M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

FEBRUARY 7, 2011

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, February 7, 2011 at 5:15PM in Graham Hoyle Community Room located in Phifer Learning Resources Center.

TRUSTEES PRESENT: Claude S. Sitton, Chair
William J. Allman, Robert L. Caldwell
Robert P. Carr, Ronald F. Martin
Charles E. Taylor, Fred J. Whalen
Dana Mathews, SGA President/Student Trustee

TRUSTEES ABSENT: Hugh A. Blackwell, Dan W. DeHart
Charles T. Henson, Juleigh Sitton
Linda S. Wall

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
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 were duly noted and excused.

Chair Sitton reminded Trustees of the ethical requirements and asked that actual or potential conflicts of interest pertaining to the business before the Trustees be identified. No conflicts were acknowledged.

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

William J. Allman, Chair of the FINANCE COMMITTEE, presented budget revisions S-16 through S-18, and the following actions were taken:

S-16: Distribute fiscal year 2010-2011 Perkins carryfoward allotment totaling $26,030. The funds will be used for child care expenditures, equipment in Machining Program, and assist with the salary of the Director of Resource Development.

William Allman made a motion to approve budget revision S-16. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

S-17: Distribute 2% ($324,060) reduction/reversion requirement as directed by the North Carolina Community College System to meet anticipated $3.7 billion budget shortfall for 2011-2012. Each community college will revert 2% from its general fund and the System Office will cover the remaining .5%.

A motion was made by William Allman and seconded by Ronald Martin to approve budget revision S-17. The motion was unanimously approved.

S-18: Redistribution and close out of remaining Jobs Now "12 in 6" grant funds from instructional funds to cover administrative expenses for the program.

William Allman made a motion for approval of budget revision S-18 as presented. The motion was seconded by Fred J. Whalen and unanimously approved by Trustees.

BUILDINGS AND GROUNDS Chair, Robert P. Carr, announced the Committee has not met and no report is available.

PERSONNEL COMMITTEE Chair, Charles E. Taylor, indicated that the Committee had met and the Appointment Nomination indicated in the Agenda was "tabled" by the Committee. A recommendation for the Instructor, Communications position will be brought to Trustees for consideration at a later date.

Claude Sitton expressed gratitude to President Burnett and the College for the kind letters of support submitted on his behalf as a nominee for the 2011 Man of the Year. Travel arrangements for Trustees attending the 2011 National Legislative Summit from February 13-16, 2011 were also discussed.

As part of the PRESIDENT'S REPORT, President Jim W. Burnett recognized Dana Mathews, Student Government Association President and Student Trustee for a report to Trustees of upcoming campus activities. Scheduled activities for February include attendance by

the SGA Executive Council at the Spring Western Division meeting, Cupid's Café and kick-off for "Acts of Kindness Week-Change the World with Kindness", presentation of "FISH Principles" for students and staff, hosting a tour of the campus for Little Brothers, as well as a Big Brothers/Big Sisters "Bowl for Kids' Sake" fund raising activity at Mimosa Lanes on February 26th, and the "Living with the Legacy of Slavery and Jim Crow" panel discussion on February 22nd. It was also announced the Faculty Staff Council has not met and a report from the Faculty Staff Chair was not available.

President Burnett recognized Malone McNeely to review the 2009-2010 Annual Equipment Audit report for information purposes. The report noted that the College had no losses for this audit period. The System average for equipment not located is 0.09%. The audit was conducted under the supervision of Michael Chapman, Equipment/Receiving Coordinator and he was commended for his efforts in identifying and securing equipment on behalf of the College.

Emily Williamson reported to Trustees that 3,137 students enrolled for spring semester, indicating a 2% enrollment decrease from spring 2010. In reviewing the breakdown of student information, 62% of students are enrolled full-time and 38% are part-time students; 60% female and 40% male; and the average age of the College's student population is 29 years old.

Emily Williamson updated Trustees on the status of Burke Middle College students. After fall semester, juniors had a 3.45 cumulative GPA and seniors had a 3.34 cumulative GPA. She also reported that 100% of Burke Middle College students earned proficient scores on End of Course state tests, positioning them as the highest performing high school in the County. To date, 72 applications have been submitted by incoming juniors, and interviews have begun for fall 2011. The Burke Middle College has an enrollment cap of 120.

President Jim Burnett congratulated Claude Sitton on being named Burke County's 2011 Man of the Year. A banquet honoring Claude Sitton will be held at the Morganton Community House on Friday, February 11th. Copies of the 2011 "Statement of Economic Interest" and filing instructions were distributed to Trustees, and they were reminded to complete and file the form by the April 15th deadline.

President Burnett reviewed 2011-12 budget priorities for North Carolina community colleges totaling $52 million, as follows:

- Fully fund enrollment growth and equipment needs
- Limit cuts to our colleges
- Fund summer developmental programs to support student success

Discussion followed regarding the recent General Assembly committee appointments of Burke County's local representatives, noting that Representative Hugh A. Blackwell is also a trustee of the College. His recent Committee appointments include Chair of the Appropriations Subcommittee on Education, and Vice-Chair of the Appropriations committee. Representative Mitch Gillespie is Chair of the Appropriations committee, and a member of the Education committee. Newly elected Senator Warren Daniel is a member of the Education/Higher Education committee.

President Burnett announced to Trustees that Dr. Michael Helmick's last day as Vice President, Academic Affairs would be February 18th, and were reminded of the small reception for Dr. Helmick on that same day at Foothills Higher Education Center. Dr. Helmick will officially begin his duties as President of Rockingham Community College on March 1st. The College has announced the position vacancy, and Michael Daniels will begin serving as Interim Vice President for Academic Affairs on February 21st, in addition to his normal duties as Dean of Science, Engineering & Mathematics. Malone McNeely will chair the selection committee for the next Vice President, Academic Affairs.

Noting the absence of Dr. Helmick, Trustee Chair, Claude Sitton and Trustees asked that the Minutes reflect applaud, and their sincere congratulations to Dr. Michael Helmick on being named President of Rockingham Community College. Trustees, as well as the College faculty and staff, appreciate the many contributions Dr. Helmick has made to the College and wish him well as he begins his new responsibilities at Rockingham Community College.

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:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MARCH 7, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 7, 2011 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

TRUSTEES PRESENT: Claude S. Sitton, Chair

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

TRUSTEES ABSENT: Hugh A. Blackwell, Charles T. Henson
Dana Mathews, SGA President/Student Trustee

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Michael B. Daniels, Interim Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Sandy Hoilman, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Chair, Claude S. Sitton called the meeting to order.

Trustees were reminded of the ethical requirements and asked that actual or potential conflicts of interest pertaining to the business before the Trustees be identified. No conflicts were acknowledged and the meeting continued.

Dr. Jim W Burnett, President introduced and welcomed Michael Daniels to the meeting. With the resignation of Dr. Michael Helmick, who was named the next President of Rockingham Community College, Michael Daniels agreed to serve as Interim Vice President for Academic Affairs, beginning Monday, February 22, 2011. He will also continue with his normal duties as Dean of Science, Engineering & Mathematics in the interim. The search to fill the Vice President position permanently has begun, and Malone McNeely, Executive Vice President and Chief Financial Officer, will chair the selection committee for the next Vice President for Academic Affairs. The selection committee will begin interviewing qualified candidates in the next few weeks.

Ron Martin, Secretary, presented the Minutes of the February 7, 2011 Trustee meeting for consideration. Following a motion by Ron Martin and seconded by William J. Allman, Trustees unanimously approved the Minutes, as presented.

Claude S. Sitton recognized William Allman, Chair of the FINANCE COMMITTEE for a report, beginning with the request for payment of curriculum self-supporting waivers for summer 2010. During the summer of 2010 the College made a commitment that curriculum students taking self-supporting classes who were eligible for waivers would not be charged tuition. These charges would be paid from Overhead Receipts, as permitted by the Accounting Procedure Manual, and with the approval of Trustees. Tuition waivers for curriculum self-supporting classes during summer 2011 totaled $20,950, with the majority of waivers being for students enrolled in the Burke Middle College program.

A motion was made by William Allman and seconded by Charles E. Taylor to approve payment of the waivers totaling $20,950 from Overhead Receipts. The motion was unanimously approved.

William Allman began the County Fund Budget request for 2011-12 by reviewing the additional data comparing the ranking of each community college based on budgeted FTE, ranking relative to county operating support, as well as county funding compared to other counties for the past three years. For 2010-2011, the College ranked 25th among the 58 community colleges for budgeted FTE, unchanged from 2009-2010. In 2010-2011, the College moved up to 30th in current operating support provided by the county, and remains ranked as 37th for county support per budgeted FTE. For 2010-2011, the average support for the 58 community colleges was $756 per budgeted FTE, and the College's average support was $625, or $131 below the average support for the 58 community colleges. William Allman also reviewed the information relative to appropriation of funds from Burke County, noting an increase of 16.52% for 2009-2010 plus an additional $112,697 in capital funds to gravel the parking lot. In 2010-2011, the College also received an additional $221,600 in capital funds from the county to pave and light the parking lot.

The College decided to submit a very low key budget to County Commissioners for the 2011-2012 budget year. In reviewing the *Current Operations and Capital Outlay Budget Plan for 2011-2012*, the College's total County fund budget request totals $2,308,402, representing an overall increase of $88,402, or a 4.2% increase from the previous year. This is in addition to the revenue rental and projected interest income. Additional budget information was reviewed, noting decreases and increases to various line items, as well as comparing estimated expenditures through June 30, 2011 and the budget request for 2011-2012. With rising energy costs and a 4% rate increase, the College anticipates a shortfall in budget funds for water, electricity and sewer costs. Information was conveyed to Trustees regarding two grants the College has received and how they will be utilized to reduce energy costs by installation of specialized energy saving equipment as well as installation of upgrades on aging systems.

A motion was made by William Allman and seconded by Fred Whalen for approval of the Current *Operations and Capital Outlay Budget Plan for 2011-2012*, as reviewed and discussed. The motion was unanimously approved and the budget request will be presented to County Commissioners for approval.

