January 2012 No trustee meeting

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

FEBRUARY 6, 2012

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, February 6, 2012 at 5:15PM in Room 120 located in Phifer Learning Resources Center.

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

MEMBER ABSENT: Hugh A. Blackwell

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
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 their 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.

Ronald F. Martin, Secretary, was recognized to present the Minutes of the December 12, 2011 meeting for consideration. Noting no corrections or deletions, Ronald Martin made a motion to approve the Minutes of December 12, 2011 as presented. The motion was seconded by Charles E. Taylor and unanimously approved by Trustees.

President Jim W. Burnett introduced Atticus J. Simpson, the new Vice President for Student Development and Executive Director of Western Piedmont Foundation, Inc. Following the unanimous approval by Trustees on December 12, 2011, Mr. Simpson started his new position and began work at Western Piedmont on January 17, 2012.

The meeting was recessed as Trustees participated in a tour of the College's Machine Shop located in F-Building. Michael Daniels, Dean of Science, Engineering and Mathematics, and Brandon Hensley, Instructor of Machining Technology, welcomed Trustees. The tour was prefaced with an explanation of machining technology, equipment set-up, programming and capabilities of computer numerical control (CNC) machine tools. Safety was also stressed as Trustees moved through the machining area. Students, along with part-time instructors, demonstrated the various types of machines and stages of manufacturing various parts using state-of-the-art machinery. Various course descriptions for diploma and certificate options were also discussed, noting job placement in various local manufacturing facilities following completion of the courses. Each Trustee was presented a metal coaster designed and made by the machining technology students.

The meeting reconvened with Trustees expressing their appreciation to the machining technology students, Michael Daniels and Brandon Hensley for the tour and informative demonstrations.

Chair Claude Sitton recognized Fred J. Whalen, Chair of the FINANCE AND INVESTMENTS COMMITTEE to present budget revisions S-10, S-11, and S-12, as follows:

S-10: Reversion of the College's prorata share of budget call back as directed by the System Office totaling $175,510. Total system budget call back was $12 million for this fiscal year to meet tuition shortfalls due to lower enrollments throughout the North Carolina Community College System.

Motion for approval was made by Fred Whalen, seconded by Dan W. Dehart and unanimously approved by Trustees.

S-11: Revision distributes $28,683 in Basic Skills funds to Literacy Equipment funds for the purchase of 25 computers in K-Building.

Motion for approval was made by Fred Whalen. Ronald Martin seconded the motion and Trustees unanimously approved.

S-12: Vocation Education grant funds for fiscal year 2011-2012, totaling $5,896, were redistributed to meet additional salary and equipment needs in the Student Services division.

Motion for approval was made by Fred Whalen, seconded by William J. Allman 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 E. Taylor also reported the Committee did not meet and no report was available.

Chair Claude S. Sitton announced that the North Carolina Association of Community College Trustees will conduct a Law Seminar in Raleigh on April 11-13, 2012. Sessions included on the agenda will be new trustee orientation and reappointed trustee orientation. All Trustees interested in attending the Law Seminar should contact the President's Office as soon as possible. Additional Trustee orientation sessions and training opportunities will also be offered to Trustees at the NCACCT Leadership Seminar in Asheville on September 5-7, 2012.

Claude Sitton also announced that several Trustees have registered for the 2012 National Legislative Summit being held in Washington, DC from February 13-16, 2012. Trustees will have an opportunity to meet face-to-face with Senators Burr and Hagan on Capitol Hill. The National Legislative Summit will feature information session on current topics and national issues affecting education, as well as 2012 community college legislative priorities and the federal budget.

Samantha Poplin, Student Government Association President and Student Trustee, reported on activities and events on campus which included, a "Welcome Back" event for students, the Burke Middle College Disaster Relief campaign recently conducted on campus, the January 17th Blood Drive, and the Super Bowl Food Drive to support the statewide challenge to end hunger. Future events on campus will include an opportunity to create Valentine's Day cards, and the Mardi Gras Food Drive on February 21st.

Faculty Staff Chair Mark Pellatt announced the group will meet later in the month and a report would be made at the next Trustee meeting.

Dr. Chad A. Bledsoe was recognized to present the addition to the POLICY MANUAL of Section1.17, *General Complaints,* which addresses the procedure for general complaints made to the College, which are not covered under Section 4.7, *Student Grievances.*

A motion for approval was made by Ronald Martin, seconded by Linda Wall and unanimously approved by Trustees.

President Burnett recognized Ronald Martin, Chair of the 2011-2012 Western Piedmont Foundation Annual Giving Campaign, to update Trustees on the campaign. The goal for the 2011-2012 campaign was $120,000, and as of February 3rd, contributions totaling $180,323 were reported. This represents a 50% increase over the established goal, with 100% Trustee and Foundation participation, and 96% employee participation. Ronald Martin thanked the Trustees, Foundation directors, College administration, and expressed his appreciation for the hard work and team effort put forth by the student development and marketing personnel team for achieving and surpassing the goal during the stressed economy. Trustees thanked Ronald Martin for his dedicated service to the Foundation and College during the campaign.

