M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 1, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 1, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Robert L. Caldwell, Chair
William J. Allman — Hugh A. Blackwell
Robert P. Carr — Ronald F. Martin
Claude S. Sitton — Juleigh Sitton
Charles E. Taylor — Linda S. Wall
Fred J. Whalen
La'Meshia Whittington, SGA President/Student Trustee

MEMBERS ABSENT: John F. Aulgur — Charles T. Henson

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
Maureen Schwind, FACULTY/STAFF Chair
Dereama K. Coffin, Recording Secretary

Chairman, Robert L. Caldwell called the meeting to order.

Trustees were reminded of the ethical requirements for those who serve as public servants and requested that potential conflicts of interest be identified. There being none identified, the meeting continued.

Charles E. Taylor, Secretary, presented the Minutes of the December 14, 2009 meeting for approval. The Minutes were unanimously approved, following a motion by Charles Taylor and seconded by William J. Allman.

As Chair of the FINANCE COMMITTEE, William J. Allman presented budget revisions S-18 through S-21, and the following actions were taken:

S-18: Distribution of $20,000 in grant funds to develop a comprehensive strategy to increase transition of students from Basic Skills areas to postsecondary courses, training programs, or employment. Recommendation and motion for approval by William Allman, seconded by Claude S. Sitton and unanimously approved.

S-19: To revert a portion of originally allocated 2009-2010 JobsNOW "12 in 6" funds to the System Office. The College revised the original training plan from 10 short-term training/occupation programs to five high growth career areas for displaced workers. The budget revision in the amount of $49,956 is the difference between the initial award amount and the revised amount. Motion for approval was made by William Allman and seconded by Fred J. Whalen. The motion was unanimously approved.

S-20: Distribution of 2009-2010 special appropriated Allied Health funds to cover salaries of Medical Laboratory Technology and Nursing Instructors, as well as equipment expenditures. William Allman made a motion to approve the budget revision. The motion was seconded by Ronald F. Martin and unanimously approved by Trustees.

S-21: To distribute Perkins carry forward funds to be used for child care, curriculum program supplies and equipment, as well as support a portion of the salary for the College's grant writer. Following a motion for approval by William Allman, and seconded by Fred Whalen, Trustees unanimously approved budget revision S-21.

William Allman also reviewed the additional data distributed which included data comparing the ranking of each community college based on budgeted FTE, ranking of each college relative to County operating support, as well as county funding compared to other counties for the past three years. For 2009-2010, the College ranked 25th among the 58 community colleges for budgeted FTE, 31st in current operating support provided by the County, and has moved up to 37th for County support per budgeted FTE. It was further noted that Western Piedmont has received some of its largest increases from Burke County during the last four years. For 2009-2010, the College received an increase of 16.52%, and a 10% increase in 2008-2009.

In reviewing the *Current Operations and Capital Outlay Budget Plan for 2010-2011,* the College's total County fund budget request totals $2,686,914. As noted, the budget request includes a total operating budget of $2,293,604 or an overall increase of $461,914. This amount includes a $68,604 increase in the County Operating Budget, and a County Capital Outlay Budget request for $393,310. The main focus of the capital outlay request is for funds to pave and light the additional parking lot.

A motion was made by William Allman and seconded by Fred Whalen to recommend approval of the *Current Operations and Capital Outlay Budget Plan for 2010-2011,* as reviewed and discussed. The motion was unanimously approved by Trustees. The budget request will be presented to Burke County Commissioners for approval.

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

PERSONNEL COMMITTEE Chair, Claude Sitton, also reported to Trustees that the Committee had no recommendations or business to report.

Robert Caldwell announced to Trustees that due to the Easter holiday, the Trustee meeting for April will be held on April 12th. He also mentioned to Trustees that he has received notification and receipt of the audit findings report from the North Carolina Community College System office for the Spring 2008 to Spring 2009 review period. A formal presentation of the report will be made to Trustees at the April meeting.

President Jim W. Burnett recognized Maureen Schwind for a report from the Faculty/Staff Council. She reported that the Council is continuing work towards updating the Faculty/Staff Bylaws. Plans for the March meeting include the appointment of a committee to organize an electronic balloting process for the election of members for 2010-2011. The Council is also working with the Student Development Office on a potential Title III grant application to improve student success. Copies of the recently adopted "Commitment to Students" were distributed to Trustees.

Noting the arrival of the Student Government Association President, President Burnett recognized La'Meshia Whittington for a report. She highlighted the February Art and Talent Expo, featuring local storyteller Diana Banner and vocal and violin performances by Western Piedmont students. She also reported on plans for the SGA to participate in the Big Brothers/Big Sisters Bowl for Kids Sake on March 6th, as well as reviewed student activities planned for the Multi-Cultural Festival later in March.

Malone McNeely updated Trustees on the delay in completing the additional parking lot due to recent extremely cold temperatures and wet weather. The general contractor has suggested that three good weeks of weather is needed in order to properly complete the project.

President Jim Burnett reported to Trustees that the College has responded by certified mail to a nursing student complaint that was recently brought to their attention via packages of information mailed to Trustees by the student. Discussion followed relative to the proper grievance procedure that was previously communicated to the student and not pursued. The grievance period has now expired, and the College has not received any further communication from the student or legal representation. Several Trustees asked for the Minutes to reflect that due to the potential involvement of Trustees in the student due process procedure as outlined in the POLICY MANUAL, the information mailed to them was not reviewed in detail or at length.

It was reported that the 2010 National Legislative Summit has been rescheduled. William Allman, Robert Caldwell and Charles Taylor will be attending the conference in Washington, DC on March 10-12.

Emily L. Williamson, Vice President for Student Development reported to Trustees that spring semester enrollment is at 3,284, a 10% increase over spring semester of last year. Enrollment data reveals that half of our students are 18-24 years of age, indicating that a large portion of students are attending the College directly out of high school. Financial aid applications have increased by 23% and the College has awarded 500 more Pell Grants than last year, totaling more than $10 million, in comparison to $6 million last year. To assist students and parents in applying for financial aid and completing the application, the College is sponsoring a FAFSA day on Saturday, March 6th.

Information was shared with Trustees relative to the 2010 NCACCT Law Seminar scheduled for April 7-9 at the Sheraton Imperial Hotel in Research Triangle Park. Trustees who need to complete the mandatory requirements for new trustee certification or reappointed trustee training were encouraged to attend this conference. Interested individuals should contact the President's Office for additional information regarding hotel reservations and registration. Preliminary program agendas were distributed for planning purposes.

Information relative to filing requirements for 2010 Statements of Economic Interest was distributed to Trustees. Trustees were reminded of the April 15th filing deadline. Various filing forms are available by contacting the President's Office or electronic forms can be located on the State Ethics Commission website.

Emily Williamson reminded Trustees of the May 3rd Foundation Annual Golf Tournament and distributed information packets and entry forms for the event.

There being no further business, the meeting was adjourned.

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Robert L. Caldwell, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

April 12, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, April 12, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Robert L. Caldwell, Chair
William J. Allman, Robert P. Carr
Ronald F. Martin, Claude S. Sitton
Charles E. Taylor, Linda S. Wall
Fred J. Whalen
La'Meshia Whittington, SGA President/Student Trustee

MEMBERS ABSENT: John F. Aulgur, Hugh A. Blackwell
Charles T. Henson, Juleigh Sitton

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
Maureen Schwind, FACULTY/STAFF Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Robert L. Caldwell called the meeting to order.

Trustees were reminded of the ethical requirements for those who serve as public servants and asked to identify potential conflicts of interest. There being no conflicts of interest identified, the meeting continued.

Robert Caldwell recognized Charles E. Taylor, Secretary to present the Minutes of the March 1, 2010 meeting. Following a motion by Charles Taylor and seconded by Claude S. Sitton, Trustees unanimously approved the Minutes of March 1, 2010 as presented.

FINANCE COMMITTEE Chair, Wiliam J. Allman, reported the Committee did not meet and there were no items for Trustee consideration.

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

Claude S. Sitton, Chair of the PERSONNEL Committee acknowledged no Personnel Committee report was available.

Robert Caldwell, Chair, reported on the following items:

- President's Annual Evaluation forms are being prepared and will be mailed to Trustees for completion and return by the May 7th deadline. A formal report relative to the evaluation results will be made to Trustees during the June meeting. The importance of 100% Trustee participation in the evaluation process was emphasized.