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

PERSONNEL COMMITTEE Chair, Charles Taylor reported the Committee had five personnel recommendations for Trustee consideration. Information on each candidate was presented by Malone McNeely, Emily Williamson and Michael Daniels. The following actions were noted, relative to the appointment nominations:

* Kara K. Presnell, Instructor, Communication

A total of 15 applications were received and five candidates were interviewed. Malone McNeely explained that the appointment nomination of Kara Presnell for this position was previously "tabled" in Committee on February 7th for further clarification. Noting that the additional information was reviewed by the Committee, the Personnel Committee recommends Kara K. Presnell for the position. Kara Presnell is currently employed as an Assistant Professor of Communication at Wingate University. If approved by Trustees, she plans to begin her teaching duties in August 2011 and plans to relocate to the area this summer. Kara Presnell also has community college experience at Caldwell Community College and was an adjunct instructor at Mitchell Community College. She earned a B.A in Communication at Lenoir-Rhyne University, M.A. in Public Relations at Bond University in Australia, and a Ph.D. in Communication from Regent University.

A motion was made by Charles Taylor and seconded by Ron Martin to approve the recommendation of Kara K. Presnell for Instructor, Communication. The motion was unanimously approved by Trustees.

* Lisa Miller, Director of Resource Development

As recommended by the College Selection Committee and Personnel Committee, Emily Williamson presented the appointment of Lisa Miller for the position. Of the 25 applications received, five candidates were interviewed. The candidate resides in Hickory, NC and was born in Colombia, South America. She is currently self-employed as a marketing and fundraising consultant. Past employers and relative experience include Executive Director for the Women's Resource Center and Director of Community Relations for AIDS Leadership Foothills Alliance. Responsibilities of the position will include assisting with fundraising activities in addition to grants. She received a B.A. in Communication from Lenoir-Rhyne University and also took graduate courses in strategic leadership at Mountain State University. References addressed her service to the community and participation in a number of professional organizations, as well as her strong work ethic.

A motion was made by Charles Taylor and seconded by Linda S. Wall. Trustees voted unanimously to approve the appointment of Lisa Miller as the Director of Resource Development.

* Daphne E. Martin, Coordinator, Disability Services

Emily Williamson also presented the nomination and recommendation for the Coordinator, Disability Services position. Daphne Martin is a special education teacher and Department Chair at Patton High School. The candidate is a graduate of Appalachian State University with a B.S. in Special Education-Mild/Moderate Handicaps and a M.S. in Special Education. She has also worked part-time for the College, assisting with curriculum development and teaching in the Career College. Her background includes working with students who have a wide range of disabilities and her knowledge would be beneficial in strengthening a partnership with Burke County Public Schools to improve educational opportunities for students with disabilities.

Following a motion from Charles Taylor and seconded by Dan DeHart, Trustees unanimously approved the appointment of Daphne E. Martin for the Coordinator, Disability Services position.

* Don R. Sims, Director of Maintenance

Malone McNeely presented the recommendation of Don R. Sims for the position, noting that 49 individuals applied for the Director of Maintenance position, and 10 candidates were interviewed. The candidate has been employed by Black Mountain Neuro Medical Treatment Center, Asheville Buncombe Technical Community College and Buncombe County Schools in director positions for over 25 years. It was also noted along with his many years of experience, he possesses supervisory management skills, as well as the technical knowledge necessary for the position. References addressed his vast knowledge and years of maintenance experience, environmental services, construction experience, and the positive work ethic and impact he has on those individuals who work with him.

Noting the recommendation of the Personnel Committee, Charles Taylor made a motion to approve the appointment of Don R. Sims for the Director of Maintenance position. The motion was seconded by William Allman and unanimously approved by Trustees.

* Kang "Kelly" Z. Yang, Clinical/Lab Instructor, Nursing

Michael Daniels introduced the recommendation of the Personnel Committee for the Clinical/Lab Instructor, Nursing for Trustee consideration. Seven individuals applied for the position and two candidates were interviewed. Kelly Yang was born in Thailand and serves as a Hmong translator for Catawba Valley Medical Center and Blue Ridge Healthcare, and is an adjunct clinical instructor for Western Piedmont. She also is an Orthopedic Staff Nurse at Catawba Valley Medical Center. Her experience with evidence-based research projects would be beneficial to the College's nursing students in the clinical and simulation labs. Kelly Yang is a Western Piedmont graduate, received a B.S. in Nursing from Western Carolina University, and plans to pursue a masters degree with a concentration in nursing education. References for the candidate commended her maturity, enthusiasm for teaching, as well as her supervisory skills in classroom clinical settings and simulation labs.

Following discussion, a motion was made by Charles Taylor and seconded by William Allman, to approve the recommendation of Kang "Kelly" Z. Yang, as Clinical/Lab Instructor, Nursing. The motion was unanimously approved by Trustees.

During the CHAIRMAN'S REPORT, Claude Sitton reported to Trustees on the ACCT National Legislative Summit recently attended by several Trustees and College personnel. The conference was held in Washington, DC and Trustees had an opportunity to visit the offices of North Carolina Congressional delegates, Richard Burr, Kay Hagan, Patrick McHenry, Heath Schuler, Melvin Watts, and Sue Myrick. Discussions with congressional delegates centered around Pell Grant allocations, and federal funding returning to 2008 levels. Keynote speaker for the opening session was David Gregory of "Meet the Press".

As part of the PRESIDENT'S REPORT, Dr. Burnett noted that Dana Mathews, SGA President/Student Trustee was unable to attend the meeting, however did submit a report on upcoming multi-cultural events and activities planned during March.

Sandy Hoilman, Faculty/Staff Chair reported that the group is preparing for the election process to elect new council members for 2011-2012. She also reported that the council is working on plans for a Faculty/Staff Appreciation Social. There were no other issues or concerns.

Information relative to upcoming graduations and special events was included in Trustee packets for reference. Dr. Jim Burnett announced that North Carolina Community College System President, Dr. Scott Ralls, will be the graduation speaker for the 2011 Spring Graduation Convocation on Friday, May 13th at the City of Morganton Municipal Auditorium at 4:00PM and 7:30PM. Trustees were also reminded that the Western Piedmont Foundation Annual Golf Tournament has been scheduled for Monday, May 2nd.

President Burnett also noted additional information in Trustee packets that announced that Ann Marie Radaskiewicz, Dean of Developmental Education at Western Piedmont recently completed national certification as a Developmental Education Specialist from the Kellogg institute at Appalachian State University. This most prestigious credential in the field of developmental education is attained by fewer than 1,000 professionals in the nation.

In other announcements, Dr. Burnett reported that Jane B. Carswell, Dean of Business Technologies retired on February 28th with more than 20 years of service to the College. Kathy Scott has agreed to serve as Interim Dean of Business Technologies, and the College appreciates her willingness to assume the additional responsibilities.

Trustees were also informed on the 2011 NCACCT Law Seminar scheduled for April 6-8 at the Sheraton Imperial Hotel. Currently, there are no Trustees that require orientation or re-orientation, however, those individuals interested in attending the conference should contact the President's Office for additional details.

Chair, Claude Sitton acknowledged the absences of Charles T. Henson and Hugh A. Blackwell. The absences were so noted and excused.

Emily Williamson announced that Tea Yang was the top scoring student from North Carolina for the All-USA Community and Junior College Academic Team and has been named a Coca-Cola New Century Scholar. She will be presented a $2,000 scholarship and plaque from Coca-Cola and will be featured in the April 11th issue of *USA Today*. She will also participate and attend a special reception and program held during the AACC Convention in New Orleans, Louisiana honoring all New Century Scholar recipients. Tea is the daughter of Hmong parents who survived the Vietnam War, and credits her resolve of attaining educational excellence to her parents. She is working to complete her A.A. degree in English/Journalism from Western Piedmont while working a full-time job at Gerresheimer Glass, and maintaining a 4.0 grade point average. Her goal is to acquire a doctoral degree.

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:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 4, 2011

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, April 4, 2010 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair

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

Dana Mathews, SGA President/Student Trustee

MEMBERS ABSENT: Hugh A. Blackwell, Charles T. Henson

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Emily L. Williamson, Vice President, Student Development
Michael B. Daniels, Interim Vice President, Academic Affairs
Dereama K. Coffin, Recording Secretary

Chair, Claude S. Sitton called the meeting to order, noting a quorum present. Absences were duly noted and excused.

Trustees were reminded of the ethical requirements and asked that actual or potential conflicts of interest be identified at this time. There being none, the meeting continued.

Ronald F. Martin, Secretary presented the Minutes of the March 7, 2011 meeting for Trustee consideration and approval. Following a motion for approval by Ronald Martin and seconded by Charles E. Taylor, Trustees unanimously approved the Minutes as presented.

William J. Allman, Chair of the FINANCE COMMITTEE reported the Committee did not have a meeting and no business for Trustees consideration.

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

PERSONNEL COMMITTEE Chair, Charles Taylor reported the Committee did meet and indicated three appointment nominations were being recommended for Trustee consideration.

Malone McNeely, Executive Vice President and Chair of the Selection Committee for the Vice President for Academic Affairs position, relayed information to Trustees relative to the recommendation of Dr. Chad A. Bledsoe. The candidate is currently the Vice President of Academic & Workforce Development at Haywood Community College. Prior to his current employment, he served as Dean of Business & Engineering Technologies at Surry Community College and Dean of Instructional Services and Director of Planning & Research at Wilkes Community College. He was also employed as Instructor, Computer Information Systems at Wake Technical Community College from 2001-2003.

Following a review of the candidate's educational credentials, President Jim W. Burnett gave an account of comments and references from additional sources, which included conversations with three current and one former president, and academic professionals at various community colleges where Dr. Bledsoe has been employed. All comments were positive and emphasized extensive community involvement. Discussion followed relative to the salary recommendation which is determined by the College's Salary Plan. If approved, Dr. Bledsoe plans to report to the College on May 2nd.

Following discussion, a motion to approve the appointment of Dr. Chad A. Bledsoe as the Vice President for Academic Affairs was made by Charles Taylor and seconded by Dan DeHart. The motion was unanimously approved by Trustees.

Charles Taylor recognized Michael Daniels to review the recommendation and nomination of David A. Young for Coordinator/Instructor, Emergency Medical Service Programs. The candidate is currently employed as a medical instructor for the Joint Special Operations Medical Training Center. During his six years of military service in the U.S. Army he served as a medic and senior medical instructor. Following the military, David Young continued his medical instructor career, which included a part-time instructor position at Fayetteville Technical Community College from 2001-2008, and other professional medical instructor positions. He has obtained numerous professional credentials relative to instruction and training. Currently, David Young is pursuing a M.H.S. in Emergency Education from Western Carolina University. During interviews, the candidate stated that at this point, he is interested in pursuing a more traditional career path as opposed to former contractual arrangements.