Dr. Chad Bledsoe, Vice President for Academic Affairs, explained the "Career and College Promise" program that provides focused preparation for eligible high school age students. Qualified high school students can begin work on a two or four year degree while they are in high school to get a head start on course work. The tuition free program requires students to maintain a "B" average and meet other eligibility requirements. The "Career and College Promise" program provides three pathways, as follows:

- College Transfer - Earn course credits for a four-year degree through NC community colleges. Students who complete 44-hour credits can transfer these credits to all UNC institutions, and other independent colleges and universities.

- Technical Career - Earn course credits at any NC community college toward entry-level job credentials, certificate or diploma in a technical career area.

- Cooperative Innovative High Schools - Begin earning college credits as a high school freshman by attending a Cooperative Innovative High School.

Dr. Bledsoe also provided additional information on what programs were available under each pathway, as well as examples of several career and technical education pathway programs of study.

Dr. Chad Bledsoe also updated Trustees on the latest enrollment statistics for Spring 2012 semester. Total enrollment of 2,606 was down by 12.9%, or 396 students, for the same period last year. One reason for the decrease was attributed to a change in Federal regulations that resulted in many students not meeting satisfactory academic progress requirements, thereby being ineligible for financial aid. The College continues to make every effort to create ways to increase student enrollment.

President Burnett recognized Malone McNeely, Executive Vice President and Chief Financial Officer, to review the 2010-2011 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 0.07%. The audit was conducted under the supervision of Michael Chapman, the College's Equipment/Receiving Coordinator. He was commended for his efforts in identifying and securing equipment on all campuses.

Trustees were reminded that pursuant to G.S. 138-A-14(b)(c), every public servant (Trustee) is required to attend and participate in refresher ethics educational presentations at least every two years. The College is scheduled for broadcasting the presentation on Friday, March 16th from 9:30AM-12:00Noon in Room 18 of Phifer Learning Resources Center. Trustees wishing to participate in the March 16th session were encouraged to contact the President's Office as soon as possible for registration purposes. Optional future training dates are available, but may be limited.

Malone McNeely also commented on the recent article published in the *News Herald* regarding campus security policies and procedures. In light of recent incidents at several community colleges, the College is fine tuning emergency procedures already in place and identifying additional procedures that would be beneficial should a security crisis occur. Meetings with various local law enforcement agencies have taken place and the College is working closely with them to coordinate efficient emergency procedures, and practice drills in the near future.

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 5, 2012

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 5, 2012 at 5:15PM in Room 120 of Phifer Learning Resources Center.

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

MEMBERS ABSENT: Hugh A. Blackwell Fred J. Whalen

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

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

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

Ronald F. Martin, Secretary, was recognized to present the Minutes of February 6, 2012 for Trustee 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 by Trustees.

Noting the absence of Fred J. Whalen, Chair of the FINANCE AND INVESTMENTS COMMITTEE, Chair Claude Sitton recognized C. Malone McNeely, Executive Vice President ,to present budget revision S-13 for consideration. The proposed revision transfers equipment funds of $548,627 to a capital improvement account for renovation and repairs. Details relative to the transfer and the projects will discussed in more detail throughout the meeting.

A motion to approve budget revision S-13 was made by Linda S. Wall and seconded by Ronald Martin. Trustees unanimously approved the motion.

Malone McNeely began the review of the County Fund Budget Request for 2012-2013 by reviewing the additional data comparing the ranking of each community college based on budgeted FTE, ranking according to county operating support, as well as county funding compared to other community colleges for past years. In that Western Piedmont is considered one of the bigger mid-sized community colleges, the College has consistently ranked 25th for the last four years with respect to budgeted FTE. Projected FTE earned for 2012-2013 will decline, as will FTE numbers for statewide community colleges. With respect to current operating support per budgeted FTE, the College is ranked 38th for 2011-2012 indicating the College currently receives county support per budgeted FTE of $616, compared to the average county support per budgeted FTE of $763 statewide. Neighboring community colleges received more county current support per budgeted FTE than Western Piedmont. The additional information indicated that in 2011-2012 Western Piedmont ranked 31st with respect to county current operating support provided.

For 2011-2012, Western Piedmont reverted 5% or $105,750 in county funds. Discussion with County officials indicates that there will probably not be additional funds available for 2012-2013, and reversion is possible. Subsequently, the College has submitted a very conservative operating budget. As noted in the *Current Operations and Capital Outlay Budget Plan for 2012-2013*, the College is submitting a total County Fund Budget Request of $2,473,143. Operating budget requirements total $2,359,643, or an increase of $245,393 for current operating funds. The 12.2% increase takes into consideration the 5% reduction in last year's budget allocation, a 2% requested salary increase for county paid employees, and corresponding increases in employer paid retirement and hospitalizations costs. The College is also requesting $113,500 in capital outlay funds to begin the implementation of a three year plan to replace and update the outdated campus cooling system. Some equipment has reached or exceeded the anticipated life span and refrigerant for the chillers is either hazardous to the environment or is no longer manufactured and will probably be banned in the near future. Technological advances in cooling systems could produce significant energy savings for the College, and these requested funds would be used to fund engineering studies relative to the purchase of the appropriate chilled water systems, purchase and installation of two cooling towers, purchase of a new chiller, and modification of chilled water pumps with new valves and variable frequency drives for potential energy savings.

