prepared by the North Carolina Community College System office revealed that the College received county support per budgeted FTE of \$638, compared to the average county support per budgeted FTE for all North Carolina community colleges of \$899, or \$261 below the state average.

Malone McNeely continued the report by presenting the proposed *Current Operations and Capital Outlay Budget Plan for 2009-2010*, totaling \$2,514,734. The College is requesting an overall increase in operating and capital outlay funds of \$580,234, equating to an overall increase in our operating budget of \$353,289, or approximately 19.4%, and capital outlay funds totaling \$226,945 for additional parking spaces on campus. This is in addition to the revenues the College receives for classroom rental space and projected interest income. The three key operating budget components include:

- (1) Operating and maintenance funds for the Foothills Allied Health & Science Higher Education Center (FAHSHEC) of \$299,132, which includes five additional personnel, utility costs and miscellaneous operating costs;
- (2) Operating funds for the Emergency Services Training complex of \$27,864, for installation of fiber optic lines to the site, telephone lines in the control tower, internet access lines for future classrooms, utilities, telephone and insurance costs for six months; and
- (3) \$26,293 to cover 3% salary increases and projected increases in retirement and hospitalization for employees paid from County funds.

The capital outlay segment of the budget request totaled \$226,945 for the addition of 126 parking spaces, as recommended by West Consultants. In analyzing the current traffic congestion and parking space shortage, the consultants recommended an additional parking tier located in front of Phifer Learning Resource Center and Carr Hall.

With respect to the Emergency Services Training Complex, Malone McNeely reported to Trustees that a total of 16 classes have already been held at the facility, and 15 additional classes scheduled. Reconditioned LP training props and piping for the burn pits have been purchased and will be installed in April or May. Training for the LP gas props is scheduled for July or August 2009, and dedication of the Emergency Services Training Complex is anticipated to occur in September or October 2009.

Discussion followed relative to the budget proposal and the College's strategy for proposed additional county funding during the current economic decline. Charles Henson made a motion to approve the *Current Operations and Capital Outlay Budget Plan for 2009-2010*. The motion was seconded by Elsie Childres and unanimously approved by Trustees.

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

In the absence of PERSONNEL COMMITTEE Chair, Claude S. Sitton, Dr. Burnett indicated there was no information to be reported from that Committee.

Chairman, Robert Caldwell reminded Trustees of their obligation under the State Government Ethics Act to file a Statement of Economic Interest (SEI) no later than April 15th. Failure to comply with the timely filing of the SEI form may result in a \$250 fine and removal from the Board as a Trustee of Western Piedmont Community College.

President, Jim W. Burnett recognized La'Meshia Whittington, Student Government Association President and Student Trustee, who reported on the success of the state N4CSGA meeting and thanked Trustee, Charles E. Taylor, for his participation in the 40th anniversary celebration as the guest speaker at the convention. She also discussed plans for the upcoming Multi-Cultural Festival during the week of March 9th, and the various events planned to inform students and citizens about community and campus diversity.

Emily L. Williamson, Vice President for Student Development presented proposed POLICY MANUAL amendments, as follows:

Section 1.6, *Food Sales* - Action relative to this proposed amendment was tabled by Trustees at the December 15th meeting. Following a review of the policy, College Attorney, Sam Aycock, recommends approval of the policy in order to comply with state statutes and the North Carolina Administrative Code, and to protect students, employees and campus visitors.

Motion for approval was made by Charles Taylor and seconded by John F. Aulgur. Trustees unanimously approved the POLICY MANUAL amendment to Section 1.6, *Food Sales*.

Section 3.34, Professional Development for Faculty/Staff - The purpose of this amendment is to clarify expectations relative to professional development activities for full-time employees to meet accreditation standards.

The motion to approve the proposed amendment to Section 3.34, *Professional Development for Faculty/Staff* was made by John Aulgur, seconded by Charles Taylor and unanimously approved by Trustees.

Dr. Michael S. Helmick, Vice President for Academic Affairs reported that the College was recently named to the President's Higher Education Community Service Honor Roll in recognition of the College's service learning program. This past year, 134 students were involved in service learning activities and generated approximately 1,900 hours of community service, assisting more than 1,200 people in our community. Currently, WPCC instructors integrate service learning components into 15 courses. Being named to the honor roll is the highest federal recognition a school can receive for academic service learning courses and community/civic involvement.

As part of the PRESIDENT'S REPORT, President Burnett recognized Malone McNeely to address the implementation of a cash management budget by the system office and how these spending measures are impacting the College. The state's community colleges have already reverted 3% of their allocated budgets, and the state has indicated they need an additional 2% from higher education in North Carolina. In response, the system office has instituted new measures relative to state spending, and Western Piedmont has done the same. As of January 27th, the College placed restrictions on travel, purchasing, and hiring new employees. All state funded travel is limited by specific restrictions, and all exceptions must be approved by the President. No state funds can be used for reimbursement of out-of-state travel unless the specific expenditure is related to accreditation. Purchases of supplies, materials and equipment are only allowed for classroom instruction. Exceptions to this must also be approved by the President as an extraordinary and essential exception. Vacant positions will not be filled except as specifically approved by the President, however this does not apply to personnel directly responsible for education, such as faculty, lab assistants, counselors, registrars, and financial aid officers. All compulsory spending limitations that have been established by the College for travel, purchasing, and hiring are subject to the availability of cash. Trustees were also advised that all capital funds earmarked for the advanced planning of the Emergency Services Training Complex have not been frozen.

Trustees were informed of the upcoming NCACCT Law Seminar scheduled for April 15-17. Elsie Childres and Juleigh Sitton are on the Executive Committee and plan to attend. Other Trustees interested in attending or who need orientation/reorientation training were asked to contact the President's Office for further information.

Charles Taylor reported to Trustees that he attended the 2009 ACCT Legislative Summit in Washington, DC in February. He gave an account of the State meeting for North Carolina Trustees at the summit and the reception for the North Carolina delegation on February 10th at the new Capitol Visitors Center, thanking them for their continued support of legislation pertaining to community colleges. Charles Taylor also thanked WPCC College staff and students associated with the current N4CSGA organization and their kind invitation to be the keynote speaker for the 40th Anniversary celebration held at the Sheraton Imperial Hotel at Research Triangle Park on March 7th. The N4CSGA presented Charles Taylor with a plaque honoring his significant contribution to the formation of the original North Carolina Community College Student Government in the late 1960's.

Elsie Childres asked that the Minutes reflect Charles Taylor's involvement in forming the original organization, and his efforts to promote student government, leadership, and the advancement of community colleges.