As recommended by the Personnel Committee, Charles Taylor made a motion to approve the appointment of David A. Young for Coordinator/Instructor, Emergency Medical Service Programs. The motion was seconded by Fred Whalen and unanimously approved.

The Instructor, Simulation and Game Development nomination was also presented by Michael Daniels. As noted in the information provided, applicants for the position were limited due to the highly specialized instructional nature of the position. One candidate was qualified and interviewed. Zachariah "Zach" J. Inks is currently employed as an adjunct instructor for the College and has prior teaching experience at Clemson University and ITT Technical Institute. The candidate has professional knowledge and is highly skilled in various complex game development systems and computer programming. As noted in the references provided, he has a strong reputation as being a creative artist and educator for computer based applications and techniques. Zachariah Inks earned an A.S. in Computer Animation and a B.S. in Game Design & Development at Full Sail University. He is currently pursing an M.F.A. in Digital Production Arts from Clemson University.

Charles Taylor made a motion to approve the appointment of Zachariah "Zach" J. Inks for the Instructor, Simulation and Game Development position. The motion was seconded by Linda Wall and unanimously approved.

Chair, Claude Sitton recognized Emily Williamson for details pertaining to the 27th Annual Golf Classic on May 2nd at Mimosa Hills Country Club. The deadline for registration is Friday, April 15th, and Trustees were encouraged to play in the tournament, sponsor a hole or team and come out on the day of the event in support of the College. Trustees are also invited to participate in lunch and the social before the awards ceremony the same evening.

Claude Sitton also announced that due to the scheduling of the golf tournament, the May Trustee meeting will be held on Monday, May 9th. He also advised Trustees that the President's Evaluation must be completed and notification sent to the State Board by June 30th. Evaluation forms will be mailed to Trustees and the completed evaluation form should be returned no later than May 13th. Once the results have been tabulated, he will make a formal report to Trustees during the June meeting, and the State Board will be notified accordingly.

Dana Mathews, SGA President and Student Trustee reported to Trustees on the success of the March multi-cultural activities and student exhibits on display around campus. He also announced that the Academic Awards Ceremony for students is scheduled for April 27th, and the Spring Fling is on May 4th.

Although Sandy Hoilman was not able to attend the meeting, Malone McNeely detailed the Faculty and Staff Appreciation Social on April 29th from 5:00PM to 7:00PM on campus. Trustees and spouses are encouraged to attend. Noting that reservations are required for employees and guests, Trustees planning to attend were asked to contact Sandy Hoilman by April 13th.

President Jim Burnett recognized Emily L. Williamson to introduce two POLICY MANUAL amendments and one new policy for Trustee consideration, as follows:

* Section 2.12, *Admission Policies*, to comply with the North Carolina Administrative Code as suggested by the North Carolina Community College System Office with language added relative to valid high school and GED programs.

Following discussion, a motion was made by Charles Taylor and seconded by Ronald Martin to approve the amendment to Section 2.12, *Admission Policies*, as reviewed. The motion was unanimously approved.

* Amendment to Section 3.17, *Vacation Leave for Administrative, Professional and Classified Staff*, was requested in order to correspond with the same hours of vacation time granted per month to full-time state employees.

A motion was made by Dan DeHart to approve the proposed amendment to Section 3.17, *Vacation Leave for Administrative, Professional and Classified Staff.* The motion was seconded by Charles Taylor and unanimously approved.

* Proposed addition of Section 6.19, *Electronic Signatures*, is being made to comply with requirements as set forth by state auditors.

Following a motion by Fred Whalen and seconded by Ronald Martin, Trustees unanimously approved the addition of Section 6.19, *Electronic Signatures,* as reviewed.

President Burnett reported to Trustees on the Legislative Breakfast held on March 28th with local Burke County Commissioners, and local legislative representatives. Information was shared with the group relative to 2011-2012 community college budget priorities to fully fund enrollment growth and equipment needs. Legislative representatives also updated the group on the status of the various budget proposals and timeline to pass a budget by June 1st. College personnel later met with Burke County Commissioners and received feedback on the positive partnership that exists between the College and County.

Discussion also followed regarding plans for the upcoming curriculum graduation ceremonies scheduled for May 13th. Special accommodations are being made by the College for Trustees planning to attend graduation.

Malone McNeely updated Trustees on the Director of Maintenance position, noting that the approved candidate declined the employment offer. Mark Whisnant has agreed to serve as Interim Director of Maintenance until the position is filled.

There being no further business, the meeting was adjourned.

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Claude S. Sitton, 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 9, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, May 9, 2011 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair

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

MEMBERS ABSENT: Hugh A. Blackwell, Charles T. Henson
Dana Mathews, SGA President/Student Trustee

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Emily L. Williamson, Vice President, Student Development
Chad A. Bledsoe, Vice President, Academic Affairs
Michael B. Daniels, Dean, Science, Engineering & Mathematics
Dereama K. Coffin, Recording Secretary

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

President, Jim W. Burnett was recognized to introduce the following new faculty and staff members recently approved by Trustees: Warren Gruber, Daphne Martin, Lisa Miller, Claudette Reep and Dr. Chad Bledsoe.

Claude Sitton reminded Trustees of the ethical requirements and requested that actual or potential conflicts of interest pertaining to the business before the Trustees be identified. No conflicts or potential conflicts of interest were noted.

The noted absences of Trustees Hugh A. Blackwell and Charles T. Henson were excused. It was also noted that Student Trustee, Dana Mathews was absent due to a class conflict.

Ronald F. Martin, Secretary was recognized to present the Minutes of the April 4, 2011 meeting for consideration. There being no additions, deletions or corrections, a motion was made by Ronald Martin and seconded by Charles E. Taylor to approve the Minutes as presented. The motion was unanimously approved.

As Chair of the FINANCE COMMITTEE, William J. Allman presented budget revisions S-19 through S-22, as follows:

S-19: Distribution of $2,320 in additional Career Readiness Certification Grant funds. Funds can only be used to pay for the $30 assessment fee.

Motion for approval was made by William Allman, and seconded by Dan W. DeHart. Motion was unanimously approved by Trustees.

S-20: Distribute $17,798 in 2010-2011 Basic Skills Transition Grant funds. System Office requested funds be recoded in order to provide better accountability.

Motion for approval was made by William Allman, seconded by Ronald Martin and unanimously approved by Trustees.

S-21: Reversion of unspent 2010-2011 Basic Skills Transition Grant funds totaling $6,686.

Motion to approve reversion was made by William Allman and seconded by Dan DeHart. Motion was unanimously approved.

S-22: Redistribution of 2010-2011 Technical Education Allotment funds totaling $71,340 in order to pay for equipment in the Machining Program.

Motion for approval by William Allman and seconded by Linda S. Wall. Trustees unanimously approved the budget request.

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

PERSONNEL COMMITTEE Chair, Charles E. Taylor announced the Committee did meet and on the recommendation of the Personnel Committee proceeded to present the appointment nomination of Kimberly M. Sorrell for the Basic Skills Counselor position.

The recommended candidate most recently worked at Burke County Council on Alcoholism & Chemical Dependency as a counselor and Director of Adolescent Treatment Programs. In addition, she is an adjunct instructor for the college. Kim Sorrell attended Western Piedmont and transferred to Appalachian State University, where she completed a B.S. in Health Promotion and a M.A. in Community Counseling/Addictions Counseling.

Based on the recommendation of the Committee, Charles Taylor made a motion to approve the appointment nomination of Kimberly Sorrell for the Basic Skills Counselor position. The motion was seconded by Linda Wall and unanimously approved by Trustees.

Charles Taylor recognized Chad Bledsoe to present the Request for Education Leave submitted by Daphne Martin, Coordinator of Disability Services. The request was for a one week leave, with pay, to complete a class required for a Masters of Arts-Special Education. She began the cohort program in January 2010, and plans to graduate in Spring 2012.

Following a motion by Charles Taylor and seconded by Linda Wall, Trustees unanimously approved the Request for Education Leave, as reviewed.

As part of the CHAIRMAN'S REPORT, Claude Sitton recognized Emily L. Williamson for an update on the 27th Annual Golf Classic held on May 2nd at Mimosa Hills Golf and Country Club. The Foundation raised approximately $5,000 for scholarships and faculty/staff awards net of expenses. A total of 72 golfers and 18 hole sponsors participated in the annual event. The Pepsi team won first place in the corporate division.

Chair Sitton reminded Trustees of the May 13th deadline for completing and returning the President's Evaluation. To date, a total of 8 completed evaluations have been received and recorded. As required by the State Board of Community Colleges, each college must complete the evaluation process and notify the State Board by June 30th.

Noting the absence of Dana Mathews, SGA President and Student Trustee, President Jim Burnett noted receipt of a letter addressed to Trustees thanking them for their "efforts in helping to provide the students of Western Piedmont with a top rate institution to advance their studies."

Sandy Hoilman, Faculty Staff Chair reported on the success of the April 29th Employee Appreciation Dinner, and noted the many compliments and words of appreciation received for the Faculty Staff Council sponsored event. She also thanked Trustees who attended the function. It was reported that the election of 2011-2012 officers has been completed, and Mark Pellatt will serve as the new Chair for the Faculty Staff Council.

For information purposes and in accordance with General Statutes, President Burnett reviewed information received from the North Carolina Community College System relative to the recently conducted FTE program audit for Spring Semester 2009 through Spring Semester 2010. The audit confirmed there were no areas of concern or issues to report, as noted in the letter dated April 6, 2011. He commended College personnel for their diligence and accuracy in adhering to required documentation and maintenance of student and class records.

President Burnett reviewed the list of upcoming graduations and events, encouraging Trustee participation. He also thanked Michael Daniels for serving as Interim Vice President for Academic Affairs while the College completed the search to fill that position. Michael Daniels expressed thanks to College administration for the learning opportunity and gratitude to Trustees for their support during the interim period.

There being no further business, the meeting adjourned.