- 2010 National Legislative Summit sponsored by the Association of Community College Trustees was attended by Bill Allman, Charles Taylor, Robert Caldwell, President Jim Burnett and Malone McNeely. The conference was held on March 10-12, 2010 in Washington, DC. The group also attended the State Breakfast meeting sponsored by the North Carolina Association of Community College Trustees and visited the offices of Senator Richard Burr and Senator Kay Hagan.

- Western Piedmont Foundation 26th Annual Golf Classic will be held at Mimosa Hills Golf & Country Club on Monday, May 3rd. Trustees were encouraged to participate in the event by registering to play in the tournament, sponsor a team or hole. Trustees were also invited to attend the lunch before play starts (from 11:30-1:00) and the social prior to the awards ceremony (5:30).

- May Trustee Meeting has been rescheduled for Monday, May 10th at 5:15PM due to the golf tournament scheduled for May 3rd.

- Resignation of John F. Aulgur as a Trustee of Western Piedmont Community College was received by the Burke County Board of Commissioners on March 3 and reported to the College on April 8, 2010 by the Clerk to the Board of Commissioners. No reason was stated for the resignation. It was noted his term expires June 30, 2010.

President Jim Burnett recognized La'Meshia Whittington, Student Trustee and Student Government Association President for a report. It was reported that the Western Division meeting of the N4CSGA was held at Forsyth Technical College in March and attending students participated in a Habitat for Humanity service project. She also announced the Academic Awards Convocation will take place on April 21st in Leviton Auditorium recognizing outstanding student achievements. The SGA is also sponsoring a Red Cross Blood Drive on campus on April 28th from 8:30AM-1:00PM in LRC-120. On April 29th, the Global Village Club will sponsor a talent show at 12:00 Noon in Leviton Auditorium. The Spring Fling is scheduled for May 5th with a variety of fun activities planned for students and lunch will be served. The Student Government Association will also conduct an election of officers for the 2010-2011 academic year in conjunction with Spring Fling activities.

La'Meshia Whittington will be transferring to NC State University and her last Trustee meeting as Student Trustee will be on May 10th. Congratulations and best wishes for the future were conveyed to her by Trustees.

Maureen Schwind, Faculty Staff Chair, reported that the election of officers and representatives for 2010-2011 has been finalized, noting that Sandy Hoilman will serve as the 2010-2011 Chair of the Faculty Staff Council. Updated ByLaws for the Faculty Staff Council have been approved and forwarded to senior administration for review. Trustees and their spouses or guests were invited to attend the Faculty Staff Dinner Social on April 30th.

For information purposes and in accordance with the College's POLICY MANUAL and General Statute 115D-5(m), Dr. Michael S. Helmick, Vice President for Academic Affairs, reviewed information received from the North Carolina Community College System relative to the recently conducted FTE program audit for Spring 2008-Spring 2009. The purpose of the annual audit ensures that college programs and operations are in compliance with State laws and regulations, as well as State Board policies. The audit confirmed there were no areas of concern or issues to report, as noted in the letter dated February 26, 2010.

On behalf of the Division of Science, Engineering, and Mathematics, President Burnett presented a recommendation to grant the honorary designation of "Instructor Emeritus" to Peter N. Stragand, who retired in June 2009 after 20 years of exemplary service to the College. He began his career at Western Piedmont in August 1989 as a Math Instructor and in 1996 was named Mathematics Coordinator. Peter Stragand also chaired the last SACS Committee review. In accordance with Section 3.41 of the POLICY MANUAL, the recommendation from his colleagues meets all the necessary criteria for this honor.

A motion was made by William Allman and seconded by Linda Wall to approve the recommendation for designation of "Instructor Emeritus" to Peter N. Stragand. The motion was unanimously approved.

Trustees were also reminded of the various spring graduations and ceremonies taking place. A schedule of events was included in each Trustee packet for reference.

President Burnett recognized Malone McNeely, Executive Vice President and Chief Financial Officer to discuss and update Trustees on the following:

Budget

State revenues are approximately $45milion below earlier projections, and to date no spending restrictions are in place. The College continues to monitor purchases, generally approving requests relating to direct classroom instruction. Preliminary information suggests a possible tuition increase of $8 per credit hour for 2010-2011 which would generate approximately $36million. Funding for prison education is in jeopardy. Enrollment growth funds requested total $85million, noting a statewide community college enrollment increase of 31,000 students. As noted by President Burnett, information received at the last Presidents Association meeting indicates a 5% budget reduction will be a starting point for the allotment of State funds for 2010-2011, and receipt of enrollment growth money would be beneficial to all community colleges.

Parking Lot

Mid-State Grading completed the 4 inch graveling of the parking lot and work on the tiered concrete steps will begin next week. The College requested additional funds totaling $356,360 from the County to pave, stripe, curb, gutter and light the parking lot. In order to proceed immediately with the paving phase of the project, the College is making plans to meet with the County Manager and Commissioners in the next few weeks to request a commitment from the County to provide the funds to pave the parking lot. As explained by Malone McNeely, the College needs to proceed with the project as soon as possible in order to have the parking lot completed by the beginning of the Fall Semester in August, noting that actual construction would take at least six weeks. The County budget is typically approved in June; however, the College needs a commitment by mid-May in order to line up contractors for the project.

There being no further business, the meeting adjourned.

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Robert L. Caldwell , Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

May 10, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, May 10, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Robert L. Caldwell, Chair

William J. Allman	Hugh A. Blackwell
Robert P. Carr	Dan W. DeHart
Ronald F. Martin	Claude S. Sitton
Juleigh Sitton	Charles E. Taylor
Linda S. Wall	Fred J. Whalen

La'Meshia Whittington, SGA President/Student Trustee

MEMBERS ABSENT: Charles T. Henson

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
Maureen Schwind, Faculty Staff Chair 2009-2010
Sandy Hoilman, Faculty Staff Chair Elect
Dereama K. Coffin, Recording Secretary

Chairman, Robert L. Caldwell called the monthly meeting of the Trustees of Western Piedmont Community College to order.

Trustees were reminded of the ethical requirements for those who serve as public servants and asked to identify potential conflicts of interest that might exist relative to items listed on the Agenda. There being none identified, the meeting continued.

As Chairman, Robert Caldwell announced that at the April 21, 2010 meeting of the Burke County Board of Commissioners, Dr. Dan W. DeHart was appointed to fill the unexpired term of John Aulgur, ending June 30, 2010. Dr. DeHart has met the necessary requirements established by the Ethics Commission, and has been sworn in as a Trustee by Mabel Lowman, Clerk of Court. Trustees welcomed Dr. DeHart.

Robert Caldwell recognized Charles E. Taylor to present the Minutes of the April 12, 2010 meeting for consideration. Following a motion for approval by Charles Taylor and seconded by Claude S. Sitton, Trustees unanimously approved the Minutes as presented.

FINANCE COMMITTEE Chair, William J. Allman reported the Committee did not meet and there were no items of business.

BUILDINGS AND GROUNDS Chair, Robert P. Carr also reported the Committee did not have items of business for consideration.

Claude Sitton, Chair of the PERSONNEL COMMITTEE made a motion to enter Closed Session, to discuss personnel matters relative to non-renewal of contracts. The motion was seconded by Charles Taylor and unanimously approved. In accordance with NCSG 143-318.11(a)(6), Trustees entered into Closed Session.

Following a motion by Claude Sitton and seconded by William Allman, Trustees voted unanimously to return to Open Session.

Upon returning to Open Session, the following actions were taken:

- Claude Sitton made a motion to accept and approve the recommendation for non-renewal of the professional contract for Angie M. Glazebrooks, Director of Marketing/Development. Following further discussion, the motion was seconded by Charles Taylor and unanimously approved by Trustees. The current contract will end as of June 30, 2010.

- Claude Sitton made a motion to accept and approve the recommendation for non-renewal of the professional contract for David C. Collins, Coordinator of Disability Services. Charles Taylor seconded the motion and discussion followed. Trustees unanimously approved the motion as presented. The current contract for David Collins will end as of June 30, 2010.

Claude Sitton recognized President Jim Burnett to announce the following retirement notifications:

- Kathryn Gerarden, Instructor, Human Services & Substance Abuse (21 years)
- Laura Gilliam, Instructor, Office Systems Technology (22 years)
- Judith Hills, Environmental Services Aide (15 years)
- Sherry Willard, Coordinator/Instructor, Office Systems Technology (30 years)

Chairman, Robert Caldwell reminded Trustees of the May 14th deadline for returning the President's Annual Evaluation, and stressed the importance of 100% participation. The State Board of Community Colleges requires each community college to complete the evaluation process and notify the State Board by June 30th.