There being no further business, the meeting adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

Noting the recommendation for approval of the Committee, William Allman made a motion to approve the adoption of the Resolution to begin offering the additional deferred compensation plan being offered by Prudential Retirement, for the benefit of Western Piedmont Community College employees. The motion was seconded by Charles T. Henson and unanimously approved by Trustees.

William Allman presented a recommendation from the Finance Committee to approve the request to pay summer curriculum self-supporting waivers for 2008 totaling \$8,820 from overhead receipts. The 2008 summer waivers included employees, senior citizens and dual enrolled students. In comparison, self-supporting waivers paid from overhead receipts for the summer of 2007 totaled \$8,203.

Following a motion by William Allman and seconded by Charles Henson, Trustees unanimously approved the request to pay \$8,820 from overhead receipts for summer 2008 self-supporting waivers, as reviewed.

William Allman also introduced budget revisions S-22 through S-25, and C-2, and the following actions were taken:

S-22: Distribution of Technical Education funds totaling \$12,064 to purchase construction trailer for Building Construction Technology Program. Recommendation and motion for approval was made by William Allman. Motion was seconded by Linda Wall and unanimously approved.

S-23: Distribution of Disadvantaged Nursing funds to provide tutors for students requiring academic assistance. Motion for approval made by William Allman, seconded by Linda Wall and unanimously approved by Trustees.

S-24: Distribution of Performance Funds for bonuses paid in December 2008, and remaining balance to equipment needs. Motion for approval made by William Allman, seconded by Charles Henson and unanimously approved.

S-25: Redistribution of Perkins Vocation Education Basic Grant funds to meet equipment needs. Recommendation for approval in the form of a motion was made by William Allman. Motion was seconded by Charles Taylor and unanimously approved by Trustees.

C-2: Reversion of 2% (\$36,300) as mandated by Burke County Commissioners. Following discussion regarding impact of reversion and planned campus repairs and renovations, a motion was made by William Allman, seconded by Charles Henson and unanimously approved.

William Allman recognized Malone McNeely to discuss the proposed Identity Theft Prevention Program, and the Federal Trade Commission directive to establish in-house procedures or "Red Flag Rules" that would detect identity theft and/or suspicious activities. As part of the Identity Theft

Prevention Program, the College was also required to develop a response plan to use once identity theft has been detected. The deadline for submitting the Trustee approved plan is May 1st. It was also noted that the proposed plan will be reviewed and updated annually. Responsibility and oversight of the program will be delegated to the Executive Vice President/Chief Financial Officer.

Following discussion, a motion was made by William Allman and seconded by Charles Henson to approve the Identity Theft Prevention Program—"Red Flag Rules", as discussed. Trustees unanimously approved the motion.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE, reported the Committee did not meet and no report was given.

Noting the absence of PERSONNEL COMMITTEE Chair, Claude Sitton, Robert Caldwell presented the Appointment Nomination of Joel M. Ekstrom for the Financial Aid Counselor position. A total of 46 individuals applied for the vacant position, and six candidates were interviewed by the College Selection Committee. The candidate recommended by both the College Selection Committee and the Personnel Committee has higher education financial aid experience, and he has been employed at East Tennessee University since 2007 as a Financial Aid Counselor.

Following discussion and noting the recommendation for approval from the Personnel Committee, Robert Caldwell made a motion to approve the appointment of Joel M. Ekstrom for the Financial Aid Counselor position. The motion was seconded by William Allman and unanimously approved by Trustees.

Trustee Chair, Robert Caldwell announced to Trustees that the President's Annual Evaluation packets will be mailed to each Trustee for completion. As required by the State Board of Community Colleges, each community college must complete the evaluation process and notify the State Board by June 30, 2009. The deadline for returning the completed evaluations is May 4th, and the Trustee Chair will make a formal report to Trustees at the June meeting. Robert Caldwell emphasized the importance of 100% Trustee participation in the evaluation process.

Trustees were also informed that due to the scheduling of the Western Piedmont Foundation Annual Golf Classic for May 4th, the monthly Trustee meeting has been rescheduled for Monday, May 11th.

President, Jim W. Burnett recognized Emily Williamson to review proposed POLICY MANUAL amendments and additions, as follows:

Section 3.45, Drug Free Campus - Amendments recommended in order to comply with updated regulations and requirements of the Federal Drug-Free Schools and Campuses Act of 1989, and to ensure safety and well-being of employees and students. Following a motion by William Allman and seconded by Linda Wall, Trustees unanimously approved amendments to Section 3.45, Drug Free Campus.

Section 6.14, *Acceptable Use of Computing Resources* - The new policy was drafted by technology personnel to promote awareness of acceptable computing resources made available to all authorized users of the College's computer resources. The College attorney has reviewed the policy and suggestions have been incorporated into the policy. A brochure has also been developed outlining prohibited activities, printing privileges, transmission of personal data, disciplinary actions, and system monitoring. A motion was made by Charles Henson and seconded by William Allman to approve the addition of Section 6.14, *Acceptable Use of Computing Resources*. The motion was unanimously approved.

Section 6.3, *Uncollectable Accounts and Unpaid Loans* - The proposed amendments to this section clarify the process for collecting outstanding accounts. A motion to approve the amendment was made by Charles Taylor, seconded by Linda Wall, and unanimously approved by Trustees.

Section 6.9, *Cash Management Plan* - Proposed amendments to this section correspond with language used in Section 6.3, and changes the service charge amount for checks returned due to insufficient funds from \$10. to \$25. William Allman made a motion to approve the proposed amendment. Trustees unanimously approved the motion, following a second by Elsie Childres.

President Jim Burnett encouraged Trustees to participate in the Western Piedmont Foundation 25th Annual Golf Classic scheduled at Mimosa Hills Golf and Country Club on May 4th. Trustees were also invited to attend the luncheon prior to the tournament, from 11:30 to 1:00 and the 5:30 social prior to the award ceremony.

President Burnett also reviewed a list of various graduation ceremonies taking place over the next few months. William Allman encouraged Trustees to attend the graduations as a way of showing their support for the College and the students graduating.

La'Meshia Whittington, SGA President and Student Trustee was recognized by President Burnett, and described the various activities taking place on campus during Spring Fling on May 6th -7th.