_____
Claude S. Sitton, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

WESTERN PIEDMONT
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AGENDA

JUNE 6, 2011

Call to Order.....Claude S. Sitton, Chair

Ethics Awareness and Identification of Conflicts of Interest.....Claude S. Sitton

Approval of Minutes for May 9, 2011.....Ronald F. Martin, Secretary

Report of Finance Committee.....William J. Allman, Chair

- *** Request for Approval of Budget Revisions, S-23 through S-25**
- *** 2011-2012 President's Annual Travel Authorization**

Report of Buildings and Grounds Committee.....Robert P. Carr, Chair

- *** Proposed Emergency Services Training Complex Lease Agreement**

Report of Personnel Committee.....Charles E. Taylor, Chair

Chairman's Report.....Claude S. Sitton

- *** President's Evaluation Report and Discussion**
- *** Burke County Board of Commissioners Trustee Reappointment**
- *** Next Trustee Meeting – August 1, 2011**

President's Report.....Jim W. Burnett, President

- *** Student Government Association Report**
- *** Faculty Staff Council Report**
- *** Summer Enrollment Update**
- *** Reminder: AHS/GED Graduation June 7th - 7:00PM at CoMMA**

ADJOURNMENT

MINUTES

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 6, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, June 6, 2011 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair
William J. Allman
Robert P. Carr
Dan W. DeHart
Ronald F. Martin
Charles E. Taylor
Linda S. Wall
Fred J. Whalen

MEMBERS ABSENT: Hugh A. Blackwell
Charles T. Henson
Juleigh Sitton

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Emily L. Williamson, Vice President, Student Development
Chad A. Bledsoe, Vice President, Academic Affairs
Sandy Hoilman, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair, Claude S. Sitton called the meeting to order.

Trustees were reminded of the ethical requirements and were asked to identify actual conflicts or potential conflicts of interest that may exist, as they pertain to items listed on the agenda. There being none identified, the meeting proceeded.

Claude Sitton recognized Ronald F. Martin, Secretary to present Minutes of the May 9, 2011 meeting for Trustee consideration. Noting no corrections, deletions or additions, a motion was made by Ronald Martin to approve the Minutes as presented. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

As Chair of the FINANCE COMMITTEE, William J. Allman presented budget revisions S-23 through S-25, noting the following actions:

S-23: To distribute 2010-2011 allotted funds to pay for instructional supplies in Nursing and Medical Assisting programs, and to pay for instructional equipment in the Nursing and Therapeutic Recreation programs.

Motion for approval was made by William Allman, seconded by Dan DeHart and unanimously approved by Trustees.

S-24: Distribution of 2% of non-instructional state funds for campus security. College purchased four surveillance cameras. Currently, the College has 22 surveillance cameras installed at the Main Campus, Richardson Campus and Foothills Higher Education Center.

Following a motion by William Allman and seconded by Ronald Martin, Trustees unanimously approved budget revision S-24.

S-25: Redistribution of 2010-2011 Perkins funds to support salary of Director of Resource Development, and salaries of Student Services personnel.

A motion to approve budget revision S-25 was made by William Allman and seconded by Charles Taylor. The motion was unanimously approved by Trustees.

William Allman also presented a request for Trustees to approve the 2011-2012 Travel Authorization for the period of July 1, 2011 through June 30, 2012 for the College President. As stipulated in Section 5 of the *North Carolina Community College System Accounting Procedures Manual,* Trustees are required to annually approve and authorize all travel for the President when performing official duties for the College.

A motion for approval was made by William Allman, seconded by Linda S. Wall and unanimously approved by Trustees.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS Committee made a motion to enter Closed Session pursuant to NCGS 143-318.11(5) to discuss the material terms of a lease. The motion was seconded by William Allman and unanimously approved.

The meeting continued with Charles Taylor, Chair of the PERSONNEL COMMITTEE reporting that the Committee had no action items to report.

As part of the CHAIRMAN'S REPORT, Claude Sitton announced there were 11 Trustees that participated in the Presidential Annual Evaluation process, noting that one Trustee had resigned earlier in the year and a replacement has not been appointed. The evaluation instrument contained a total of 36 questions, for a total of 396 possible answers. The final tabulation of the evaluation indicated that Dr. Burnett's performance evaluation results were outstanding, noting that 99.5% of Trustee responses were categorized as "Superior", Exceeds Expectations", or "Meets Expectations". Chair Sitton commented that the performance evaluation was outstanding and congratulated Dr. Burnett on his exemplary leadership and proceeded to share various comments and statements noted on the evaluation forms.

Following a motion by Ronald Martin and seconded by Linda Wall, Trustees voted unanimously to approve the results of the evaluation and to forward the proper notification to the State Board of Community Colleges, in accordance with *Trustee Bylaws,* the College POLICY MANUAL, and the *North Carolina Administrative Code.*

Claude Sitton also announced that the Burke County Board of Commissioners has notified the College of the reappointment of Charles E. Taylor as a Trustee of Western Piedmont Community College for a four-year term ending June 30, 2015. Congratulations were also extended to Charles Taylor by the Chair and Trustees.

Chair Sitton announced that Trustees would not meet during the month of July, and the next Trustee meeting is tentatively scheduled for Monday, August 1, 2011.

As part of the PRESIDENT'S REPORT, President Jim Burnett recognized Emily L. Williamson, Vice President for Student Development to update Trustees on the Student Government Association elections. It was reported that the student body elected the following officers in May:

President	Samantha Poplin
Vice President	Anna Killian
Secretary	Pahoua Lee
Treasurer	Clint Davis

The newly elected President and officers will begin their terms in August and the Student Government Association President/Student Trustee will be introduced to Trustees at the August meeting.

As the outgoing Chair of the Faculty Staff Council, Sandy Hoilman reported that the new Faculty Staff Council for 2011-2012 proposes to continue to play an active leadership role on campus. She announced that the new Faculty Staff Chair for 2011-2012 is Mark Pellatt and he serves as the department head for Social Sciences, Physical Education, and Early Childhood. He has been with the College since 2007. He will join the Trustees beginning with the August meeting. Ms. Hoilman expressed her appreciation to Trustees for allowing her to participate in meetings and noted how that involvement has been a great learning tool in her professional growth at the College. She also thanked Trustees for their dedicated service to the College.

President Jim Burnett recognized Emily Williamson for an update on enrollment for summer term. A total of 1,452 students are currently enrolled in summer programs, which represents a 7% decrease compared to summer 2010. She reminded Trustees that course offerings are comparatively limited during the summer term because the College does not receive state funding for summer courses, and courses being offered are self-supporting.

President Burnett reminded Trustees of the AHS/GED graduation on Tuesday, June 7, 2011 at the City of Morganton Municipal Auditorium.

Details relative to the 2011 Annual Association of Community College Trustees Congress in Dallas, TX on October 12-15 were shared with Trustees. Those interested in attending were encouraged to notify the President's Office by June 16th for early registration.

Trustees Ronald Martin and Linda Wall invited Trustees to participate in the JOARA Field Day on June 25th from 9:00AM to 4:00PM.

There being no further business, the meeting was adjourned.

_____
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

AUGUST 1, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, August 1, 2011 at 5:15PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton
William J. Allman, Hugh A. Blackwell
Robert P. Carr, Dan W. DeHart
Charles T. Henson, Juleigh Sitton
Charles E. Taylor, Linda S. Wall
Fred J. Whalen

MEMBERS ABSENT: Ronald F. Martin

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Mark Pellatt, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Claude S. Sitton called the meeting to order.

Chair Sitton reminded Trustees of the ethics requirements and asked that actual or potential conflicts of interest pertaining to the Agenda be identified. No conflicts were identified.

In the absence of Ronald Martin, Minutes of the June 6, 2011 Trustee meeting were presented by Claude Sitton for Trustee consideration. There being no corrections, a motion was made by Charles E. Taylor and seconded by William Allman to approve the Minutes as presented. The Minutes were unanimously approved.

William J. Allman, Chair of the FINANCE COMMITTEE was recognized for a report. Following a review and discussion of budget revisions S-26 through S-29, the following actions were taken:

S-26: Distribution of Literacy Funds totaling $24,720.
Motion for approval was made by William Allman, seconded by Linda S. Wall and unanimously approved.

S-27: Redistribute fiscal year 2010-2011 Vocational Education Basic Grant Allotment.
Motion for approval was made by William Allman, seconded by Linda Wall and unanimously approved by Trustees.

S-28: End of year budget revisions for State funds totaling $1,463,402.
Motion to approve made by William Allman, seconded by Charles Taylor and unanimously approved.

S-29: Additional end of year budget revisions for State funds totaling $48,239.
Motion for approval made by William Allman, seconded by Dan DeHart and unanimously approved.

For information purposes, William Allman reviewed the budget report for the year ending June 20, 2011, comparing budget versus actual expenditures from State and County funds. Overall, the College spent 94.6% of funds appropriated. Noting that unexpended funds totaling $116,636 were categorized and qualified for carryforward, the College actually spent and/or carried forward 95.1% of the total budget for 2010-11. William Allman detailed the County funds available for carryforward, as well as categorical funds in associate degree programs and literacy programs that will be used by the College to meet the 2011-12 budget shortfall of approximately $2 million. Trustees were assured that the needs of our students are being met in the associate degree and literacy programs.

William Allman also presented and reviewed the request for payment of curriculum self-supporting waivers for summer 2011. The College made a commitment that curriculum students taking self-supporting classes who were eligible for waivers would not be charged tuition. These charges would be paid from Overhead Receipts, as permitted by the Accounting Procedures Manual, and with the approval of Trustees. Tuition waivers for summer 2011 totaled $29,012.73, noting the majority of waivers are for students enrolled in the Burke Middle College program.

A motion was made by William Allman and seconded by Linda Wall to approve the recommendation for payment of tuition waivers for summer 2011 from Overhead Receipts. The motion was unanimously approved.

Robert P. Carr, Chair of the BUILDINGS & GROUNDS COMMITTEE, recognized Malone McNeely to present a recommendation for the approval of the lease agreement between Burke County and Western Piedmont Community College for the Emergency Services Training Complex.

Trustees were reminded that the lease agreement was previously discussed by Trustees at the June 7, 2011 meeting, and Trustees concurred with the terms and conditions as stated in the document. On June 21, 2011, the Burke County Commissioners approved the lease by a vote of 5 to 0. The College is now requesting that the lease be officially approved and signed by the Trustees of Western Piedmont Community College.

As Chair of the Buildings and Grounds Committee, a motion for approval of the Lease Agreement was made by Robert Carr. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair, Charles Taylor, recognized Chad Bledsoe to review the recommendation for the appointment of Meagan Roberts as the Instructor, Horticulture Technology & Sustainable Agriculture position. Of the 23 applications submitted, 6 individuals were selected for interviews.

The candidate recommended by the College Selection Committee is presently employed as a Biology instructor for Wilkes County Schools. She earned a B.A. in Biology and Environmental Science at Denison University, and served in the Department of Horticulture Science as an Agriculture Support staff/Teaching Assistant while obtaining a M.S. in Horticulture from North Carolina State University. References for the candidate were complimentary and positive, detailing her successful research projects and personal interest in organic crop production. She and her husband reside in Caldwell County where they operate and own a family farm.