Chairman Caldwell also reviewed the list of graduation dates included in the Trustee packets. Trustees were encouraged to attend the various ceremonies in support of the students and Western Piedmont Community College.

President Burnett recognized Maureen Schwind, Faculty Staff Chair for 2009-2010. Ms. Schwind thanked Trustees for the honor of serving with them and the opportunity to attend the monthly Trustee meetings. Information relative to the accomplishments of the Faculty Staff Council for 2009-2010 was distributed to Trustees. As outgoing Faculty Staff Chair, Maureen Schwind introduced Sandy Hoilman, Faculty Staff Chair Elect for 2010-2011, who in turn thanked Maureen Schwind for her enthusiasm and dedication as the outgoing chair of the Faculty Staff Council. She also expressed her eagerness to begin her term as Faculty Staff Chair and share information with Trustees.

La'Meshia Whittington, outgoing Student Government Association President, thanked Trustees for their kindness during her two-year tenure as the SGA President/Student Trustee. She mentioned that Dana Matthews was recently elected as the new Student Government Association President, and will join the Trustees at their June meeting. She also reported on the May 5th Spring Fling activities.

Jim Burnett recognized Emily L. Williamson, Vice President for Student Development, to review the proposed POLICY MANUAL amendment to Section 6.2, *Fees and Expenses.* As stated, the current Student Activity Fee is $1.50 per credit hour up to a maximum of $12.00 per semester. The proposed increase is $2.00 per credit hour with a cap of $18.00 per semester. Additional changes were also proposed to comply with the North Carolina Administrative Code regarding tuition waivers and correspondence courses.

Lengthy discussion followed relative to the various uses of the Student Activity Fees, and fees charged by other community colleges. It was mentioned that Western Piedmont's Student Activity Fee is one of the lowest. Questions were addressed by Emily Williamson and President Burnett. President Burnett also addressed the topic of community college intercollegiate sports teams.

Following discussion, a motion was made by Fred J. Whalen and seconded by Charles Taylor to approve the proposed POLICY MANUAL amendment and revisions to Section 6.2, *Fees and Expenses.* The motion was unanimously approved.

As part of the PRESIDENT'S REPORT, President Burnett reported to Trustees on a joint meeting with Burke County Commissioners and state legislators on April 26th. Legislators in attendance were Representative Hugh Blackwell, Representative Mitch Gillespie, and Senator Jim Jacumin. County Manager, Ron Lewis, presented the 2010 Burke County State Legislative Agenda that included County priorities and goals from. Western Piedmont senior administration outlined 2010-2011 community college budget requests, which included support for enrollment growth funding, equipment growth, forward funding, and FTE funding for summer remedial courses. Local funding priorities and concerns included additional financial aid, concurrent enrollment tuition waivers, tuition waivers for emergency services training personnel, and FTE funding for prison education.

Malone McNeely, Chief Financial Officer, reported to Trustees that following the meeting with state legislators, the College continued to meet with the County Manager and County Commissioners to discuss the College's funding request and priorities for 2010-2011. The main request was for additional funds to pave the gravel parking lot. To date, no verbal commitment providing the funds has been received from the County Commissioners. Malone McNeely mentioned that the latest student survey results listed inadequate parking as a major complaint. It was also reported that the Emergency Services Training Center-Phase I is near completion and a dedication ceremony is likely to be held in September.

There being no further business, the meeting adjourned.

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Robert L. Caldwell, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

June 7, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, June 7, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT:	Linda S. Wall, Acting Chair	
	William J. Allman	Robert P. Carr
	Dan W. DeHart	Ronald F. Martin
	Juleigh Sitton	Charles E. Taylor
	Fred J. Whalen	
MEMBERS ABSENT:	Hugh A. Blackwell	Robert L. Caldwell
	Charles T. Henson	Claude S. Sitton
OTHERS PRESENT:	Jim W. Burnett, President	
	Michael S. Helmick, Vice President, Academic Affairs	
	Emily L. Williamson, Vice President, Student Development	
	Sandra K. Hoilman, Faculty Staff Chair	
	Dereama K. Coffin, Recording Secretary	

Noting the absence of Robert P. Caldwell, Linda S. Wall, Vice Chair, called the monthly meeting of the Trustees of Western Piedmont Community College to order. It was acknowledged that a quorum was present.

Trustees were reminded of the ethical requirements for those who serve as public servants and asked to identify potential conflicts of interest. There being none, the meeting continued.

Charles E. Taylor, Secretary, presented the Minutes of the May 10, 2010 meeting for consideration. There being no corrections, a motion was made by Charles Taylor and seconded by William J. Allman to approve the Minutes as presented. The motion was unanimously approved.

As Chair of the FINANCE COMMITTEE, William Allman presented a request for Trustees to approve the 2010-2011 blanket travel authorization for President Jim W. Burnett. In accordance with Section 5 of the *North Carolina Community College System Accounting Procedures Manual,* Trustees are required to approve and pre-authorize all travel for the President when performing official duties for the College on an annual basis. The Travel Authorization is for the period of July 1, 2010 through June 30, 2011.

A motion for approval of the 2010-2011 blanket Travel Authorization was made by William Allman and seconded by Juleigh Sitton. The motion was unanimously approved.

BUILDINGS AND GROUNDS Chair, Robert P. Carr, recognized Sandra K. Hoilman, Controller, to present the Request for Approval of Architect Contract for the renovation of the chemistry lab in Patton Hall into a general science lecture classroom and lab. Pease Architects has submitted a design proposal for the project totaling $9,488 and will be responsible for soliciting three bids for the general construction. Noting that Pease was unable to get those bids by this meeting and that the next Trustee meeting is scheduled for August, the request was also made for Trustees to authorize awarding the general construction contract to the lowest bidder. With increased enrollment, classroom space is at a premium, and the College would like to have this classroom renovation completed and ready for use by the upcoming fall semester. The College plans to fund this project with remaining repair and renovation funds from the 2000 State Bond, and equipment and furnishings will be funded from state dollars.

Following discussion, a motion was made by Robert Carr and seconded by Charles Taylor to: (1) approve Pease Architects for the design services relative to the classroom capital renovation project, and to (2) grant prior approval for the award of the general construction contract to the low bidder for the project, once bids have been received, reviewed, and verified. The motion was unanimously approved by Trustees.

President Jim W. Burnett updated Trustees on the status of the parking lot on main campus. College administration met with County Commissioners during a budget hearing on May 25th to request the appropriation of County funds to pave the parking lot. Discussion during that meeting included negative consequences of delaying the actual paving of the lot such as increased asphalt prices, safety concerns, as well as additional costs incurred with replacement of the gravel at a later date. Noting no response from County Commissioners to the funding request, the College decided to move forward with plans to pave the gravel parking lot prior to the beginning of Fall semester. The College proceeded with bid openings on June 1st conducted by West Consultants, Inc. Three bids were received, with the lowest base bid being submitted by JT Russell & Sons, Inc. of Conover in the amount of $221,589.69 which included paving, lighting, curbing, and striping. Alternate bids for adding two sets of steps were estimated at $45,000, and the addition of an extra connector ramp on one end of the parking lot would be approximately $75,000.

The College has been negotiating with County Commissioners relative to the possibilities of sharing financial responsibility for various portions of the project. At this time, the College is waiting for a final decision from County Commissioners. Discussion followed.

Following discussion, a motion was made by Robert Carr and seconded by William Allman to award the lowest bid to JT Russell & Sons in the amount of $221,589.69. Additional discussion followed. Once a decision has been rendered by County Commissioners regarding

the amount and allocation of funds for the project, the College will notify Robert Carr, Chair of the Buildings and Grounds Committee, prior to proceeding with the project. The motion was unanimously approved.

With the absence of Claude Sitton, Chair of the PERSONNEL COMMITTEE, it was noted that no report was available.

In the absence of Trustee Chair, Robert L. Caldwell and Personnel Committee Chair, Claude Sitton, Linda Wall recognized Dereama Coffin, Executive Assistant to the President, to report the results of the 2010 Presidential Evaluation. The results of the evaluation indicated that Dr. Burnett's performance is outstanding, noting that 98.6% of Trustee responses were categorized as "Superior", "Exceeds Expectations" or "Meets Expectations". With the resignation of John Aulgur as a Trustee in March, a total of 10 evaluation forms were returned.