There being no further business, the meeting adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JULY 13, 2009

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, July 13, 2009 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT:

Robert L. Caldwell, Chair
William J. Allman John F. Aulgur
Robert P. Carr Elsie H. Childres
Charles T. Henson Claude S. Sitton
Juleigh Sitton Charles E. Taylor
Linda S. Wall

MEMBERS ABSENT:

Hugh A. Blackwell Thomas K. Johnson
La'Meshia Whittington, SGA President/Student Trustee

VISITOR:

Brian Morris, Western Carolina University Doctoral Student
Education Leadership Program

OTHERS PRESENT:

Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and
Chief Financial Officer
Michael S. Helmick, Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Dereama K. Coffin, Recording Secretary

Chairman, Robert L. Caldwell called the monthly meeting to order. Trustees were reminded of the ethics requirements for those who serve as public servants and were requested to identify any potential conflicts of interest that may exist. There being no conflicts identified, the meeting continued.

William J. Allman, Secretary, presented the Minutes of the June 1, 2009 meeting for consideration. Following a motion by Elsie H. Childres and seconded by Claude S. Sitton, the Minutes were approved as presented.

Robert Caldwell announced that the Agenda would be altered to present the Personnel Committee first to accommodate Claude Sitton's speaking engagement. For that reason, Robert Caldwell recognized Claude Sitton for a report from that Committee.

Claude Sitton, Chair of the PERSONNEL COMMITTEE announced the Committee did meet and would be submitting six appointment nominations for Trustee consideration.

Emily L. Williamson, Vice President for Student Development was recognized to review the appointment nomination of Susan M. Williams for the Dean, Student Services position vacated by the retirement of Larry K. Garrison. The recommended candidate has been employed with the College since 2002 and currently serves as the Director of Enrollment Management in the Student Services division. Prior to coming to the College, she was employed by Isothermal Community College and worked in admissions, financial aid and records. She received an associate degree from Catawba Valley Community College, a bachelor's degree from Appalachian State University and completed a master's degree in Educational Administration from Western Carolina University. Susan Williams graduated from the North Carolina College Leadership program and also assisted with the development of the College's Succession Leadership Program and Lifelong Leadership Program.

As Chair of the Personnel Committee, Claude Sitton made a motion to approve the appointment of Susan M. Williams as the Dean, Student Services as set forth in the information provided and reviewed. The motion was seconded by Charles T. Henson and unanimously approved by Trustees.

Dr. Michael S. Helmick was recognized by Claude Sitton to review the five instructor nominations. The candidate recommended for the Instructor, Mathematics position is John B. Grubbs. His teaching background includes employment as an adjunct instructor for Caldwell Community College & Technical Institute and Appalachian State University. He attended Western Piedmont, received a bachelor degree from UNC-Chapel Hill and a masters degree in Mathematics from Appalachian State University.

A motion was made by Claude Sitton to approve the appointment of John B. Grubbs for the Instructor, Mathematics faculty position. The motion was seconded by William Allman. Trustees unanimously approved John B. Grubbs for the Instructor, Mathematics position.

Sam E. Vegter was recommended as the Instructor, Business Administration. Of the individuals applying for the faculty position, a limited number of applicants had teaching experience. Sam Vegter has taught for the College for five years as an adjunct instructor, and also has an extensive personal background and experience in a small business setting. He received a bachelor degree and a master's degree in business administration from Appalachian State University.

A motion to approve the appointment of Sam E. Vegter was made by Claude Sitton and seconded by Linda S. Wall. The motion was unanimously approved by Trustees.

Jeremy L. Soots has been recommended for the Instructor, Machining Technology position. He is currently an adjunct instructor for the College, and his professional background includes machine shop supervisor for Penske Engines and Appollonio Machine Company. He is a graduate of the College and received a bachelor's degree in engineering from Western Carolina University.

Following a motion by Claude Sitton and seconded by Juleigh Sitton, Trustees unanimously approved the nomination and recommendation of Jeremy L. Soots for the Instructor, Machining Technology position.

David L. Clifton has been recommended for the Instructor, Studio Art position. David Clifton has taught as an adjunct instructor for the College for five years, and has a strong background in computer graphics design and digital media. He received a master's degree in Computer Art from Savannah College of Art & Design.

Claude Sitton made a motion to approve the recommendation of David A. Clifton for Instructor, Studio Art. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

The candidate recommended for the Instructor, English position has been an adjunct instructor for the College for the past two years. Rani Burd has taught developmental and curriculum level English courses at the College, as well as at Foothills Correctional Institution. She received a bachelor degree from the University of Massachusetts and a master's degree in English from the University of Texas at Austin.

A motion to approve Rani Burd for the Instructor, English position was made by Claude Sitton, and seconded by John F. Aulgur. Trustees unanimously approved the motion.

Robert Caldwell recognized William Allman, Chair of the FINANCE COMMITTEE to review the following budget revisions:

S-27 and S-28: Both budget revisions relate to the receipt and distribution of funds provided by the State Fiscal Stabilization Funds (SFSF) to meet payroll obligations for May and June totaling \$500,468. Revision S-27 distributes the College's portion of the funds to the new purpose codes, while S-28 reverts those same funds allocated from previously utilized purpose codes. A motion was made by William Allman and seconded by Elsie Childres to approve budget revision S-27. The motion passed unanimously. A motion was made by William Allman and seconded by Claude Sitton to approve budget revision S-28. The motion was unanimously passed.

S-29: Redistributes Perkins funds based on actual expenditures for 2008-2009. The motion for approval was made by William Allman and seconded by Charles Henson. Motion was unanimously approved.

S-30 and S-31: Year-end revisions for appropriated State funds. A motion for approval of S-30 was made by William Allman and seconded by Charles Henson. Trustees unanimously approved the motion. Likewise, a motion for approval of S-31 was made by William Allman. The motion was seconded by Charles Henson and unanimously approved by Trustees.

C-3: End-of-year distribution of County funds allocated. Motion for approval by William Allman, seconded by Claude Sitton, and unanimously approved by Trustees.

William Allman recognized Malone McNeely to review the Budget Report for the year ending June 30, 2009. For information purposes, Malone McNeely reviewed the various uncertainties surrounding the State budget that have occurred during this budget period. As early as December of 2008, the College reported to Trustees that a decision had been made to take a more conservative spending approach, due to information received from the System Office relative to budget reversions. In December, the College reverted an additional 1% or \$145,772 of our budget, in addition to the 2% or \$291,443 previously reverted in September. In April, 2009 the directive was received from the State Office restricting all hiring, purchasing and travel with the exception of approvals by the Office of State Budget and Management. The College did request and received an exception for equipping the Higher Education Center, depleting all equipments funds, as noted in the year end report. In April, the College reverted an additional 1% of our budget, noting a total of 4% or \$582,887 in reversions from the 2008-2009 budget. With the funding uncertainties and mandatory spending restrictions, the College expended 97.1% of our budgeted funds. A total of \$14,572 in funds is available for carry-forward. The College expended \$1,890,557 of the \$1,895,700 of the County funds allocated for 2008-2009.