A motion to approve the appointment of Meagan Roberts as the Instructor, Horticulture Technology & Sustainable Agriculture, was made by Charles Taylor and seconded by Linda Wall. Trustees unanimously approved the motion and appointment of Meagan Roberts.

As part of the CHAIRMAN'S REPORT, Chair Claude Sitton presented a plaque to Charles Henson for 28 years of outstanding service as a Trustee. Due to recent health concerns, Charles Henson is not seeking reappointment for another term as Trustee from the Governor. In presenting the plaque to Charles Henson, Claude Sitton paid tribute to Mr. Henson for his diligence and the many significant contributions he has made over the years to the development and success of the College by his service as Trustee Chair, Finance Committee Chair, and member of various Committees. Charles Henson thanked the Board members for their support over the years, their friendship, leadership, and contributions to the educational enhancement of Burke County and the students we serve. It was noted that Charles Henson will continue to serve as a Trustee until a replacement Trustee is appointed by the Governor's Office.

Claude Sitton, Chair announced he has appointed the following Trustees to serve on the Nominating Committee:

Linda S. Wall, Chair
Robert P. Carr
William J. Allman

The Committee will meet prior to the September Annual Meeting and present a slate of officers for 2011-2012.

Claude Sitton recognized Dr. Jim Burnett to read a letter received from the Burke County Board of Education, dated July 5, 2011, noting the reappointment of Claude S. Sitton to the Board of Trustees for a four year term ending June 30, 2015.

President Burnett announced that the September Annual Meeting date previously set for September 12, 2011 will need to be changed. According to recent information received from the North Carolina Community College System Office, the deadline for receipt of the Trustee approved budget for 2011-2012 is September 12, 2011. Discussion followed. Noting the probable absence of several Trustees due to the Labor Day holiday, the date of Thursday, September 8, 2011 was set for the September Annual Meeting of the Trustees of Western Piedmont Community College.

President Burnett introduced and welcomed Mark Pellatt, Faculty Staff Chair for 2011-2012, to the Trustees. Mark serves as the Department Head, Social Sciences and is a Social Sciences instructor. As scheduling permits, he will be reporting to Trustees on behalf of the Faculty Staff Council at the monthly meetings.

Malone McNeely was recognized for a report on the Financial Audit Report for the year ending June 30, 2010. The State Auditors have completed the audit and the final exit interview was held on May 12, 2011. The report indicated a deficiency in internal controls governing bookstore operations. The College has since implemented various internal controls that would segregate duties and enhance internal control, as recommended by State Auditors.

President Jim Burnett noted that according to the *2011 Critical Success Factors* Report mailed to Trustees in June, the College received an "Exceptional Institutional Performance" rating by achieving 8 of the 8 measures. This performance rating was attained by 11 community colleges in the North Carolina System, including Western Piedmont. The College has attained this rating four out of the last five years.

Jim Burnett also updated Trustees on Burke Middle College, reporting that 97% of students enrolled in the program achieved proficiency on the End of Course tests, which was the highest rate in Burke County. Performance in college course by the students resulted in a cumulative GPA for Juniors of 3.24 and a GPA for Seniors of 2.9. Enrollment for Fall is 126 students, and Robert Murray has been assigned as the new principal for Burke Middle College during the 2011-2012 academic year. Dr. Burnett attributed much of the success for the program to Suzanne Crawford, Lisa Wall, Anna Moose and Charity Williams.

There being no further business, the meeting was adjourned.

_____
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

A N N U A L M E E T I N G

SEPTEMBER 8, 2011

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Thursday, September 8, 2011 at 5:15PM in the Graham Hoyle Community Room.

MEMBERS PRESENT: Claude S. Sitton, Chair
William J. Allman
Robert P. Carr
Dan W. DeHart
Ronald F. Martin
Juleigh Sitton
Charles E. Taylor
Linda S. Wall
Samantha Poplin, SGA President/Student Trustee

MEMBERS ABSENT: Hugh A. Blackwell
Charles T. Henson
Fred J. Whalen

OTJERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Mabel Lowman, Clerk of Court
Mark Pellatt, Faculty/Staff Chair
Alexandria Moorman, NEWS HERALD
Libby Barger, Director, Community Relations
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair, Claude S. Sitton called the Annual Meeting to order.

Chair Sitton reminded Trustees of the ethics requirements and requested that conflicts of interest relative to official business listed on the Agenda be identified. There being no conflicts identified, the meeting continued.

Mabel Lowman, Clerk of Court was welcomed and proceeded to administer the Trustee Sworn Affidavit to reappointed Trustees, Claude S. Sitton and Charles E. Taylor. Each Trustee was reappointed to serve four year terms ending June 30, 2015.

Ronald F. Martin, Secretary was recognized to present the Minutes of the August 1, 2011 meeting for Trustee consideration. There being no additions, deletions, or corrections noted, 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 was recognized to present information on the 2011-2012 Institutional Budget.

William Allman began the budget report with a review of the factors contributing to the reduction of the College's state budget allocation by approximately $1.6M for 2011-2012. Unlike the 2010-2011 community college budget increase of $42M, the community college system received a budget reduction in 2011-2012 of approximately $36M. Four items impacting the College's 2011-2012 budget were, (1) loss of curriculum and continuing education FTE, (2) change to the funding formula, (3) reduction in equipment funding, and (4) increase in Management Flexibility Reduction.

Information regarding FTE indicated that the College lost 73 curriculum FTE from the previous year, and 19 continuing education/basic skills FTE. The alternative funding formula and the development of Tier 1 and Tier 2 courses to avoid across-the-board reductions coupled with the loss of FTE cost the College $431,968 in allocated funds. It was noted the College did receive a one time moderate adjustment to offset the reduction. The College actually received $45,635 more in equipment appropriation from last year; however, over realized tuition receipts in the amount of $292,494 were transferred to the equipment reserve account, and the College did not receive additional equipment funds other than the normal allotment. The College's net equipment funds for 2011-2012 decreased by $246,859. For the first time, the General Assembly will allow community colleges to use equipment allocations for capital improvements, and the College is making plans to use approximately $100,000 of those funds for needed repairs and renovations. The Management Flexibility Reduction (MFR) mandated by the General Assembly, negatively impacted the College's budget for the second year in a row. In 2010-2011, the College's share was $614,682 compared to this year's reduction of $1,208,719. According to the system office, further reductions are pending, and colleges are being advised to set aside an additional 2% or approximately $400,000 of the College's budget for any unplanned reversions. The General Assembly also approved tuition increases of $10 per credit hour for in-state and out-of-state students in order to generate additional revenue. For the third year in a row, the General Assembly did not provide funds for general salary increases in the 2011-2012 budget.

A review of the county appropriation, totaling $2,009,250 for 2011-2012, indicated the College received a 5% budget reduction of $105,750 from the prior year. Early discussions with County administrators indicated a possible reduction in allocated funds and the College began to conserve funds from last year's budget noting a carry forward $113,354. Increases in personnel costs, maintenance equipment needs, and escalating energy costs continue to erode the county budget. The College has used specific grants to implement energy efficient room occupancy sensors and is currently evaluating additional energy cost saving measures.

In support of the 2011-2012 institutional budget, revisions S-1 through S-4 and C-1 were reviewed and approved as follows:

S-1: Distribution of 2011-2012 GATE project allocation.
Motion for approval was made by William Allman, seconded by Linda S. Wall and unanimously approved.

S-2: Distribution of current operations formula allotment.
Motion for approval was made by William Allman, seconded by Ronald Martin and unanimously approved.

S-3: Distribution of 2011-2012 Vocational Education Basic Grant allocation, Small Business Center allotment, and Customized Training allotment.
Motion for approval was made by William Allman and seconded by Charles Taylor. Trustees unanimously approved.

S-4: Distribution of Management Flexibility Reduction.
Motion for approval made by William Allman and seconded by Dan DeHart. Trustees unanimously approved.

C-1: Distribution of 2011-2012 County appropriation.
Motion for approval by William Allman, seconded by Dan DeHart and unanimously approved.

As outlined in the DCC 2-1 document, the 2011-2012 fiscal year institutional budget from all sources was $38,120,517, or a decrease from the prior year of $1,079,506.

Noting that the DCC 2-1 budget document requires Trustee approval, a motion was made by Dan Dehart to approve the 2011-2012 College budget as reviewed and authorize the Trustee Chair to sign the DCC 2-1 to be forwarded to County administration for signature. The motion was seconded by Charles Taylor and unanimously approved by Trustees.

William Allman also provided information to Trustees relative to an amendment to General Statute 115D, by Session Law 2011-145, Section 8.20 which provides broader authority and flexibility for community colleges to invest institutional funds in order to maximize the return on investments. Revised language to the statute also states that colleges will appoint a Trustee "Investment Committee", and listed five duties of that Committee with respect to the management and investment of college funds. College administration is recommending that the current Finance Committee be renamed to the Finance and Investments Committee, which would require a revision to the *Trustee Bylaws.* Discussion followed relative to Committee membership, investment expertise, and conflicts that may arise regarding specific investment decisions. Trustees were informed that the language contained in the change to the statute included strong wording stating that all investment decisions would be made in the best interest of the college. Revised language to the *Trustee Bylaws* will be discussed further during the President's Report.

Claude Sitton recognized Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE to review a request for disposal of surplus property by means of a public auction. The auction has been scheduled for Saturday, October 1, 2011 and will begin at 9:00AM on the Jim A. Richardson Campus. A listing of the items to be auctioned was included for Trustee review.

A motion was made by Robert Carr and seconded by Ronald Martin to approve of the disposal of surplus property at the public auction. The motion was unanimously approved by Trustees.

Charles E. Taylor, Chair of the PERSONNEL COMMITTEE recognized Chad A. Bledsoe to present the appointment nomination of Leslie D. McKesson for the Dean, Business and Public Services position. A total of nine applications were received for the position and three candidates were interviewed.

Leslie McKesson has been employed by the College since 1989 and currently serves as the Coordinator/Instructor, Paralegal. She is a graduate of the University of North Carolina at Chapel Hill where she received a B.S. in Administration of Criminal Justice and Psychology. Her education continued at Appalachian State University where she completed a M.A. in Higher Education, Adult Education and an Ed.S in Adult Education. Leslie McKesson is held in the highest regard by her professional colleagues and community leaders as well.