In accordance with the *North Carolina Administrative Code* and *Trustee ByLaws* proper notification of the completion of the President's Annual Evaluation will be forwarded to the State Board of Community Colleges by June 30th, noting that no formal action was required.

Linda Wall also announced that Trustees would not meet during the month of July, and the next Trustee meeting is tentatively scheduled for Monday, August 2, 2010.

President Burnett introduced and recognized Sandra Hoilman, the newly elected Faculty Staff Council Chair. She expressed appreciation for the opportunity to serve as Faculty Staff Chair and pointed out that she hoped her education and experience as a former student and graduate would give her a unique perspective into the viewpoints of faculty and staff. On behalf of the Faculty Staff Council, she expressed appreciation for the support the Trustees provide to College faculty, staff and administration.

Emily L. Williamson, Vice President for Student Development reported that there are 1,568 students enrolled in classes for the summer term, which equates to a 5% increase over last summer. Summer registration ended at the end of May with more than one-third of students utilizing the on-line registration system. Summer classes began on June 1 and will end on August 2. Trustees were also reminded that all classes for summer term are self-supporting.

President Burnett recognized Dr. Michael S. Helmick, Vice President for Academic Affairs for a power-point presentation to Trustees regarding the Richardson Campus, and plans for future expansion of curriculum and continuing education programs that will utilize the property and buildings located on the site. The presentation was prepared by Michael Daniels, Mary Charlotte Safford, Mark Poteat, Courtney Long, Chip Hope, Melissa Garrett and Tiffany Poteat. The major concept and plan is to take advantage of the property by expanding current programs and developing innovative, sustainable, and creative programs that will generate FTE for the College. The proposed plan will utilize the barn structures currently located on the

property and convert them into labs, studios, and instructional areas. The economic impact of such an undertaking would be very beneficial to our local economy as well as stimulate economic development and growth for the area. Estimated costs to refurbish the silo barns are $2 million, and the College plans to seek grants to fund the bulk of the costs. Schematic drawings of plans for the renovation of the silo barns and other structures were also included in the information presented.

There being no further business, the meeting was adjourned.

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Linda S. Wall, Acting Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 2, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, August 2, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Linda S. Wall, Acting Chair

William J. Allman	Hugh A. Blackwell
Robert P. Carr	Dan W. DeHart
Charles T. Henson	Ronald F. Martin
Claude S. Sitton	Juleigh Sitton
Charles E. Taylor	Fred J. Whalen

Dana Mathews, SGA President/Student Trustee

MEMBERS ABSENT: Robert L. Caldwell

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
Sandra K. Hoilman, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

In the absence of Robert L. Caldwell, Vice Chair, Linda S. Wall presided as Acting Chair for the monthly meeting. Noting that a quorum was present, the meeting was called to order.

Trustees were reminded of the ethical requirements for those who serve as public servants and were asked to identify actual or potential conflicts of interest pertaining to the business before the Trustees. There being none, the meeting continued.

Charles E. Taylor, Secretary presented the Minutes of the June 7, 2010 meeting for approval. Noting no changes or corrections, a motion was made by Claude S. Sitton and seconded by Fred J. Whalen to approve the Minutes as presented. The motion was unanimously approved.

William J. Allman, Chair of the FINANCE COMMITTEE was recognized to review items for consideration by Trustees, beginning with budget revisions S-22 through S-27, and C-2.

S-22: Transfer and distribution of non-instructional state funds for Campus Security. These funds were used to purchase 18 surveillance cameras.

Motion to approve was made by William Allman, seconded by Charles Taylor; unanimously approved.

S-23: Transfer and distribution of Perkins Funds to cover equipment needs in Horticulture, Sustainable Agriculture, Machining, Digital Effects and Animation Programs.

Motion to approve was made by William Allman, seconded by Dan W. DeHart; unanimously approved.

S-24: End of year budget revisions of State funds to eliminate over expended budget line items.

Motion for approval by William Allman, seconded by Ronald F. Martin; unanimously approved.

S-25: Reallocation of GATE Grant funds from instructional to administrative purpose to meet guidelines of the grant.

Motion for approval by William Allman, seconded by Charles Taylor; unanimously approved.

S-26: Final end-of-year budget revisions for State funds.

Motion for approval by William Allman, seconded by Claude Sitton; unanimously approved.

S-27: Additional end-of-year budget revisions for State funds relative to Customized Training.

Motion for approval by William Allman, seconded by Dan DeHart; unanimously approved.

C-2: Year end revisions for County funds.

Motion for approval by William Allman, seconded by Charles T. Henson; unanimously approved.

William Allman also reviewed the Budget Report FY 2009-2010, as of June 30, 2010, comparing the budget to actual expenditures for State and County funds. As noted in the information provided for review, the College expended $19.8 million or 97.6% of the $20.3 million budgeted funds for 2009-2010. It was reported that the College will be able to carry forward a total of $175,316 of the remaining unexpended funds. Questions relative to unexpended General Education funds were addressed by Malone McNeely.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS Committee, indicated the Committee did not have recommendations or information for Trustee consideration.

PERSONNEL COMMITTEE Chair, Claude S. Sitton reported the Committee had seven faculty recommendations for Trustee consideration. Dr. Michael S. Helmick, Vice President for Academic Affairs, relayed information to Trustees on each candidate. The following actions were taken and noted, relative to the recommended appointment nominations:

* Cathy L. Huffman, Instructor, Office Administration/Medical Office Administration
Applicant pool consisted of 9 qualified candidates, of which 5 individuals were interviewed. Nominee is a graduate of Western Piedmont and received a B.A. in Business Administration from Lenoir-Rhyne College. She has worked as an adjunct instructor for the College since 2007. Recommendations addressed her classroom experience and background in business and industry.

Claude Sitton made a recommendation to approve the appointment of Cathy L. Huffman for the position, according to the terms and conditions as set forth in the information provided. Motion was seconded by Dan DeHart and unanimously approved.

* Betsy D. Colliander, Instructor, Office Administration/Medical Office Administration
Nominee graduated from Clemson University with a B.A. in Management and received a Masters degree in Human Resources Management from Webster University. From 2004 to the present, she has served as an adjunct instructor in the Office Systems Technology/Computer departments at Piedmont Technical College. Student and supervisory evaluations have been consistently high.

Claude Sitton made a motion to recommend approval of Betsy D. Colliander, as set forth in the terms and conditions stated. The motion was seconded by Ronald Martin and unanimously approved.

* Zachary L. Denton, Instructor, Developmental English - A total of 29 applications were received for the position; 22 individuals were qualified, and 5 candidates were interviewed. The Western Piedmont graduate has been an adjunct instructor and tutor for the College since 2009. He graduated from Western Carolina with a B.A. in English/Literature, and is pursuing a M.A. in English. Student evaluations rate this candidate very high as an instructor. He serves as a role model for students and is actively involved and committed to extracurricular activities on campus involving students, as well as faculty and staff.

Motion for approval of Zachary L. Denton for the Instructor, Developmental English position was made by Claude Sitton, seconded by Dan DeHart and unanimously approved by Trustees.

* Naomi G. Roberts, Instructor, Developmental Mathematics - As noted by Michael Helmick, the pool of applicants for this position was outstanding, with three applicants being interviewed. The recommended candidate has served as adjunct instructor and tutor for Isothermal Community College and Spartanburg Community College. Educational credentials include a B.A. in Mathematics from UNC-Asheville and a Masters of Education in Community College Teaching-Mathematics from Western Carolina University. References addressed her positive, constructive attitude with both students and colleagues.

Claude Sitton made the motion to approve Naomi G. Roberts for the Instructor, Developmental Mathematics position. The motion was seconded by William Allman and unanimously approved by Trustees.

* Robert W. Angley, Instructor, Human Services Technology - Of the 17 applicants for the position, 11 individuals were qualified and 7 candidates interviewed. Teaching experience for the candidate began as an adjunct instructor for Mitchell Community College and he currently is an adjunct instructor for Western Piedmont. The Western Piedmont graduate received a B.A. in Psychology from NC State and M.A. in Counseling and Guidance from Appalachian State University. His clinical counseling experience is most beneficial in the classroom as he relates to incoming and advanced students in Human Services.

A motion was made by Claude Sitton and seconded by William Allman to approve the appointment nomination and recommendation of Robert W. Angley. The motion was unanimously approved by Trustees.

* Charles M. Moore, Instructor, Human Services Technology - Candidate is a graduate of Appalachian State University with a B.S. in Psychology and M.A. in Agency Counseling. His background as a licensed clinical counselor and licensed clinical addictions specialist will benefit students in the classroom. He currently serves as an adjunct instructor and teaches classes in the human services/substance abuse area for the College.