William Allman applauded the unwavering efforts of Chief Financial Officer, Malone McNeely, in securing specific funding exceptions for the Higher Education Center equipment purchases from the Office of State Budget and Management.

BUILDINGS AND GROUNDS COMMITTEE Chair, Robert P. Carr, reported the Committee had no items for Trustee consideration.

Chair, Robert Caldwell announced that a definite date has not been scheduled for the August Trustee meeting, due to the delay in acquiring State budgetary information for 2009-2010 from the System Office. Trustees will be notified once a date has been determined.

President Jim W. Burnett introduced Brian Morris from Catawba Valley Community College. Mr. Morris is completing a class assignment as a student of the educational leadership doctoral program at Western Carolina University.

President Burnett recognized Emily Williamson to review the proposed POLICY MANUAL amendment to Section 3.21, *Family and Medical Leave Act*. The proposed changes to the policy reflect changes to federal law and are recommended by the Office of Human Resources.

Following a motion for approval by Elsie Childres and seconded by William Allman, Trustees unanimously approved the amendment to Section 3.21, *Family and Medical Leave Act*.

Malone McNeely updated Trustees on the status of 2009-2010 budget proposals, noting that the budget process has moved to the conference committee. In that an agreement was not reached by June 30th, a continuing resolution was passed in order to keep state government operational and provided funds at the 85% level until an agreement can be reached. This resolution expires on July 15th, and a new resolution will likely be instituted until July 31st, noting it is not likely that a budget will be passed

by the General Assembly until the end of July at the earliest. Thus far, the continuing resolution provides for a tuition increase at community colleges for the Fall semester. Tuition costs for in-state students will be increased to \$50 per credit hour, for an increase of \$8 per semester hour. Other items included in budget negotiations include the uncertainty and/or reduction in funding for enrolling high school students in certain community college courses through the Huskins/Dual Enrollment programs. Elsie Childres encouraged Trustees to contact legislative representatives regarding this issue and stress the importance of continued funding for these programs. It was also suggested that Trustees wishing to voice their opinions on community college funding issues to the Governor's Office contact Juleigh Sitton.

Emily Williamson updated Trustees on the status of the Higher Education Center, which is 98% complete. The second floor of the facility is nearly complete and the contractor is working with the building inspector for temporary certificates of occupancy as various parts are completed. Furniture and equipment for the facility are to be delivered and installed July 27-August 7. Classes are scheduled to begin on August 24 and a dedication ceremony is being tentatively planned for October. University courses will be offered by Appalachian State University, Western Carolina University and Lees-McRae College. Nearly \$1 million has been spent equipping the training center using State and grant funds. Discussion followed relative to parking and signage at the location.

Trustees were reminded of the Summer Curriculum Graduation on August 4th at the City of Morganton Municipal Auditorium. Trustees were reminded that this will be the last summer graduation in that the decision has been made to hold curriculum graduations in May and December 2010.

There being no further business, the meeting was adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

Mabel Lowman, Clerk of Court was welcomed and proceeded to administer the Trustee Sworn Affidavit to Linda S. Wall, Fred J. Whalen and La'Meshia Whittington. Linda Wall was reappointed by the Board of Education, Fred Whalen was appointed by the Burke County Commissioners for a 4-year term and La'Meshia Whittington was sworn in as the Student Trustee for 2009-2010.

William J. Allman, Secretary, presented the Minutes of the July 13, 2009 meeting for approval. There being no corrections, a motion was made by William Allman and seconded by Charles E. Taylor to approve the Minutes as presented. The motion was unanimously approved.

FINANCE COMMITTEE Chair, William Allman began the budget report with a review of the College's enrollment growth for 2008-2009, indicating a significant increase in all three categories, and noting that the College is funded by the State on FTE earned in the most recent year or the average of the last three years, whichever is greater. For the 2008-2009 reporting period, the College gained a total of 177 curriculum FTE, 39 occupational extension FTE and 16 FTE in basic skills. Reasons for the increase in FTE and enrollment were also discussed. Preliminary enrollment numbers for Fall 2009 indicate an increase of 15% from 2008-2009. As a result of the FTE growth in all three categories, the College received approximately \$1.2 million in new funding. In addition, increases in funding over prior years were allotted for allied health programs, technical programs, and equipment allotments. However, a total of \$180,483 in other categorical funds were either eliminated or reduced significantly, which included faculty salary upgrades, special funding for nursing programs and disadvantaged nursing, hearing impaired, customized training, small business center, compensatory education allotments, and library resources. Management Flexibility Reduction (MFR) was introduced this year to allow colleges to determine which line items would be reduced from the initial budget in order to comply with various mandatory budget reductions. The 3% MFR budget reduction totaled \$447,932. Combined with an additional 5% reversion as outlined in Executive Order 21 due by October 1st, Western Piedmont's 2009-2010 budget allocations were reduced by 8%. The College also plans to comply with a recommendation from the System Office and establish an additional 1% reserve for possible reversion.

Detailed review of budget revision S-32, relating to a 2008-2009 budget distribution of Perkins funds, and budget revisions S-1 through S-13 in support of the 2009-2010 institutional budget resulted in the following actions:

- * Motion to approve S-32 by William Allman, seconded by Claude S. Sitton and unanimously approved.
- * Motion to approve S-1 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-2 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-3 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-4 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-5 by William Allman, seconded by Claude Sitton and unanimously approved.

- * Motion to approve S-6 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-7 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-8 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-9 by William Allman, seconded by Claude Sitton. Questions regarding MFR reduction were addressed. Motion was unanimously approved.
- * Motion to approve S-10 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-11 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-12 by William Allman, seconded by Claude Sitton and unanimously approved.
- * Motion to approve S-13 by William Allman, seconded by Claude Sitton and unanimously approved.

William Allman also reviewed information relative to County budget appropriations since 2000-2001, noting significant increases for the past four years. Additional revenues generated from room rentals and interest income will be used to offset expenses and balance the County budget for 2009-2010. County funds allotted for 2009-2010 were \$2,115,000, noting an increase of \$300,000 or 16.52%; total County funds available, including additional rental income and interest income amounted to \$2,225,000. The increase in County funds will support the College's request for additional maintenance and operating expenses at the Foothills Higher Education Center. However, it was noted that further discussion with the County relative to the College's request for funding additional parking on campus is ongoing.