Following discussion, a motion was made by Charles Taylor to approve the appointment of Leslie McKesson for the Dean, Business and Public Services position. The motion was seconded by Juleigh Sitton and unanimously approved by Trustees.

As part of the CHAIRMAN'S REPORT, Claude Sitton reminded Trustees to complete the Standing Committee Selection forms included in their packets indicating their preference for serving on Trustee Committees for 2011-2012. Trustees will be notified of Committee assignments prior to the October meeting.

Student Government Association President and Student Trustee, Samantha Poplin shared information with Trustees of upcoming SGA-sponsored events on campus, including the Community Resource Fair on September 8th, Blood Drive on September 13th , and Constitution Day on September 16th. The next SGA Senate meeting will be held on September 23rd and the Fall N4CSGA Western Division Meeting will take place at Surry Community College. She also invited Trustees to attend the Fall Speakers Forum presentations from September 26th through September 29th. Additional information on guest speakers, topics, specific dates, times and locations will be listed in the *Pioneer Press*.

Faculty Staff Chair, Mark Pellatt reported that the Faculty Staff Council will have their first meeting of the academic year on September 23rd. He will share information from the meeting with Trustees at the October meeting.

President Jim W. Burnett reported that the previously discussed proposed amendment to the *Trustee Bylaws* was included in packets for review prior to the next Trustee meeting. As stated in the *Trustee Bylaws,* Article 7: Sections 1 and 2, amendments to the bylaws shall be proposed at any meeting of the board and a vote for the adoption of the amendment shall occur at a subsequent meeting. That being noted, the proposed amendment to Article 5: COMMITTEES, Section D, Finance Committee, will be placed on the October Agenda for Trustee consideration.

As required by the State Board of Community Colleges and the Southern Association of Colleges and Schools, Emily L. Williamson presented the College's current *Mission Statement* for Trustee review. The College Planning Council and Administration recommend reaffirming the current *Mission Statement*.

Following a motion by Ronald Martin and seconded by Linda Wall to reaffirm the current *Mission Statement,* the motion was unanimously approved.

Dr. Chad A. Bledsoe, Vice President for Academic Affairs, reviewed the *Summary of Specific Fees for 2010-2011*. No changes were noted for curriculum student fees. Changes to five various Continuing Education student fees were reviewed.

A motion to approve the *Summary of Specific Fees for 2010-2011* was made by Linda Wall and seconded by Charles Taylor. The motion was unanimously approved by Trustees.

In compliance with the State Board of Community Colleges Internal Audit Plan, Dr. Bledsoe also presented the *Continuing Education Division Internal Audit Plan for 2010*, for information purposes. Dr. Bledsoe noted that the College is in compliance and exceeds the State requirements for class visits each semester.

As required by the State Board of Community Colleges and as stipulated in Memorandum CC-98-306, Dr. Chad Bledsoe presented the *3-Year Review of Continuing Education Self-Supporting Classes* report for Trustee review. The policy sets forth guidelines for establishing continuing education registration fees, and outlines the refund policy for self-supporting classes. As noted in the Memorandum, a review of the report will be noted in the Minutes.

President Jim Burnett expressed his appreciation to Trustees for making changes to their calendars and moving the September Annual Meeting date to accommodate the approved budget deadline.

Chairman, Claude Sitton recognized Linda Wall, Chair of the Nominating Committee. The Committee recommended the following slate of officers for 2011-2012:

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

Additional nominations from the floor were requested. There being none, a motion was made by Dan DeHart and seconded by Linda Wall to close nominations.

Motion to elect Claude Sitton as Chair was made by Dan DeHart, seconded by Linda Wall and unanimously approved.

Motion to elect Fred Whalen as Vice Chair was made by Dan DeHart, seconded by Ronald Martin and unanimously approved.

Motion to elect Ronald Martin as Secretary was made by Dan DeHart, seconded by Linda Wall, and unanimously approved.

The date scheduled for the next monthly Trustee meeting is October 3, 2011.

President Burnett advised Trustees that notification was recently received from the Office of the Governor for Boards and Commissions regarding the appointment of Amparo Alfaro to fill the unexpired term of Robert Caldwell through June 30, 2014. At present, the College is awaiting further notification from the Governor's Office regarding one additional appointment.

There being no further business, the meeting was adjourned.

_____
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

OCTOBER 3, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, October 3, 2011 at 5:15PM. The meeting was held in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair
Amparo R. Alfaro William J. Allman
Robert P. Carr Robert K. Denton
Juleigh Sitton Charles E. Taylor
Linda S. Wall Fred J. Whalen
Samantha Poplin, SGA President/Student Trustee

MEMBERS ABSENT: Hugh A. Blackwell Dan W. DeHart
Ronald F. Martin

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Emily L. Williamson, Vice President, Student Development
Mabel Lowman, Clerk of Court
Mark Pellatt, Faculty Staff Chair
Libby Barger, Director, Community Relations
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair, Claude S. Sitton called the monthly meeting to order.

Mabel Lowman, Clerk of Court, was welcomed and proceeded to administer the Sworn Affidavit to newly appointed Trustees, Amparo R. Alfaro and Robert K. Denton. Amparo Alfaro was appointed by the Governor to fill the unexpired term of Robert L. Caldwell; her term will expire June 30, 2014. Robert K. Denton was appointed by the Governor to serve a four year term, ending June 30, 2015. Amparo Alfaro and Rob Denton are alumni of Western Piedmont Community College.

Claude Sitton reminded Trustees of the ethics requirements and requested that conflicts of interest relative to business before the Trustees be identified. No conflicts were identified, and the meeting proceeded.

Noting the absence of Ronald Martin, Secretary, Claude Sitton presented the Minutes of the September 8, 2011 Annual Meeting for Trustee approval. A motion was made by Charles E. Taylor and seconded by Fred J. Whalen to approve the Minutes as distributed. The motion was unanimously approved.

William J. Allman, Chair of the FINANCE COMMITTEE, presented budget revisions S-5 and S-6 for Trustee approval.

Budget revision S-5 was for distribution of Customized Training funds totaling $3,060 to cover the costs for two full-time instructors to complete OSHA 503 and OSHA 511 certification courses through NC State University. Once certified, the instructors can teach OSHA courses to local business and industry through the Customized Training Program Projects.

Following a motion by William Allman, and seconded by Fred Whalen, Trustees unanimously approved budget revision S-5.

Budget revision S-6 distributes $15,000 for the 2011-2012 Minority Male Mentoring Grant to improve academic success of minority males who transfer to four year colleges and universities. These funds paid for a Summer Institute Leader, supplies and operating costs.

A motion for approval of S-6 was made by William Allman and seconded by Charles Taylor. Trustees unanimously approved the motion.

BUILDINGS AND GROUNDS Chair, Robert P. Carr recognized Malone McNeely to review Form 3-1 relating to proposed campus renovations and repairs of existing facilities totaling an estimated $150,000.

Proposed projects scheduled for repairs and renovations are as follows:

- Renovation of Learning Resources Center/Room 80 to convert into four faculty offices.
- Electrical renovations on Richardson Campus to 800 amp service in order to support Building Construction Technology and Sustainable Agriculture programs.
- Electrical upgrades to Servers.
- Miscellaneous repairs (painting, replacing carpet, etc).

Trustees were advised that the General Assembly has granted permission to use State equipment allotted funds for capital improvements. Subsequently, the College is proposing the use of these funds to pay for the much needed repairs and renovations. The County has been responsive to the projects and has approved and signed off on Form 3-1.

Following discussion, a motion was made by Robert Carr to approve the projects as proposed, and authorize Administration to proceed with the projects as discussed when funding is obtained, as stipulated in State Construction guidelines. The motion was seconded by Fred Whalen and unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair Charles Taylor noted that the Committee met to discuss the two appointment nominations, and recognized Emily L. Williamson, Vice President for Student Development to review the information.

In accordance with the College's POLICY MANUAL, the appointment nomination of Jim R. Coleman for the Associate Dean of Technology position followed the established guidelines for the internal application process. The candidate accepted a full-time position at Western Piedmont in 2003 as Lead Computer Technician, and became Network Administrator in 2006. He was employed on a part-time basis from 1997-2003 as a Lab Assistant in the Business Division. Jim Coleman earned an associate degree in information systems from Western Piedmont, a B.S. in Management Information Systems from Gardner-Webb University, a M.A. in Instructional Technology Specialist/Computers from Appalachian State University, and recently completed an Ed.S, Administration from Appalachian. The candidate has infinite knowledge of the College's internal information systems and equipment. References for Jim Coleman addressed his exemplary performance record and leadership qualifications.

On behalf of the Personnel Committee, Charles Taylor presented a motion to approve the appointment of Jim R. Coleman for the Associate Dean of Technology position. The motion was seconded by Linda Wall and unanimously approved by Trustees.

Emily Williamson also presented the recommendation of Vicki L. Holder for the Career Counselor position. The candidate currently works part-time at Catawba Valley Community College as a Career Counselor in the Basic Skills Department as well as the ESL Evening Lab Supervisor. She is also employed part-time by Cornerstone Counseling Center as a counselor. She graduated from Wright State University with a B.A. in Social Work, and earned a M.A. in Professional Counseling from Liberty University. She is currently pursuing a professional licensure for Career Counseling.

A motion to approve the appointment of Vicki Holder for the Career Counselor position was made by Charles Taylor, seconded by Linda Wall and unanimously approved by Trustees.

Chair, Claude Sitton distributed Trustee Committee Assignment sheets for 2011-2012. As part of the CHAIRMAN'S REPORT, Claude Sitton also congratulated Emily Williamson on her forthcoming nuptials, and her new position with the North Carolina Community College System as the Director of SuccessNC. On behalf of the Trustees, he expressed appreciation for her leadership and professional contributions to the College during her tenure, and wished her well as she relocates to Chapel Hill.

Samantha Poplin, Student Government Association President and Student Trustee reported on recent events on campus and highlighted upcoming events which included Advancing Life-Fighting AIDS (ALFA) forum on campus, N$CSGA Fall Conference in Asheville, October 19th Fall Festival on campus featuring a thanksgiving themed meal, SGA participation in the "Unplugged" community event, and the annual "Treat-or-Treat" for children of students, faculty and staff.

Mark Pellatt, Chair of the Faculty Staff Council, reported the first meeting was held on September 23rd. Discussions included FTE budgeting matters, possible student response system, report from Tom Frost of the SACS Steering Committee, and the response to the QEP student learning survey.