Following a motion by Claude Sitton and seconded by Dan DeHart, Trustees unanimously approved Charles M. Moore as Instructor, Human Services Technology.

* Jeremy A. DeLisle, Instructor, Horticulture Technology/Sustainable Agriculture - Recommended candidate has been an Agriculture Agent since 2004 and is highly qualified for the position. He is a graduate of A-B Technical Community College and received a B.S. in Horticulture Science and Masters in Agriculture Education for NC State University. The addition of this instructor position will address the high growth in the horticulture programs over the past two years. The candidate has worked closely with Mayland Community College to create alternative agriculture programs, such as sustainable agriculture techniques, alternative crops, and modern farm management practices.

A motion to approve the appointment of Jeremy A. DeLisle as the Instructor, Horticulture Technology/Sustainable Agriculture was presented by Claude Sitton, seconded by Charles Henson and unanimously approved by Trustees.

Claude Sitton also advised Trustees of the College's efforts to expand advertising venues in order to recruit minority candidates for faculty and staff positions. Chairman Sitton informed Trustees that the Personnel Committee intends to make plans to review President Jim Burnett's contract of employment which expires in January, 2011. Recommendations from the Committee will be presented to Trustees for discussion and consideration.

Noting the absence of Trustee Chair, Robert Caldwell, Trustees were notified that a Nominating Committee will be appointed by Robert Caldwell prior to the September Annual Meeting, at which time a slate of officers for 2010-2011 will be presented for consideration and election.

President Jim Burnett introduced and welcomed Dana Mathews as the Student Government Association President/Student Trustee for the 2010-2011 academic year. Mr. Mathews informed Trustees that the SGA plans to be involved with Burke Middle College orientation and have planned activities to familiarize students with the campus. The organization is also assisting with the College's new student orientation and registration activities scheduled for September 17–19. Specific goals of the Student Government Association for the coming year include increased participation in campus clubs and activities by students, proposing the addition of a variety of healthy food choices to the cafeteria menu, and promoting good public relations on campus.

Faculty Staff Council Chair, Sandra Hoilman advised Trustees that the Council will consist of 7 faculty members and 12 staff members this year. The Council does not meet during the summer, however division appointments should be finalized by the first meeting in September. Serving as the voice of the faculty and staff, the group looks forward to increased input and participation from all faculty and staff members on matters that will affect the College, as well as students.

Emily L. Williamson, Vice President for Student Development presented the proposed amendment to Section 1.4, *Standing Committees of the College* of the POLICY MANUAL. The changes noted in red will improve operations of College committees and improve efficiency.

A motion was made by Claude Sitton and seconded by Dan DeHart to approve the POLICY MANUAL amendment, as reviewed. The motion was unanimously approved by Trustees.

President Burnett asked Emily Williamson to give a synopsis of the information contained in the *2010 Critical Success Factors* report included in Trustee packets. Data included in the report is based on the 2008-2009 academic year. Highlights of the report included:

- The College was one of eleven Colleges in the NCCCS to attain an "Exceptional Institutional Performance" rating by achieving all 8 of the performance measures, as adopted by the North Carolina State Board for accountability;
- No licensure and certification examination passing rates less than 70%. Aggregate institutional passing rate for the College was 91%; system average passing rate was 86%.
- WPCC transfer student performance levels were equal to or above UNC system students. Performance standard for community college transfer students was equivalent to 86% systemwide; WPCC transfer student performance level was 88%.
- The College reported a 77% student retention rate for 2008-2009, which was the highest rate of any other community college in North Carolina.

President Burnett remarked that the attainment of the "Exceptional Institutional Performance" designation for the sixth time is a factual performance core indicator of the accomplishments and success of the College, and serves to ensure that the quality of the programs and services being offered by the College are being maintained.

As Executive Director of Western Piedmont Foundation, Inc., Emily Williamson also presented an agreement between the College and the Foundation which specifically outlines the responsibilities of each entity and formalizes the relationship. The Southern Association of Colleges and Schools encourages the approval of a formal agreement, similar to the one being presented for consideration.

Following a motion for approval by William Allman and seconded by Juleigh Sitton, Trustees unanimously approved the *Agreement Between Western Piedmont Community College and Western Piedmont Foundation, Inc.*

Malone McNeely announced to Trustees that the College was one of 16 community colleges awarded funding to complete energy efficient projects through the American Recovery and Reinvestment Act and the NC Department of Commerce. The College will use the $121,890 to repair the HVAC chiller system, retro fit HVAC chiller controls in buildings, and replace cooling tower fan motors with more efficient units. In an effort to conserve energy, the College will also implement an automatic power down of computers and related equipment when not in use. This action will reduce energy costs by approximately 20% and reduce greenhouse gas emissions. The projects will take approximately one year to complete.

It was also reported that the renovations to the Chemistry lab in Patton Hall will be completed in time for the Fall Semester. Hickory Construction Company was awarded the low bid in the amount of $65,000. The paving project for the additional parking lot is also scheduled to be complete for student use at the beginning of the semester. Burke County Commissioners approved $221,600 for the paving, lightning, curbing and gutter, and striping of the parking area. The College will use funds from the 2009-2010 budget to construct the steps.

Malone McNeely also advised Trustees that the State Board has not yet released final budget information for 2010-2011. Once final budget numbers are verified and received, the College will prepare the State budget for Trustee approval at the September 13th Trustee meeting.

President Jim W. Burnett announced that Trustee reappointments for 2010-2011 have been finalized, and Dr. Dan DeHart, Robert Caldwell and William Allman will be sworn in at the Annual Meeting on September 13th. Arrangements to attend the NCACCT 2010 Leadership Conference on September 9-10 in Asheville will include these Trustees for orientation sessions, as well as other Trustees who wish to attend.

President Burnett also reminded Trustees of the *SuccessNC Listening Tour* scheduled for August 12th in the Health Science Building, Room 160. The purpose of the tour is for System Office personnel and community colleges to share best practices, open dialogue and receive feedback from the colleges and communities they serve in an effort to best serve our students. The College plans to highlight service learning and developmental education.

The College will also host the Burke County Chamber of Commerce "Eye Opener" Breakfast on August 11th at Foothills Higher Education Center. The College plans to present a program on the proposed plans for the Richardson Campus.

There being no further business, the meeting was adjourned.

_____
Linda S. Wall, Acting Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

WESTERN PIEDMONT
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

ANNUAL MEETING

AGENDA

September 13, 2010

Call to Order.....**Robert L. Caldwell, Chair**

Affirmation of Re-appointed and New Trustees.....**Mabel Lowman, Clerk of Court**

Ethics Awareness and Identification of Conflicts of Interest.....**Robert L. Caldwell**

Approval of Minutes for August 2, 2010.....**Charles E. Taylor, Secretary**

Report of Finance Committee.....**William J. Allman, Chair**
- **2010-2011 Institutional Budget and Accompanying Revisions, S-1 through S-9, and C-1**

Report of Buildings and Grounds Committee.....**Robert P. Carr, Chair**
- **Request to Dispose of Surplus Property**

Report of Personnel Committee.....**Claude S. Sitton, Chair**

Chairman's Report.....**Robert L. Caldwell**
- **Completion of Standing Committee Selection Forms**

President's Report.....**Jim W. Burnett, President**
- **Student Government Association Report**
- **Faculty Staff Council Report**
- **POLICY MANUAL Amendments**
  - **Section 2.15, *Attendance Policy***
- **Annual Review and Confirmation of College *Mission Statement***
- **Annual Review and Approval of "*Specific Fees*"**
- **Continuing Education Division Internal Audit Report for 2009**
- **Actual and Potential Conflicts of Interest as noted by Ethics Commission**
- **Enrollment Update**
- **REMINDER: ESTC Dedication, September 14th at 4:00PM**

Report of Nominating Committee and Election of 2010-2011 Officers.....**Robert P. Carr, Chair**

ADJOURNMENT

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

ANNUAL MEETING

SEPTEMBER 13, 2010

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Monday, September 13, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Robert L. Caldwell, Chair
William J. Allman — Hugh A. Blackwell
Robert P. Carr — Dan W. DeHart
Claude S. Sitton — Juleigh Sitton
Charles E. Taylor — Linda S. Wall
Fred J. Whalen
Dana Mathews, SGA President/Student Trustee

MEMBERS ABSENT: Charles T. Henson — Ronald F. Martin

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Emily L. Williamson, Vice President, Student Development
Michael S. Helmick, Vice President, Academic Affairs
Sandra Hoilman, Faculty Staff Chair
Mabel Lowman, Clerk of Court
Dereama K. Coffin, Recording Secretary

Chairman, Robert L. Caldwell called the Annual Meeting of the Trustees of Western Piedmont Community College to order.