A motion was made by William Allman and seconded by Claude Sitton to approve budget revision C-1 to distribute the County allotment of funds for 2009-2010. The motion was unanimously approved by Trustees.

The detailed summary of budget revenues and expenditures was reviewed. As outlined in the DCC 2-1 document, total College operating funds from all sources for fiscal year 2009-2010 totaled \$31,117,443, indicating a budget increase of \$2,225,557 from the prior year.

Noting that the 2-1 document requires Trustee approval, a motion was made by William Allman and seconded by Claude Sitton to approve the 2009-2010 Institutional Budget document DCC 2-1 as reviewed. The motion was unanimously approved by Trustees.

Trustees also discussed the College's energy conservation plans and funding available for assistance at the State level. It was noted that the College currently has HVAC personnel evaluating and auditing utility costs in an effort to make recommendations for generating energy savings in all areas. A recommendation was made for the College to publicize successful energy savings strategies. Discussion also followed relative to the escalating cost of text books and efforts being made by College faculty and staff to minimize this expense for students.

BUILDINGS AND GROUNDS COMMITTEE Chair, Robert P. Carr recognized Malone McNeely to review the proposed amendment to Form 3-1 as it relates to Phases II and III of the Emergency Services Training Complex. As explained by Malone McNeely, the change to the capital improvement project document was necessitated by a request from the System Office to transfer the remaining balance of \$6,800 from the Facility Master Plan allocation to the design services estimated cost for Phases II and III of the Emergency Services Training Complex. Subsequently, the estimated design cost totals \$96,800.

Following a motion by Robert Carr and seconded by Hugh Blackwell, Trustees unanimously approved the amendment to NCCCS Form 3-1 relative to the Emergency Services Training Complex project.

As part of the Committee report, a request to dispose of surplus property by means of a public auction was reviewed. A public auction is scheduled for Saturday, October 3, 2009 at Barn #2 located on the Jim A. Richardson campus, off Enola Road. Included in the Trustee packet was a list of the equipment and items to be auctioned.

A motion was made by Robert Carr and seconded by William Allman to approve the disposal of surplus property at the public auction on October 3, 2009. The motion was approved, noting that Trustee Claude Sitton abstained from voting on the motion, as previously indicated.

Claude Sitton, Chair of the PERSONNEL COMMITTEE, announced the Committee had no action items for Trustee consideration.

Chair, Robert Caldwell encouraged Trustees to complete the *Standing Committee Selection Form* indicating their preference for serving on the various Committees. The newly elected Chair will use the forms to establish the composition of the standing Trustee Committees for 2009-2010.

Chair Caldwell also reported that the Annual Meeting of the Western Piedmont Foundation was held on September 10, 2009. John P. Rostan, III was elected as the President for 2009-2010, and Bill Lennon and Philip Moore were elected as new Directors for the Foundation. It was also announced that although Ron Martin rotated off the Foundation Board of Directors, he has agreed to serve as Chair of the 2009 Annual Giving Campaign which will begin in October.

Student Government Association President and Student Trustee, La'Meshia Whittington updated Trustees on SGA sponsored events and activities and announced plans for future functions and events. She also informed Trustees of the intent of the SGA to request an increase in Student Activity Fees to \$2.00 per credit hour to assist with the escalating costs associated with student activities and events. Student Activity Fees at surrounding community colleges campuses are higher than the College's \$1.50 per credit hour fee. The request will be presented to Trustees for consideration at a later date.

La'Meshia Whittington also announced her plans to apply for the open position of Western Division Chair of the N4CSGA, and asked for the support of the College and Trustees in this endeavor to represent Western Piedmont Community College at the State level. She indicated that she will be attending the N4CSGA Fall Conference with other College representatives. It was noted that the College's Student Government Association allocates funds for attendance at the statewide conferences.

Faculty/Staff Chair, Maureen Schwind conveyed the appreciation of the Faculty/Staff Council for the College's support of a recent leadership training session on consensus building led by motivational speaker Eric Rowles of Leading to Change, Inc.

President Jim W. Burnett recognized Emily L. Williamson, Vice President for Student Development to review the *2009 Critical Success Factors* report documenting each community college's performance on standards as established by the System Office to meet accountability standards. Information included in the report was based on the 2007-2008 academic year. It was noted that the College met 7 of the 8 performance standards, falling short of the 75% standard for "Passing Rates of Students in Developmental Courses". As a result, the College will not be recognized for "exceptional" performance or receive additional incentive funding, as in previous years. Discussion followed relative to what course of action the College is currently undertaking in order to improve and strengthen the developmental performance and instruction. It was noted that the College reported a 75% retention rate for 2007-2008 and ranked first place in the system; and, 92% of WPCC students passed required licensure and certification examinations compared to 86% statewide.

As required by the State Board of Community Colleges and the Southern Association of Colleges and Schools, Emily Williamson presented the College's modified *Mission Statement* for review and affirmation of the Trustees. As explained, the College's Planning Council requested input from the Deans Council and various College divisions for consideration, resulting in the proposed *Mission Statement* being presented for Trustee consideration.

Following a motion by Linda S. Wall and seconded by Hugh Blackwell, Trustees unanimously approved the *Mission Statement* as proposed.

Dr. Michael S. Helmick, Vice President for Academic Affairs, reviewed the 2008-2009 Summary of Specific Fees. It was reported that some of the nursing testing fees have been reduced, and student travel fees were listed at \$0.00 due to statewide budgetary travel restrictions.

A motion to approve the *Specific Fees Summary for 2008-2009* was made by Claude Sitton and seconded by Elsie Childres. The motion was unanimously approved by Trustees.

In compliance with the State Board of Community Colleges Internal Audit Plan, Dr. Michael Helmick presented the Continuing Education Division Internal Audit Plan and Visitation Report for 2008. The College is in compliance and exceeds the State requirements for the number of required class visits each semester.

A motion was made by Claude Sitton and seconded by William Allman to accept and approve the report as submitted. The motion was unanimously approved.

President Jim Burnett recognized Emily Williamson to introduce an addition to the POLICY MANUAL, Section 4.16, *Student Loan Program Code of Conduct*. As noted, the addition of the specific policy was necessary to ensure compliance with the Federal Higher Education Opportunity Act of 2008.