Proposed POLICY MANUAL Amendments were presented by Emily Williamson, and the following actions taken:

Section 2.29: Revisions to self-supporting curriculum and continuing education courses; tuition and fees set. Motion for approval by Charles Taylor, seconded by Linda Wall and unanimously approved.

Section 3.1: Updating Equal Opportunity Employer statement and simplifying language. Motion for approval by Fred Whalen, seconded by Juleigh Sitton and unanimously approved.

Section 3.9: Updating and adding language regarding faculty contracts and required documentation for employment. Motion approved by Fred Whalen, seconded by Charles Taylor and unanimously approved.

Section 3.13: Reflects additions to "Demotions" section relative to pay rates. Motion for approval by Fred Whalen, seconded by Juleigh Sitton and unanimously approved.

Section 3.26: Updates to Group Insurance to reflect State changes and clarifies language relative to 9-month faculty contracts. Motion for approval by Fred Whalen, seconded by Charles Taylor and unanimously approved.

Section 3.27: Simplifies and clarifies workers' compensation options and process. Motion for approval by Juleigh Sitton, seconded by Fred Whalen and unanimously approved.

Section 3.28: Updates to reflect State changes to add voluntary supplemental retirement plans and 9-month faculty contracts. Motion for approval by Juleigh Sitton, seconded by Fred Whalen and unanimously approved.

Section 3.49: New policy added to promote worksite wellness on campus. Motion for approval by Fred Whalen, seconded by Juleigh Sitton and unanimously approved.

Section 4.2: Updates to reflect new interpretation of College's "open door" policy to meet administrative code changes; and schedule adjustments. Motion for approval by Linda Wall, seconded by Charles Taylor. Motion carried.

Section 4.4: Updates language to Federal and State financial aid procedures. Motion for approval made by Charles Taylor, seconded by Fred Whalen and unanimously approved.

Section 6.3: Language updates to clarify the uncollectable accounts process. Motion for approval by Fred Whalen, seconded by Charles Taylor and unanimously approved.

Section 6.6: Changes and revisions to purchasing procedures as recommended by State Auditors. Motion for approval by Fred Whalen, seconded by Linda Wall and unanimously approved.

Section 6.8: Language update to eliminate cashing checks for students in the Business Office and Bookstore. Motion for approval by Linda Wall, seconded by Charles Taylor and unanimously approved.

Section 6.9: Language added describing College's "Cash Management Plan" and procedures. Motion for approval by Fred Whalen, seconded by Linda Wall and unanimously approved.

Dr. Jim Burnett reported to Trustees that the College's Employee Annual Giving Campaign resulted in 96% participation, up from 92% the previous year. Employees donated more than $20,000 and all 8 College divisions participated in the campaign. Appreciation was expressed to the leadership of Christine Sprinkle and Chip Hope who served as campaign chairs,

and to Libby Barger and Lisa Miller for their invaluable contributions in assisting with the planning of the campaign under the leadership of Emily Williamson. The 2011 public Annual Giving Campaign kicks off on November 2nd.

Dr. Burnett also updated Trustees on enrollment statistics, noting the College had the second highest retention rate of the 58 colleges in the State at 72%. Enrollment was 7% less than Fall 2010, but still higher than traditional enrollment numbers. Western Piedmont reported 2,942 students enrolled at the census point of the semester, made up of 63% full time and 37% part-time students. The average age of the student population is 28 years of age.

Chair Claude Sittion recognized President Jim Burnett to discuss the proposed *Trustee Bylaws* Amendment presented at the September Trustee meeting for Trustee consideration. The proposed amendment adheres to the North Carolina Community College System specified guidelines to insure investment decisions for the College are impartial, adhere to specific conflicts of interest or potential conflicts guidelines and are in the best interest of the College. The proposed revision to the bylaws also renames the current "Finance Committee" to "Finance and Investments Committee" to oversee the management and investment of College funds in a prudent manner that is in the best interest of the College.

Following discussion, a motion was submitted by Linda Wall to approve and adopt the proposed amendments to Article 5, Section D of the *Trustee Bylaws* as submitted and reviewed. The motion was seconded by Juleigh Sitton and unanimously approved by Trustees.

President Jim Burnett reminded Trustees of the reception planned for Emily Williamson on Tuesday, October 4th at 2:30PM. All Trustees are invited to attend and wish Emily well as she transitions into the personal and professional changes ahead. Trustees were also invited to the College's retirement reception scheduled for October 30th at 3:00PM.

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:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

NOVEMBER 7, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, November 7, 2011 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton
William J. Allman — Robert P. Carr
Robert K. Denton — Dan W. DeHart
Ronald F. Martin — Juleigh Sitton
Charles E. Taylor — Linda S. Wall
Fred J. Whalen
Samantha Poplin, SGA President/Student Trustee

MEMBERS ABSENT: Amparo Alfaro — Hugh A. Blackwell

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Mark Pellatt, Faculty Staff Chair
William LeFevers, SACS Accreditation Liaison
Leslie McKesson, QEP Topic Selection Committee
Lisa Sessions, Director of Human Resources
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair Claude S. Sitton called the monthly Trustee meeting to order.

Trustees were reminded of the ethical requirements and were asked to identify actual conflicts or potential conflicts of interest that may exist, as they pertain to items listed on the Agenda. There being none identified, the meeting proceeded.

President Jim W. Burnett announced that Dr. Chad A. Bledsoe, Vice President for Academic Affairs, was attending a meeting of the American Association of Community Colleges Washington Institute. The institute is designed to provide updates on legislative priorities for community colleges and higher education at a national level, as well as focus on the role of federal agencies.

President Burnett introduced the following new faculty and staff members recently approved by Trustees: Zack Inks, Vicky Holder, Dr. Kara Presnell, Meagan Roberts, Kim Sorrell, and Kang (Kelly) Yang.

Ronald F. Martin, Secretary, was recognized to present the Minutes of the October 4, 2011 meeting for consideration. There being no additions, 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 by Trustees.

Chairman Claude Sitton recognized Fred J. Whalen, Chair of FINANCE AND INVESTMENTS COMMITTEE, to present budget revision S-7 for consideration. As noted in the information provided, the budget revision allocates longevity funds for 2011-2012. Longevity pay acknowledges long term service of full time employees who have been employed by the State for at least ten years.

Following a motion by Fred Whalen and seconded by Ronald Martin, Trustees unanimously approved budget revision S-7.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE, recognized Malone McNeely to review Form 3-2, Final Approval of Capital Improvement. As noted on the form, each of the previously approved renovation and repair projects is listed. Even though it is not a new construction project, the College is required to submit the properly executed Form 3-2 to complete the final process.

A motion was made by Robert Carr and seconded by Linda S. Wall to approve Form 3-2 as reviewed and authorize the Chair and the President to sign the completed document to submit for final approval. The motion was unanimously approved.

Charles E. Taylor, Chair of the PERSONNEL COMMITTEE, reported the Committee did not meet and no report was available.

Trustee Chair Claude Sitton reported to Trustees on the 2011 ACCT Annual Leadership Congress recently attend by Trustees in Dallas, Texas. The theme of the convention was "Information is Power-Fostering Sustainability & Student Success." Many of the sessions described ways in which other community colleges were putting students first and focused on strategies to ensure student success.

Ronald Martin, Trustee and Campaign Chair of the 2011-2012 Western Piedmont Foundation Annual Giving Campaign addressed Trustees regarding the goals of the campaign and the importance of 100% Trustee and Foundation Director participation. The theme for this year's campaign is "Opening Doors of Opportunity." The established goals of the campaign are $60,000 for student scholarships, $40,000 for faculty and staff development and $20,000 for the enhancement of Burke Middle College, for a total of $120,000. The College Employee Giving Campaign is complete with a total of 96% of employees donating/pledging a total of $20,148 or 17% of the total goal. From the 2006-07 campaign to the 2010-11 campaign, the Foundation has raised a total amount $770,987. Trustees were challenged to make donations or pledges at the $500 level. The Campaign Celebration will be held on Friday, December 2nd beginning at 6:30PM at Mimosa Hills Golf and Country Club. Trustees will receive invitations and spouses are invited to join in the celebration.

Claude Sitton announced that the December Trustee meeting has been scheduled for Monday, December 12th and will take place in Carr Hall, Room 137. Following the meeting, Trustees will join their spouses and other guests in the Graham Hoyle Community Room in Phifer Learning Resources Center for the Annual Holiday Dinner. Additional information regarding the meeting and dinner will be included in Trustee report packets.

Samantha Poplin, Student Government Association President and Student Trustee, reported that the SGA Executive Council traveled to Asheville for the 2011 Fall N4CSGA conference. Delegates from the College served on various committees and played a significant role in enacting new N4CSGA legislation. Other campus activities included the Fall Festival and Treat-or-Treat festivities for children of faculty, staff and students. Upcoming events include the SGA sponsored Blood Drive on November 17th, and the creation of a holiday float by the SGA and College clubs to be used in parades.

Noting that the Faculty Staff Council will not meet until December 12th, Faculty Staff Chair, Mark Pellatt, announced a report will be presented to Trustees at the December meeting.

President Jim Burnett introduced William Lefevers, Director of Planning and Research, to explain the contents of the IPEDS *Data Feedback Report for 2011* distributed to Trustees. The report is a compilation of collected data on students, enrollment and graduation rates, program completions, faculty, staff and finances. Statistics contained in the report are from data collected during 2010-2011 and compare the same reportable data with other institutions in our comparison group. The report reflects favorably on the College, and Trustees were encouraged to review the information.

William Lefevers also serves the College as the Accreditation Liaison for the 2013 Decennial Review by the Southern Association of Colleges and Schools (SACS), Commission on Colleges. President Burnett recognized William Lefevers to give Trustees background information on past SACS visits for accreditation and to bring Trustees up to date on the current process for preparing the College for the regional accreditation in 2013. The College was last reaffirmed in December 2003, and with the implementation of a Fifth-Year Interim Report requirement, Western Piedmont was asked to submit its report in October 2009. As a result of the Fifth-Year Interim Report, Western Piedmont Community College was 1 of only 5 institutions with no findings, from a cohort group of 74 colleges and universities.

As part of the report, Trustees received an overview of the steps the College has implemented to begin preparing the report, which will be submitted in March 2013, with an on-site review being conducted in September 2013. Final results of the accreditation will be announced at the December 2014 Annual Meeting of the Southern Association of Colleges and Schools.