Chairman Caldwell reminded Trustees of the ethical requirements for those who serve as public servants and requested that potential conflicts of interest be identified. None being noted, the meeting continued.

Mabel Lowman, Clerk of Court was welcomed and proceeded to administer the Trustees Sworn Affidavit to William J. Allman, Robert L. Caldwell, and Dan W. DeHart. William Allman was reappointed by the Board of Education, Robert Caldwell was reappointed by the Governor, and Dan DeHart was reappointed by the Burke County Commissioners all to serve four year terms ending June 30, 2014.

As Secretary, Charles E. Taylor presented the Minutes of the August 2, 2010 meeting for approval. There being no corrections, a motion was made by Charles Taylor and seconded by Claude S. Sitton to approve the Minutes as presented. The motion was unanimously approved.

FINANCE COMMITTEE Chair, William J. Allman began the budget report with a review of the College's FTE growth, noting that funding for community colleges increased by $42 million to fully fund the dramatic enrollment growth during the previous year. Western Piedmont's share of the formula allotment for enrollment growth over the previous year was $2.3 million. Curriculum FTE growth for 2010-2011 increased by 435, basic skills FTE increased by 26, and occupational extension FTE decreased by 26. The decrease in occupational extension was a result of reduced funding in prison education by the General Assembly, which influenced the College's decision not to run FTE non-producing courses at the prison.

William Allman also addressed other budget highlights which included increased funding for equipment and financial aid services, and management flexibility reductions. It was also reported that the General Assembly approved increased tuition rates of $56.50 per credit hour for in-state and $248.50 per credit hour for out-of-state tuition. No general salary increases were approved by the General Assembly, however, the College may give increases under limited circumstances. Trustees were also advised of the intention of the General Assembly to eliminate high school student tuition waivers, effective July 1, 2011, however, this will not affect Burke Middle College students.

Budget revisions S-1 through S-9 and county budget revision C-1 as supporting documentation for the 2010-2011 institutional budget were also reviewed.

Following a motion by William Allman and seconded by Linda S. Wall, budget revisions S-1 through S-9 and C-1 were unanimously approved by Trustees.

In reviewing county appropriations for the past ten years, William Allman reported that the most significant increases were received over the past four out of five years. Noting that the College did not receive additional funds from the County for 2010-2011, Trustees were reminded that the County did appropriate capital funds in 2009-2010 for the gravel parking lot as well as additional funds to pave and light the new parking lot. Additional carry forward funds from 2009-2010 and revenues from room rental income and interest income were set aside to pay for the parking lot steps and the purchase of a finish mower, thereby offsetting expenses and balancing the County budget. A detailed summary of revenues and expenditures indicated that total operating funds from all sources for fiscal year 2010-2011 totaled $39,015,739, noting a budget increase of $7,898,296 from the prior year.

Following a review of the budget document, a motion was presented by William Allman to approve the 2010-2011 institutional budget as reviewed outlined in the DCC 2-1 document. The motion was seconded by Claude S. Sitton and unanimously approved.

Robert Caldwell recognized Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE to review a request to dispose of surplus property by means of a public auction. As noted, the public auction will be held on Saturday, October 2, 2010 at Barn #2 on the Jim A. Richardson Campus at 9:00AM. A list of the surplus equipment and items was included in Trustee packets.

A motion was made by Robert Carr and seconded by Fred J. Whalen to approve the disposal of surplus property at the public auction on October 2, 2010. The motion was unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair, Claude Sitton reported the Committee did not have items for discussion or Trustee consideration.

Trustees were reminded to complete the Standing Committee Selection forms, indicating their preference for serving on the various Trustee committees. The newly elected Chair will determine the composition of the standing committees and Trustees will be notified prior to the next Trustee meeting. As outgoing Chair, Robert Caldwell also thanked Trustees for their cooperation and support during his two year term.

As part of the CHAIRMAN'S REPORT, Robert Caldwell recognized Robert Carr, Chair of the Nominating Committee for a report on behalf of the Committee. The following slate of officers for 2010-2011 was presented for consideration:

Claude S. Sitton	Chair
Fred J. Whalen	Vice Chair
Ronald F. Martin	Secretary

There being no further nominations from the floor, a motion was made by Robert Carr and seconded by Dan DeHart to approve the slate of officers as presented. Trustees unanimously approved the motion.

Dana Mathews, SGA President and Student Trustee reported that SGA officers assisted with "New Student Orientation" and assisted faculty and staff during the registration process. Executive officers of the Student Government Association also attended the Western Division meeting where they attended workshops and enjoyed networking with other community college associations. The organization was also involved in Constitution Day, plans for sponsoring a Blood Drive and Community Resource Fair, and finalizing details for the Fall Festival. He also reported that the first SGA Senate meeting was held today.

Faculty Staff Chair, Sandra Hoilman reported that division appointees have been named and the 2010-2011 Council includes 6 faculty members and 13 staff members. The theme is "What is important to you and Western Piedmont this year?", and the group is requesting input and promoting participation across campus. The first meeting will be scheduled for later in September.

President Jim W. Burnett recognized Michael S. Helmick, Vice President for Academic Affairs to introduce an amendment to Section 2.15, *Attendance Policy* of the POLICY MANUAL. The additional language complies with the North Carolina Administrative Code changes, as mandated by the General Assembly, to permit two days of absences from class, per academic year, for religious observances.

Following discussion, a motion was made by Dan DeHart and seconded by Claude Sitton to approve the addition to Section 2.15 of the POLICY MANUAL, in compliance with N.C.S.G. 115D-5(u).

As required by the State Board of Community Colleges and the Southern Association of Colleges and Schools, Emily Williamson presented the College's current *Mission Statement* for reaffirmation by Trustees.

Noting a recommendation from the Planning Council and Administration, a motion was made by Hugh A. Blackwell and seconded by Charles Taylor to reaffirm the College's *Mission Statement.* The motion was unanimously approved.

Dr. Michael S. Helmick, Vice President for Academic Affairs, reviewed the 2009-2010 Summary of Specific Fees. Questions relative to particular fee amounts were addressed by Dr. Helmick.

A motion to approve the *Specific Fees for 2009-2010* was made by Fred Whalen, seconded by Juleigh Sitton, and unanimously approved by Trustees.

In accordance with the State Board of Community Colleges Internal Audit Plan, Dr. Michael Helmick also presented the Continuing Education Division Internal Audit Plan and Visitation Report for 2009. The College is in compliance and exceeds minimum State requirements for the number of class visits per semester.

Following questions, a motion was made by Linda Wall and seconded by Fred Whalen to accept and approve the report as submitted. The motion was unanimously approved.

As part of the President's Report, President Jim Burnett made a report of individual actual and potential conflicts of interest as cited by the Ethics Commission. As noted in the report and in accordance with G.S. 138A-15(c), conflicts of interest for the following individuals were reported:

William J. Allman	Hugh A. Blackwell	Claude S. Sitton
Julia Sitton	Dan W. DeHart	Jim W. Burnett

The specific actual and/or potential conflict report is included in the Minutes Exhibit file, and is duly noted as part of the Minutes.

President Burnett also updated Trustees on enrollment and the advantage of having the new parking lot completed for student use this fall semester. Trustees were also provided a copy of "Creating A Climate for Service Learning Success", featuring stories of community colleges recognized as Horizon colleges that have embraced the service learning concept by engaging in community service learning projects for the benefit of their communities. Western Piedmont Community College is one of the community colleges acknowledged and featured in the publication.

Trustees were also reminded of the Emergency Service Training Center dedication scheduled for Tuesday, September 14th at the Coal Chute Road location.

Newly elected Chair, Claude Sitton presented a plaque to Robert L. Caldwell, honoring his years of service as Trustee Chair, and thanking him on behalf of the Trustees and students.

There being no further business, the meeting adjourned.