Claude Sitton made a motion to approve the addition of Section 4.16, *Student Loan Program Code of Conduct*. The motion was seconded by Linda Wall and unanimously approved by Trustees.

President Burnett noted the 2008-2009 FACT SHEET was included in Trustee packets for information, indicating that 96% of WPCC graduates were satisfied with the overall quality of the College, and 100% of employers surveyed indicated satisfaction with the quality of WPCC graduates.

President Burnett also updated Trustees on Fall enrollment numbers, noting an increase of 15% for a total of 3,365 students. Transfer students made up 50% of enrollment, with 20% of students enrolled in healthcare programs, 20% in business and public service, and 10% in engineering and trade programs. The average age of enrolled students has risen from 26 years to 28 years old. Discussion followed regarding additional parking on campus.

Robert Caldwell recognized Claude Sitton, Chair of the Nominating Committee for a report. On behalf of the Committee, Claude Sitton recommended the following slate of officers for 2009-2010:

Robert L. Caldwell	Chair
Linda S. Wall	Vice Chair
Charles E. Taylor	Secretary

Noting no additional nominations, the following actions were noted;

- * Motion made by Claude Sitton to approve Robert Caldwell as Chair was seconded by Charles Taylor and unanimously approved by Trustees.
- * Motion made by Claude Sitton to approve Linda Wall as Vice Chair was seconded by Elsie Childres and unanimously approved by Trustees.
- * Motion made by Claude Sitton to approve Charles Taylor as Secretary was seconded by Linda Wall and unanimously approved.

There being no further business, the Annual Meeting of the Trustees was adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

Noting a quorum present, Robert L. Caldwell called the monthly meeting of the Trustees of Western Piedmont Community College to order. Trustees were reminded of the ethics requirements for individuals who serve as public servants. Trustees were requested to identify any potential conflicts of interest that may exist with items listed on the Agenda. There being no conflicts noted, the meeting continued.

President Jim W. Burnett proceeded to introduce new faculty and professional staff members recently approved by Trustees. In addition, Jennifer Propst, Coordinator of Student Activities, introduced elected 2009-2010 Student Government Association officers.

Charles E. Taylor, Secretary, presented the Minutes of the Annual Meeting held on September 14, 2009 for approval. There being no corrections, a motion was made by William J. Allman and seconded by Claude S. Sitton to approve the Minutes as presented. The motion was unanimously approved.

As Chair of the FINANCE COMMITTEE, William Allman reviewed budget revisions, S-14 and S-15, and the following actions were taken:

S-14: Distribution of fiscal year 2009-2010 GATE Project allocations totaling \$43,065. The GATE project is a grant from the US Department of Labor targeted to assist dislocated workers in rural areas.

Following an explanation of the grant project, William Allman made a motion to approve budget revision S-14, as presented. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

S-15: Request for funds to be allocated to the College for distribution of 2009-2010 longevity pay to all full-time personnel who have been employed by the State for at least 10 years. Allocation total was stated at \$153,191.

A motion for approval of S-15 was made by William Allman and seconded by John F. Aulgur. Trustees unanimously approved the budget revision.

William Allman presented a request for Trustee approval for payment of waivers previously granted to students for 2009 summer self-supporting classes from overhead receipts. It was explained that according to changes in general statutes, students are no longer granted waivers for attending self-supporting classes. However, it was noted that during the 2009 summer semester, the College enrolled students who were previously eligible for waivers totaling \$19,194. The College had made a commitment to students who were eligible for waivers that they would not be charged the tuition and those waivers would be paid from another source of funds. After consulting with State auditors, it was determined that the College could pay the waivers from overhead receipts with the approval of Trustees.

Following further discussion, a motion was made by William Allman and seconded by Claude Sitton to approve the request to pay curriculum self-supporting student waivers for summer 2009 from overhead receipts. The motion was unanimously approved.

William Allman also presented a request for approval to write off eligible outstanding parking fines as uncollectible accounts. In accordance with Section 6.3 of the College POLICY MANUAL, all avenues to collect these fines have been exhausted. It was noted that the majority of the unpaid parking fines are students and the student accounts would be flagged. Students with outstanding parking fines would not be eligible to register or receive copies of transcripts until the fines are paid in full. This action does require Trustee approval.

Following a motion by William Allman and seconded by Claude Sitton, Trustees unanimously approved the request to write off the uncollectible accounts.

Claude Sitton, Chair of the PERSONNEL COMMITTEE reported the Committee met and recognized Emily L. Williamson, Vice President for Student Development to introduce the appointment nomination information for Andrew Rushin as the Director of Enrollment Management. The position is the same as the former Director of Admissions and the title was changed to reflect additional responsibilities. The candidate previously worked at Lees-McRae College as a social science instructor and Coordinator of the off-campus Criminal Justice program at Western Piedmont for Lees-McRae. He received bachelors and masters degrees from Appalachian State University. He also has extensive data management experience.

A motion to approve the appointment of Andrew Rushin as the Director of Enrollment Management was made by Claude Sitton and seconded by John Aulgur. Trustees unanimously approved.

Dr. Michael S. Helmick, Vice President for Academic Affairs presented the recommendation for approval of Allen Weatherford for the Chief GED Examiner position. The candidate is currently employed at Newton Conover Health Science High School as a school counselor. He also has previous experience with test administration from Measurement Inc. Allen Weatherford earned a bachelors degree from Wake Forest University and a masters in school counseling from Lenoir-Rhyne University.

A motion was made by Claude Sitton to approve the recommendation to employ Allen Weatherford as the Chief GED Examiner. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

During the CHAIRMAN'S REPORT, Robert Caldwell informed Trustees that the appointment by the Governor previously retained by Elsie H. Childres has been announced. On October 28th, Governor Perdue's office notified the College that the Governor had appointed Ronald F. Martin to fill the position. Elsie Childres will be honored at a luncheon in the near future and the College will present her with a plaque commemorating her 28 years of service as a Trustee of Western Piedmont Community College at that time. The College will make plans to administer the Oath of Office to Ron Martin at the Trustee meeting on December 14th.

Robert Caldwell also reported that the Annual Giving Campaign for 2009-2010 is currently in progress and the goal for this year is to raise \$110,000 for student emergency loan funds, student scholarships, and faculty and staff development. He also stressed the importance of 100% Trustee participation in the campaign to establish an example for the community and the important role of the Foundation in supporting the various services offered by the College to students and employees. Campaign pledge cards were distributed and Trustees were encouraged to make their pledge or monetary donation to the campaign as soon as possible.