President Burnett introduced Leslie McKesson, Dean of Business and Public Services, and member of the Quality Enhancement Plan (QEP) Topic Selection Committee, to explain the purpose of the QEP as it relates to the SACS accreditation process. Trustees were challenged to assist the Committee by identifying potential areas for improvement while working together with various community partners to enhance student learning outcomes. A survey has been developed on the College website to encourage input and feedback on potential QEP topics from various community groups, students, faculty and staff. The survey results will be categorized and the top ideas will be presented to senior administration for final selection of a topic. Survey cards were distributed to Trustees in their packets and postage-paid envelopes were made available for returning responses.

Lisa Sessions, Director of Human Resources, was recognized by President Burnett to furnish Trustees with an overview of the personnel hiring/selection process for full-time faculty and professional staff. Her report recapped the initial steps of the process and detailed the responsibilities of the Human Resources department for advertising vacancies, collecting on-line applications and required materials, and requesting supplemental information for consideration, as determined by the Selection Committee. She also outlined the application review process and determining factors resulting in candidates being selected for an interview by the Committee, and the follow-up process and final selection procedures following the interviews. Information regarding the use of the People Admin application tracking system was also shared with Trustees.

President Jim Burnett also announced to Trustees that the College was contacted to participate in the Southern Living Spring Home and Garden Show in Charlotte, NC. The theme of the display will focus on sustainable landscaping, self-sufficiency, and repurposing materials for outdoor projects. The display will include a courtyard garden with edible landscaping, small chicken coop, wooden rain barrel and a stone patio. College programs contributing to the project will include Horticulture Technology, Sustainable Agriculture, Construction Technology, Professional Crafts and Welding. Materials for the construction of the display are being donated by local and regional businesses.

The Community College National Legislative Summit for 2012 is scheduled for February 13-16, 2012 in Washington, DC. The early registration and hotel reservations deadline for the conference is December 16th. Trustees wishing to participate should contact the President's Office by the last week in November.

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:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 12, 2011

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, December 12, 2011 at 5:15PM in Carr Hall, Room 137.

MEMBERS PRESENT: Claude S. Sitton, Chair

Amparo R. Alfaro	William J. Allman
Hugh A. Blackwell	Robert P. Carr
Dan W. DeHart	Robert K. Denton
Ronald F. Martin	Charles E. Taylor
Linda S. Wall	Fred J. Whalen

Samantha Poplin, SGA President/Student Trustee

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Mark Pellatt, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair Claude S. Sitton called the monthly meeting to order.

Trustees were reminded of the ethical requirements and were asked to identify actual conflicts or potential conflicts of interest that may exist, as they pertain to the items listed on the Agenda. There being none identified, the meeting proceeded.

Claude Sitton, Chair called on Ronald F. Martin, Secretary to present the Minutes of the November 7, 2011 meeting for Trustee consideration.

Following a motion for approval by Ronald Martin and seconded by Charles E. Taylor, Trustees unanimously approved the Minutes of November 7, 2011 as presented.

FINANCE COMMITTEE Chair Fred J. Whalen was recognized to present budget revisions S-8 and S-9 for Trustee approval, as follows:

S-8: Distribution and transfer of $150,000 from appropriated equipment funds to capital improvement to fund projects previously approved by Trustees.

Motion for approval was made by Fred Whalen and seconded by Linda S. Wall. Trustees unanimously approved the motion.

S-9: Distributes additional Growing America Through Entrepreneurship (GATE) funds FY 2011-12, totaling $25,000.

Motion for approval was made by Fred Whalen, seconded by Robert K. Denton and unanimously approved by Trustees.

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

PERSONNEL COMMITTEE Chair Charles Taylor recognized Chad A. Bledsoe, Vice President, Academic Affairs to present the appointment recommendation of Steven C. Lian for the full-time faculty position of Instructor, Paralegal Technology. The faculty position fills the vacancy created with the appointment of Leslie McKesson as the Dean, Business and Public Services. Steven Lian has served as an adjunct instructor for the College since 2000 and teaches various law and criminal justice classes. Prior to coming to Western Piedmont he was a partner in the law firm of Farhart, Lian & Maxson, P.C. He earned a Bachelor's degree in Social Science from the University of North Dakota and a Juris Doctorate from the University of North Dakota School of Law. Recommendations from colleagues addressed his interaction with students, positive student and faculty evaluations, as well as knowledge and experience teaching college level courses.

A motion was presented by Charles Taylor to approve the appointment of Steven C. Lian for the Instructor, Paralegal Technology position. The motion was seconded by Ronald Martin and unanimously approved by Trustees.

Chad Bledsoe also presented the recommendation of Carrie H. Murray for the Instructor, Developmental Writing (English) full-time faculty position. This position will fill the vacancy of Deborah Lonon, who is serving as Coordinator/Instructor of Drama. Of the six qualified applicants, two individuals were interviewed. Carrie has been working as an adjunct instructor for almost two semesters. Prior to moving to Morganton she taught English as an adjunct at Tri-County Technical College in South Carolina. She earned both a Bachelor's and Master's degree from Clemson University. College faculty highly recommend Carrie Murray for the position.

Following a motion by Charles Taylor and seconded by Linda Wall, Trustees unanimously approved the appointment of Carrie H. Murray as the Instructor, Developmental Writing (English).

Malone McNeely, Executive Vice President, introduced the appointment recommendation and nomination of Maureen C. Schwind as the Title III Coordinator/Activity Director and Advising Center Coordinator, which will administer the U.S. Department of Education $1.7 million Title III grant. A total of 34 grants was awarded nationwide. Western Piedmont was one of only two community colleges in North Carolina that received the grant to serve students by improving advising, student engagement, and assisting students by preparing them for college-level courses, thereby improving student retention and graduation rates. Of the 17 individuals applying for the position, eight were qualified and three candidates were interviewed.

Maureen Schwind has been employed by the College since 1997 as the Director of Educational Talent Search Program, and has demonstrated her ability to supervise and administer U.S. Department of Education programs and grants. Recommendations for the candidate addressed such attributes as positive attitude, leadership abilities, excellent communicator, and dedication to improving learning for all students. Maureen earned a Bachelor's degree in Psychology from the University of North Carolina, Master's in Higher Education from Western Carolina University, and an Ed.S. in Higher Education Administration from Appalachian State University.

Following discussion, Charles Taylor made a motion to approve the recommendation of Maureen C. Schwind for the Title III Coordinator/Activity Director and Advising Center Coordinator, effective January 3, 2012. The motion was seconded by Linda Wall and unanimously approved by Trustees.

Malone McNeely also presented the recommendation of Atticus J. Simpson as the Vice President, Student Development and Executive Director of Western Piedmont Foundation, Inc. to fill the position previously held by Emily Williamson. He earned a Bachelor's degree in English from Western Carolina University, Bachelor's in Communications and Public Relations from Appalachian State University, and a Master's in Communication from North Carolina State University. He also earned a certificate in Higher Education Leadership from the University of South Carolina and graduated from the Council for Resource Development Specialist Training Program. He is currently employed as the Director of Institutional Advancement at Northeastern Technical College in Cheraw, South Carolina. Recommendations addressed his active participation in numerous state-wide professional groups as well as local community organizations. While at Northeastern Technical College, he cultivated and activated an Alumni Giving Association and also has SACS Accreditation experience as a liaison and conference facilitator and presented. President Jim Burnett acquired additional references on the candidate from former and current presidents at Northeastern Technical College, as well as other community college administrators familiar with the candidate and his significant contributions during his professional career at Northeastern.

Following discussion, Charles Taylor made a motion to approve the appointment of Atticus J. Simpson for the Vice President for Student Development and Executive Director of Western Piedmont Foundation, Inc. The motion was seconded by Ronald Martin and unanimously approved by Trustees.

Chairman, Claude Sitton announced that due to the College being closed on Monday, January 2nd for the New Year's holiday, and Dr. Martin Luther King, Jr. Day on January 16th , there will not be a January Trustee meeting.

As President of the Student Government Association, Student Trustee Samantha Poplin reported to Trustees on the successful blood drive held on November 17th with the collection of 58 pints of blood. She also reported on the participation of the College's clubs and SGA in planning and designing a float for various Christmas parades in the area. Fall graduates were also honored at a reception and the SGA is preparing treat bags for each graduate.

Mark Pellatt, Chair of the Faculty Staff Council, reported that at the November 30th meeting, council members discussed the Quality Enhancement Plan selection procedure and survey results. Other items discussed included two traffic issues, the possibility of adding more art to the campus, and upcoming campuswide social events for the holiday season.

President Burnett presented a recommendation for bestowing Instructor Emeritus status to Dr. Cheryl Oxford honoring her 28 years of professional commitment to the educational and cultural enrichment of students at Western Piedmont and community.

A motion was made by Charles Taylor and seconded by Hugh Blackwell to approve the recommendation as presented. The motion was unanimously approved by Trustees.

President Burnett recognized Chad Bledsoe to present amendments to Section 4.2, *Student Admissions-Minimum Student Eligibilit*y of the POLICY MANUAL. The changes allows Trustees to limit enrollment of students with disciplinary suspensions/expulsions from other institutions of higher education. The changes are in accordance with the flexibility provided by the General Assembly in NC Administrative Code 23 NCAC 02C .0301(d) and pertain only to disciplinary actions and the College's ability to refuse admission.

Following discussion, a motion was made by Ronald Martin and seconded by Amparo Alfaro to approve the amendment to Section 4.2 of the POLICY MANUAL, as discussed. The motion was unanimously approved.

Ronald Martin, Chair of the 2011 Western Piedmont Foundation Annual Giving Campaign, updated Trustees on the latest campaign results of $162,972 or 135% of the previously establish goal of $120,000. Trustees congratulated Ronald Martin on surpassing the goal and thanked him for his diligence and success in exceeding the goal.

President Jim Burnett reminded Trustees of the Fall Curriculum Convocation on Wednesday, December 21st at 7:00PM. The graduation will be held at the City of Morganton Municipal Auditorium and Dr. Michael Helmick, President of Rockingham Community College and former Vice President at Western Piedmont, will be the featured speaker. Trustees were encouraged to participate.

Copies of updated *Trustee Bylaws* were distributed to Trustees. Also included in the notebooks were current Trustee contact information and listings of Committee Assignments for 2011-2012 for reference.

There being no further business, the meeting adjourned with best wishes to all for a wonderful Holiday Season and prosperous New Year.

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Claude S. Sitton, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____