_____
Robert L. Caldwell, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLEGE

NOVEMBER 1, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, November 1, 2010 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair

William J. Allman	Hugh A. Blackwell
Robert L. Caldwell	Robert P. Carr
Dan W. DeHart	Ronald F. Martin
Charles E. Taylor	Fred J. Whalen

Dana Mathews, SGA President/Student Trustee

TRUSTEES ABSENT: Charles T. Henson, Juleigh Sitton, Linda S. Wall

OTHERS PRESENT: Jim W. Burnett, President
Michael S. Helmick, Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Dereama K. Coffin, Recording Secretary

Chair, Claude S. Sitton called the meeting to order. Noting a quorum was present. Absences of Charles T. Henson, Juleigh Sitton and Linda S. Wall were excused.

Claude Sitton reminded Trustees of the ethical requirements and asked them to identify actual or potential conflicts of interest pertaining to the business before the Trustees. No conflicts or potential conflicts were identified.

President Jim W. Burnett proceeded to introduce the following new faculty members recently approved by Trustees: Robert Angley, Betsy Colliander, Zac Denton, Jeremy DeLisle, Cathy Huffman-Oaks, Charles Moore, and Naomi Roberts.

The Minutes for the September 13, 2010 Trustee meeting were presented for approval. There being no corrections, additions or deletions, a motion was made by Robert L. Caldwell and seconded by Ronald F. Martin to approve the Minutes as presented. The motion was unanimously approved.

As Chair of the FINANCE COMMITTEE, William J. Allman presented budget revisions S-10 through S-13, as follows:

S-10: Reallocation of a portion of 2010-11 Vocational Education Basic Grant funds totaling $59,146 to instructional equipment.

S-11: Reversion of JobsNow "12 in 6" funds totaling $34,435.

S-12: Reallocation of $480 of Customized Training Project funds to support salary of instructor for American Roller Bearing.

S-13: Allocation of Longevity Funds for 2010-11 for all full-time employees totaling $160,842.

Following discussion, a motion was made by William Allman and seconded by Charles E. Taylor to unanimously approve budget revisions S-10 through S-13, as recommended by the Finance Chair. The motion was unanimously approved.

BUILDINGS AND GROUNDS Chair, Robert P. Carr reported the Committee did not have items of business for Trustee consideration.

PERSONNEL COMMITTEE Chair, Charles Taylor reported the Committee had four recommendations for Trustee consideration. Information on each of the candidates was presented by Michael S. Helmick, Vice President for Academic Affairs and Emily L. Williamson, Vice President for Student Development. The following actions were noted, relative to the appointment nominations:

* Joy L. Buff for Director, Basic Skills

A total of 29 individuals applied for the position and 6 potential candidates were interviewed. Joy Buff began her career at the College as a part-time instructor in the Learning Lab in 1998, and was employed as a full-time instructor from 1999 until 2007. At that time she was named Coordinator of the Learning Lab. In 2009 her title and job description was revised to Coordinator of the Academic Success Center. She earned a bachelors degree from UNC-Chapel Hill, M.A. in Higher Education and Ed.S. in Higher Education Administration from Appalachian State University.

A motion was made by William Allman to approve the appointment nomination of Joy L. Buff as the Director, Basic Skills. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

* Elizabeth "Libby" F. Barger for Director, Community Relations

As noted by Emily Williamson, the candidate was previously employed as the Corporate Communication Coordinator for Catawba Valley Medical Center for ten years, and was the Marketing and Communication Manager for Catawba Valley Chamber of Commerce. Libby Barger has a high level of marketing experience, community and public relations experience, media relations, and fundraising background. Libby Barger received a B.A. in Communication from Lenoir Rhyne and an M.S. in Strategic Leadership from Mountain State University. The candidate came highly recommended for her creativity, professional attitude and vast amount of job related experience and credentials.

Following discussion, a motion was made by Robert L. Caldwell and seconded by Charles Taylor to accept the recommendation of the Personnel Committee and approve the appointment of Elizabeth "Libby" Barger as the Director, Community Relations. The motion was unanimously approved.

* Tonja L. Suttles, Financial Aid Counselor

As recommended by the College Selection Committee and the Personnel Committee, Emily Williamson also presented the appointment nomination of Tonja Suttles for this position. As noted, this position was posted internally following the resignation of Joel Ekstrom. Tonja Suttles has been employed by the College since July 2010. Prior to coming to Western Piedmont, she was Admissions and Financial Aid Counselor at St. Andrews Presbyterian College for two years, and also served in various student service related positions at St. Andrews since 2005. Tonja Suttles is also a graduate of St. Andrews College.

A motion was made by Charles Taylor and seconded by William Allman. Trustees voted unanimously to approve the recommendation of Tonja L. Suttles for the Financial Aid Counselor position.

* Evgueniia "Jane" M. Cantwell, Chief GED Examiner

Dr. Helmick presented the appointment nomination for Evguenila "Jane" Cantwell as the recommendation of the Personnel Committee for the Chief GED Examiner position. The candidate has been an adjunct instructor for the College since 2007, teaching Developmental

English. Prior to coming to the College, she taught German, English and ESL courses in Illinois. The candidate received B.A. in German and English from Sverdlovsk Pedagogical Institute in Russia, B.A. in Humanities from Shimer College, M.A. in Comparative Studies in Literature from the University of Chicago, and M.A.T. in Education Alternative Certification from Rockford College.

A motion was made by Charles Taylor and seconded by Ronald Martin to approve the recommendation and appointment of Evgueniia "Jane" Cantwell for the Chief GED Examiner position. The motion was unanimously approved.

As part of the CHAIRMAN'S REPORT, Claude Sitton recognized Ron Martin to make a presentation to Trustees regarding the 2010 Foundation Annual Giving Campaign. The overall goal for 2010 has been increased by 10% to $120,000, and the campaign slogan is "Changing Lives Every Day." As a fellow Trustee and member of the Western Piedmont Foundation, Ron Martin challenged each Trustee to consider a $500 donation to the campaign and 100% participation by the Trustees. With the serious economic downturn and increases in college tuition, approximately 60% of WPCC students require financial assistance. $70,000 of funds raised are designated for student scholarships. The remaining $50,000 has been earmarked to support faculty and staff development programs. To date, approximately $46,726.22 of the established goal has been raised.

Dana Mathews, SGA President and Student Trustee noted that the goal of the Student Government Association is to generate an atmosphere of more participation by students through the various clubs, and to promote visibility and leadership of the student Government Association. He reported on the various planned activities on campus for students which included the Fall Festival, Treat or Treat, and Christmas charity events, which includes ABC'S for Kids and Toys for Tots.

President Burnett reported that Sandy Hoilman, Faculty Staff Chair was attending a college related conference and a report from the Faculty Staff Council was not available.

Emily Williamson updated Trustees on the 2010 Employee Annual Giving Campaign, reporting that 92% of employees made contributions totaling $21,592, which equates to 17% of the Foundation monetary goal of $120,000. She also recognized the hard work and dedication of Patsy Dellinger and Janet Fisher as Co-Chairs of this year's campaign on campus.

Trustees were encouraged to participate in the 2010 Fall Speakers Forum activities on November 8-10, 2010, noting a flyer in each packet outlining the dates, times, and locations of the events and programs.

President Burnett also expressed congratulations to Mary Charlotte Safford, Dean of Humanities and Social Sciences, on her recent selection as Burke County's 2010 Woman of the Year. She was honored at a banquet on October 29th at the Morganton Community House. Mary Charlotte is extremely deserving of this award and recognition, as she continuously strives to improve student learning opportunities for all students and citizens of Burke County.

President Burnett also announced that following the December 13th Trustee meeting, the group will join together for the annual Trustee Holiday Dinner festivities. Trustees were asked to invite spouses and/or guests to participate in the event. Additional information will be included in the December meeting packets.

Trustees were informed that the 2011 Community College National Legislative Summit will be held in Washington, DC from February 13-16, 2011 at the Marriott Wardman Park Hotel. Trustees were asked to contact the President's Office if they are interested in attending the conference. The deadline for early registration is December 10th.

Following a motion by Claude Sitton and seconded by William Allman, Trustees entered into Closed Session to discuss a personnel-related matter regarding the renewal of the President's contract. All College personnel were excused from the meeting.

The Trustees returned to Open Session.

There being no further items for discussion, the meeting was adjourned.

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Claude S. Sitton, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 13, 2010

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, December 13, 2010 at 5:15PM in Room 60 located in Phifer Learning Resources Center.

TRUSTEES PRESENT: Claude S. Sitton, Chair

William J. Allman	Hugh A. Blackwell
Robert L. Caldwell	Robert P. Carr
Dan W. DeHart	Charles T. Henson
Ronald F. Martin	Juleigh Sitton
Charles E. Taylor	Linda S. Wall
Fred J. Whalen	

Dana Mathews, SGA President/Student Trustee

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
Sandra Hoilman, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Chair, Claude S. Sitton called the December meeting of the Trustees of Western Piedmont Community College to order.