La'Meshia Whittington, SGA President and Student Trustee reported to Trustees on the participation of the College's SGA in the recent N4CSGA conference held in Asheville. She also reported on the successful Fall Festival and Club Day fundraiser activities held on campus. It was also indicated that the SGA organization is currently making plans to sponsor a parade float for the holiday season.

Maureen Schwind was recognized for a report from the Faculty Staff Council. As part of her report, she thanked La'Meshia Whittington for her informative presentation on parliamentary procedure to the Rotaract Club. She also reported that with the promotion of Susan Williams to Dean of Student Services, Linda Carswell, Director of Purchasing was elected to fill an at-large seat. At the first business meeting, the Faculty Staff Council established goals for the coming year, which included a thorough review of the Council By-laws, a re-evaluation of the Pledge to Students for updates, and creating a Historical Roster of past members of the Faculty Staff Council. The next meeting of the Faculty Staff Council is scheduled for November 19, 2009.

President Jim Burnett proceeded with the PRESIDENT'S REPORT by updating Trustees on the College's efforts to reduce textbook costs as previously discussed. He reported that over the past 20 years textbook prices have increased 186% nationwide, dramatically impacting the affordability of acquiring a higher education for students with low incomes, or retraining for unemployed individuals. Noting that there are only five companies that publish 80% of all college textbooks, the fear of competition is minimal. Tactics used by publishers to publish new editions each year inhibit students from purchasing used textbooks in order to save money, as well as bundling packages of items for a particular course rather than selling individual textbooks. This is a nationwide problem, not exclusive to Western Piedmont. In response, the College consulted division deans and faculty members in an effort to reduce costs for our students. The College Bookstore has also made digital textbooks available and provided students with information on renting textbooks online. In addition, the Bookstore has developed a textbook fact sheet outlining the various options available to students for purchasing textbooks. Dr. Michael Helmick shared information with Trustees on the efforts and strategies of the various College academic divisions and instructors to reduce textbook costs in the courses they teach. It was noted that the College does not set book costs; however, we do have control over which company is chosen for textbook purchases. Strategies employed by the divisions and faculty included not bundling textbooks, selecting cheaper paper-backed textbooks, designating the use of some textbooks for two

semesters, and using internet sources instead of textbooks. One division switched to using custom textbooks that contained only the necessary chapters. Other divisions changed to loose-leaf texts and one instructor is in the process of developing a new in-house lab manual.

Noting that individual student costs will vary, it is estimated that the overall textbook costs were reduced by approximately 15%. The College will continue to explore additional options for reducing the costs of textbooks, while being cautious not to compromise the quality of instruction to our students. The College did explore the possibility of renting textbooks to students, noting that this is a cost prohibitive option, as well as a storage problem for the College. Instructors are keenly aware of the increasing textbook prices, and they will continue to search for other options and explore other texts and avenues for reducing textbook costs.

Following the report, Trustees commended College employees for their efforts and determination in addressing this issue on behalf of the students.

President Burnett advised Trustees that Lt. Governor Walter Dalton and his wife visited the campus on September 29th. The Lt. Governor met several students toured the College's machining program area, and visited Burke Middle College. He also publicly stated his commitment to community colleges and the development of programs in the workforce development area.

It was also announced that in September, Western Piedmont was selected to receive a 3-year \$14,000 per year grant promoting service learning and community involvement in environmental education. Projects relating to healthy living will include exercise, nutrition, learning in a natural environment, and taking care of the environment. The prestigious federal grant is part of a \$1.1 million national initiative sponsored by the American Association of Community Colleges, and is funded by the Learn and Serve America program of the Corporation for National and Community Service. The theme of the grant is "No Child Left Inside" and will target pre-school students to high school students. Beth Parrish, Early Childhood Instructor will direct the grant.

President Burnett announced the results of the Western Piedmont Foundation Employee Annual Giving Campaign for 2009-2010. A total of 166 employees donated this year, representing 90% participation. College employees pledged or donated a total of \$22,078 which represents a 20% increase over last year's total of \$18,428. Co-chairs for the on-campus campaign were Max Jordan and Teah Nile. President Burnett expressed appreciation to faculty and staff for their dedication and generosity.

Trustees were reminded of the Fall Speakers Forum taking place on campus from November 16 through November 19. The topic for this year's forum is "Food for Thought-Reinventing our Food System for a Healthier World", and will feature several distinguished speakers who will discuss such topics relating to political, environmental, ethical, and health issues involved in our food system. Chip Hope, the Coordinator of Sustainable Agriculture and Horticulture programs at the College will be the featured speaker on Wednesday, November 18th at 12:00 in Leviton Auditorium.

President Burnett and Malone McNeely reported to Trustees that the Governor's Office, in consultation with the Office of State Budget and Management, will return a portion of the 5% state appropriations that the College previously reverted to the state for this fiscal year. The State will return \$295,565 of the \$738,914 previously reverted by the College. In addition, community colleges were advised they do not need to hold an additional 1% for the purpose of potential future reversions as originally announced. Community colleges were put on notice that should revenues begin to come in below projections, the colleges should be prepared for the possibility of the implementation of spending restrictions similar to last year relative to hiring personnel and travel.

Trustees were advised of the dates for the 2010 Community College National Legislative Summit to be held in Washington, DC from February 8-10. Interested Trustees should contact the President's Office for additional details.

Chair, Robert Caldwell thanked members of the Nominating Committee and Trustees for nominating and electing him as Chair of the Trustees for 2009-2010.

There being no further business, the meeting adjourned.

Robert L. Caldwell, Chair

Dereama K. Coffin, Recording Secretary

DATE APPROVED: _____

FINANCE COMMITTEE Chair, William J. Allman stated that although the Committee did not meet prior to the Trustee meeting, there were two budget revisions for Trustee consideration.

Budget revision, S-16, was to reallocate two percent (2%) reverted back to the College in September 2009, in accordance with a directive from the Governor's Office. The College originally reverted \$761,310 (5%) to the System Office. Budget revision S-16 distributes \$295,565 of that amount back to the College.

Following a motion for approval of S-16 by William Allman and seconded by Charles Taylor, Trustees unanimously approved the budget revision as presented.

In September 2009 the College received \$2,880 for the Career Readiness Certification program. The occupational education assessment funds can be used to evaluate students in reading, math and to assist with preparing the individuals to enter the job market. Budget revision S-17 is for the distribution of the Career Readiness Performance Incentive grant funds of \$2,880.