Claude Sitton reminded Trustees of their ethical requirements and asked them to identify actual or potential conflicts of interest pertaining to the items listed on the Agenda. There being no conflicts noted, the meeting continued.

President Jim W. Burnett introduced the following new employees recently approved by Trustees: Joy Buff, Libby Barger, Jane Cantwell and Tonja Suttles. The new employees were welcomed by Claude Sitton and congratulated on becoming a part of the Western Piedmont Community College faculty and staff.

The Minutes of the November 1, 2010 Trustee meeting were presented for approval by Ronald F. Martin, Secretary of the Board. There being no deletions or corrections a motion was made by Ronald Martin to approve the Minutes as presented. The motion was seconded by Charles E. Taylor and unanimously approved.

As Chair of the FINANCE COMMITTEE, William J. Allman presented budget revisions S-14 and S-15, noting the following actions as follows:

S-14: To distribute funds in excess of 1% ($99,989) from instructional accounts into the Student Services division to pay the salaries for interpreters to the College's hearing impaired students.

Motion for approval was made by William Allman, seconded by Fred J. Whalen and unanimously approved by Trustees.

S-15: To distribute $44,876 to purchase instructional equipment for Basic Skills. The funds will be used for a new computer lab for literacy students consisting of 22 computers in K Building, and 10 additional computers in another existing computer lab in K Building.

Motion for approval was made by William Allman, seconded by Robert L. Caldwell, and unanimously approved by Trustees.

BUILDINGS AND GROUNDS Chair, Robert P. Carr reported the Committee did not meet and there were no recommendations for Trustee consideration.

As Chair of the PERSONNEL COMMITTEE, Charles E. Taylor reported the Committee met and there are two instructor position recommendations for Trustee consideration. Additional information relative to each candidate was provided by Michael S. Helmick, Vice President for Academic Affairs.

Claudette S. Reep, Instructor, Mathematics
The candidate lives in Burke Country and has taught mathematics in the Avery County School System since 1995. Claudette Reep was named the Avery County Teacher of the Year and the Avery County High School Teacher of the Year in 2008. She acquired a B.S. Mathematics, Secondary Education, as well as a M.A. in Mathematics Education from Appalachian State University. Her credentials will allow her to teach both developmental and curriculum math courses, and she does have experience teaching several college level dual enrollment mathematics sections at Mayland Community College.

A motion was made by Charles Taylor and seconded by Linda Wall to approve the appointment nomination and recommendation of Claudette S. Reep as Instructor, Mathematics. The motion was unanimously approved.

Instructor, Computer Engineering Technology and Electrical Engineering Technology
The College Selection Committee recommended Warren K. Gruber for this faculty position. Noting the complexity of locating qualified candidates for this position, it was noted that the recommended candidate has superior credentials in the field of engineering, coupled with extensive business and technical expertise and background. Warren Gruber is a graduate of Georgia Institute of Technology. Prior to moving to North Carolina for family reasons, he had been employed by Aeroflex-Weinschel since 1995, and served as Director, Engineering and Business Development Subsystems.

Following discussion, a motion was presented by Charles Taylor to approve the appointment nomination and recommendation for Warren K. Gruber as Instructor, Computer Engineering Technology and Electrical Engineering Technology. The motion was seconded by Robert Caldwell and unanimously approved by Trustees.

There being no objections, Claude Sitton called for a revision to the order of business and requested President Jim W. Burnett to proceed with the PRESIDENT'S REPORT.

President Burnett reported to Trustees that Dana Mathews, SGA President and Student Trustee was recognized recently when he was nominated by Dr. Burnett for the 2010 Governor Robert W. Scott Student Leadership Award. Dana placed third for the award and received statewide recognition. The award is the highest student leadership honor in the North Carolina Community College System of 58 community colleges. The award was established in 2005 by the North Carolina Community College System in honor of former Governor Robert W. Scott, who also served as President of the North Carolina Community College System. The Trustees congratulated Dana Mathews for this achievement and noteworthy recognition.

As President of the Student Government Association, Dana Mathews reported to Trustees on the various activities of the SGA, including the creation of a float for the J. Iverson Riddle parade, student participation in judging the floats, involvement with the Toys for Tots campaign and the annual ABC's for Kids. Other projects and plans include renewing bulletin boards across campus, preparing and planning for graduation, and assisting faculty and staff with registration in early January. He also addressed the distribution of student surveys during the first week of spring semester relative to issues and concerns of the student body.

Sandy Hoilman, Faculty Staff Council Chair, reported that the council met two times during fall semester. Malone McNeely updated the group on the implementation of security procedures and requested feedback on energy saving measures that would benefit the campus and reduce energy costs. Various parking lot issues relative to safety were also discussed, noting that roadways, crosswalks, and directional arrows have been repainted and additional signs installed. Landscaping concerns at K Building were also mentioned and have been addressed. Other subjects discussed included student dress codes in specific areas for safety, and the use of electronic devices in the classrooms.

President Jim Burnett updated Trustees of the outcome of the Southern Association of Colleges and Schools (SACS) 5th Year Interim Report. Bill Lefevers, Director of Planning and Research coordinated the College's response. The SACS Committee reviewed the College's compliance with 14 standards of the "Principles of Accreditation" and requested additional information regarding distance education. Following the receipt of the College's response, the College was advised in July that the SACS Commission on Colleges accepted the response at the June meeting and no additional information was necessary. Western Piedmont Community College was one of only 5 colleges in the 74 college cohort who submitted the report this year that did not require additional monitoring. President Burnett commended the College Steering Committee and BillLeFevers for their diligence and attention to detail in submitting the report and response.

Emily Williamson, Executive Director of Western Piedmont Foundation, Inc., announced to Trustees that the established goal of raising $120,000 for the Annual Giving Campaign has been met and surpassed, and also thanked Trustees for 100% participation this year. She also thanked Ron Martin for serving as Chair for another successful campaign. As of December 10, 2010, a total of $137,752 has been received in donations and/or pledges.

President Burnett acknowledged information included in Trustees packets concerning the New Employee Reception scheduled for December 14, 2010, and the first Fall Graduation Convocation on December 21, 2010.

Trustee Juleigh Sitton mentioned that she attended a meeting recently in the Foothills Higher Education Center, and expressed her pride in knowing that Western Piedmont was vital in securing partial funding and grants for the renovation of the building.

As part of the CHAIRMAN'S REPORT, Chair Claude Sitton commended Emily Williamson and her department for the information page recently included in the News Herald, announcing College activities, and faculty, staff and student notable honors.

Chair Sitton also announced there would not be a Trustee meeting in January.

Claude Sitton announced to Trustees that the Personnel Committee and the Finance Committee had met several times to discuss and prepare a recommendation for the renewal of the President's Contract of Employment and a proposed salary increase. The recommendation consisted of two parts, as follows:

* Renewal of the President's Contract of Employment for a term of four years - Trustee Charles T. Henson addressed the valuable service of President Jim Burnett over the past five years and the successful achievements of the College during those years.

A motion was made by Charles Taylor and seconded by Robert Caldwell to renew the Contract of Employment for Jim W. Burnett for four years. The motion was unanimously approved.

* Proposed salary/compensation package - As Chair of the Finance Committee, William Allman addressed the proposed recommendation for the compensation package of President Jim Burnett, as follows:

(1) increase current travel allowance by $500; and increase current salary by $2,700; and

(2) addition of a clause stating that should Jim Burnett desire to voluntarily leave the employment of the College prior to the end of the four year contract, that he would be required to submit a written notification to Trustees at least 12 months before the desired separation date.

Noting that the recommendation made by William Allman was in the form of a motion, Charles Henson seconded the motion. At this point, President Jim Burnett asked to address Trustees regarding the recommended proposed salary increase, and respectfully declined the proposed salary increase at this time, noting the current economic climate across the state for 2011. There being no further discussion noted, Chair Sitton called for a vote of the original motion made by William Allman and seconded by Charles Henson. The motion passed, noting eight Trustees voting in favor of the motion and four Trustees voting against.

The Trustees thanked President Jim Burnett for his concerns, but noted that his leadership and dedication to the College should be rewarded, and the proposed salary increase was a means of recognizing his hard work on behalf of the College. Therefore, Trustees rejected the request of Dr. Burnett.

There being no further business, the meeting adjourned.

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Claude S. Sitton, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____