A motion was made by William Allman and seconded by Charles T. Henson to approve budget revision S-17. The motion was unanimously approved by Trustees.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE recognized Malone McNeely to review information relative to the parking lot addition. Of the nine bids received for the project, Mid State Contractors submitted the low base bid totaling \$82,747. The base bid included grading, adequate storm drains and piping, erosion control measures, and stone for the parking lot in preparation for paving the area when adequate funds become available. County Commissioners have indicated that during the next budget year, they would consider a request for funds to pave the parking lot. Therefore, the College is also submitting Change Order #1 for \$2,500 to complete additional grading and fill dirt in preparation for the anticipated paving of the parking lot. Work on the parking lot is scheduled to begin immediately in order to have the site available for use when students return for classes in January. As noted by Malone McNeely, the parking lot addition will provide 245 additional parking spaces.

Alternate bids for the steps leading from the proposed parking lot site were not accepted and were bid out separately. Noting that the College is required to solicit at least three bids for the concrete steps, Malone McNeely explained that one bid has been received, another bid is forthcoming, and one contractor declined to submit a bid.

Following discussion, a motion was made by Robert Carr, seconded by Claude Sitton, and unanimously approved by Trustees for the following actions relative to the proposed parking lot addition:

- (1) Approve the base bid and award the contract for the parking lot addition to Mid State Contractors for \$82,747;
- (2) Approve Change Order #1 in the amount of \$2,500 for additional grading and fill dirt; and,
- (3) Approve the award of the contract for the concrete steps to the low bidder.

Malone McNeely also announced that bids for the completion of the burn pits located at the Emergency Services Training Center were received on December 11th. Wilkie Construction submitted the low bid for \$119,159. Information relative to the three bids received for the project was distributed to Trustees for review, and included information relative to the work and materials for the completion of the project. Once installation of the burn pits is completed, the College will have one of the most superior facilities in the state for this type of specialized training.

Noting that the bid opening occurred less than a week ago, the College has not received or signed a contract with Wilkie Construction. Consequently, the College is submitting a request for Trustees to authorize the College to enter into a contract with Wilkie Construction for the installation of the burn pits, as stated in the low bid submitted once the contract has been received.

A motion was made by Robert Carr and seconded by William Allman to authorize the College to enter into the contract with Wilkie Construction for the completion of the burn pits located at the Emergency Services Training Center. The motion was unanimously approved by Trustees.

Claude Sitton, Chair of the PERSONNEL COMMITTEE reported the Committee did meet, and two faculty recommendations are being presented for Trustee consideration, as follows:

* Diana E. Brewer, Nursing Instructor - The nominee is currently employed at Gaston Memorial Hospital in radiology, emergency and critical care divisions. Diana Brewer received a B.S. in Nursing from Winston Salem State University and is in the process of completing a M.S. degree in nursing education from East Carolina University.

A motion was made by Claude Sitton and seconded by Charles Taylor to approve the appointment of Diana E. Brewer for the nursing instructor faculty position. The motion was unanimously approved by Trustees.

* G. Brandon Hensley, Machining Technology Instructor - The applicant has been employed by Toner Machining Technologies as a lead design engineer since 2004. He graduated with honors from NC State University with double majors in Technology Education and Mechanical Engineering, and completed a M.S. degree in Technology Systems from East Carolina University. While attending NC State, Brandon Hensley also worked as a part-time instructor and received the *Garland K. Hilliard Award* for outstanding achievement and leadership in the field of graphic design.

Following discussion, a motion was made by Claude Sitton to approve the recommendation of G. Brandon Hensley as machining technology instructor. The motion was seconded by William Allman and unanimously approved by Trustees.

Trustee Chair, Robert Caldwell announced that due to the holidays and the College being closed, a meeting will not be scheduled for January at this time. He also thanked Trustees for their personal contributions to the Western Piedmont Foundation Annual Giving Campaign.

La'Meshia Whittington, SGA President and Student Trustee, reported on the various activities which included student and club involvement in the construction of a WPCC float and participation in three community parades, as well as recent club activities and fund raisers on campus. She also announced that the Western Division meeting of the N4CSGA will be hosted by Western Piedmont Community College at the Foothills Higher Education Center in February.

President Jim W. Burnett recognized Malone McNeely to review the 2008-2009 Annual Internal Equipment Audit report for information purposes. The College reported four items that were lost/stolen during fiscal year 2008-2009, resulting in losses that exceeded the system average by .04%. Weaknesses have been identified in the College's check out system for equipment and responsibilities and control measures have been realigned to assign inventory responsibilities to the Information Technology department. Interior building and exterior perimeter surveillance cameras have also been installed in high risk areas. It was noted that in reviewing the equipment audit reports for the past three years, the College has not exceeded the system average for equipment not located.

President Burnett introduced a resolution for Trustee consideration and adoption in support of locating the Overmountain Victory National Historic Trail headquarters and visitor center near Quaker Meadows. In November 2008, Morganton submitted information to the National Park Service, encouraging them to select Morganton and/or any of the four proposed Burke County locations because they are centralized, easily accessible, and have unique historical significance to the American Revolution. Discussion followed relative to the proposed Burke County locations and other sites under consideration in North Carolina, Virginia and South Carolina.

Following discussion, Claude Sitton presented a motion to adopt the resolution as presented. The motion was seconded by William Allman and unanimously approved by Trustees.

Emily L. Williamson, Vice President for Student Development announced that as of December 4, 2009, pledges and donations received for the 2009-2010 Annual Giving Campaign totaled \$130,486. Additional monetary gifts and pledges are anticipated over the holidays and a final report will be made to Trustees at the next monthly meeting.

Dr. Michael S. Helmick, Vice President for Academic Affairs reported to Trustees on the widely publicized success of the Fall Speakers Forum held in November. The four sessions were presented to overflow crowds and featured distinguished speakers who addressed the political, environmental, ethical and health issues surrounding our nation's food system. Chip Hope, the College's Coordinator of Sustainable Agriculture and Horticulture programs, addressed the topic of "Growing Your Own Food and Medicine...Starting Right Where You Are!" His vast knowledge and experience in the fields of sustainable agriculture and horticulture is generating much interest and the College is quickly becoming recognized as a center for sustainable agriculture in the western region of the state.

President Jim Burnett gave a special welcome to newly appointed Trustee, Ron Martin, and thanked Trustees for their leadership and guidance throughout the year. He also acknowledged his appreciation to employees for their hard work.

There being no further business, the meeting adjourned.

Robert L. Caldwell, Chair

Dereama K.Coffin, Recording Secretary

DATE APPROVED: March 1, 2010