In reviewing fiscal year projections and anticipated increases, Malone McNeely addressed potential increases in insurance and bonding costs, part-time salaries, benefit costs, as well as plant operation increases for water, electricity and heat. It was noted that the College needs to replace a vehicle used by faculty and staff that has excessive mileage, as well as budget for a full time maintenance position for Foothills Higher Education Center, and hire a full time Maintenance Director for the College.

Prior to a final vote to approve the County Fund Budget Request, Claude Sitton asked that Malone McNeely explain the proposed request for approval of Form 3-2, relative to the undertaking of capital improvements, and the transfer of funds as addressed in budget revision S-13, and listed under the BUILDINGS AND GROUPNDS COMMITTEE report as *Request for Approval of Form 3-2: Final Approval for Capital improvements*.

Trustees originally approved this same Form 3-2 on November 7, 2011 for $150,000, and Malone McNeely highlighted the original list of renovation and repair projects, and updated Trustees on the status of those projects. The current request for Form 3-2 being proposed for Trustee consideration has been revised to $698,627, or an additional $548,627, which is the difference in the revised total cost and the original $150,000, and the same amount approved in budget revision S-13. Trustees were reminded that the General Assembly has allowed colleges to transfer these funds from the equipment allocation in order to meet the College's needs for renovations and repairs. The College has reviewed projected expenses and recommends the equipment funds be transferred and utilized for this purpose. It was further noted that the System Office does not require an updated list of projects and does not require additional County approval. A few of the projects being considered include repairs to cracking roadways and parking lots, repaving, striping and painting tennis courts, additional renovations for curriculum programs at the Richardson Complex, and road upgrades at the Emergency Services Training Center. Malone McNeely further explained that should the County not fund the College's capital needs request as submitted, the College would then use these funds to address those specific capital needs.

A motion was made by Robert P. Carr and seconded by William J. Allman to approved the BUILDINGS AND GROUNDS agenda item listed as *Request for Approval of Form 3-2: Final Approval for Capital Improvements*, and to begin the renovation and repair projects upon final approval by the State Board of Community Colleges. Discussion followed. The motion was unanimously approved by Trustees.

Chair Claude Sitton then called for a motion relative to the 2012-2013 County Fund Budget Request as discussed. A motion was made by Dan W. DeHart to approve the proposed budget as presented. The motion was seconded by Ronald Martin and unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair Charles E. Taylor reported there are no Committee action items for consideration by Trustees.

As part of the CHAIRMAN'S REPORT, Claude Sitton reminded all Trustees of the requirement to complete the 2012 Statement of Economic Interest (SEI) or the No Change Form and return the signed documents to the Ethics Commission by April 16, 2012. Packets distributed to Trustees included the "Long Form" and the "No Change Form," along with an information sheet detailing filing options and other information. Trustees were also reminded of the mandatory Ethics Training that will be televised via the Information Highway on Friday,

March 16th from 9:30AM-12:00PM in Room 14, in Phifer Learning Resources Center The next on-campus training session will be held on May 4, 2012. Registration for the training sessions is required and Trustees wishing to complete training on March 16th were encouraged to contact the President's Office for details.

Trustees were also reminded of the 2012 North Carolina Association of Community Colleges Law Seminar to be held on April 11-13, 2012 at the Sheraton Hotel in Raleigh. Trustees interested in attending this meeting should also contact the President's Office.

Claude Sitton and other Trustees attending the 2012 ACCT National Legislative Summit in Washington, DC reported on the information sessions relative to current topics and varying national issues affecting education and 2012 community college legislative priorities. Trustees and College administrators attending the meeting also met with Senators Burr and Hagan on Capitol Hill.

Student Government Association President and Student Trustee Samantha Poplin reported to Trustees on past events recently held on campus, which included a Mardi-Gras themed Food Drive, Bowl for Kids' Sake event to support Big Brothers, Big Sisters, and the visit to campus of Dori Sanders, author of "Clover," to celebrate Black History Month. The Student Government Association also met on February 24th to discuss important safety procedural changes. Samantha Poplin also listed a number of future events being scheduled, noting that the next Student Government Association meeting would be held on March 23rd. Trustees were also given information on the upcoming Spring N4CSGA Conference being held in Raleigh on March 30th-April 1st.

Mark Pellatt, Faculty and Staff Chair reported that the Council met on February 22nd and discussion was held relative to potentially dangerous traffic situations that exist around campus and landscaping changes that are needed to improve the situation. A tentative date for the Faculty Staff Social has been set as April 27th and a subcommittee was formed to oversee the planning of the event. Election of new officers for the Faculty Staff Council was also discussed. Rusty Harrison also addressed the Council on the next steps relative to the QEP identification process in preparation for the SACS reaccreditation process in 2013. Next meeting of the Faculty Staff Council is April 18, 2012.

President Jim W. Burnett reported to Trustees on the SACS workshop in February where faculty members presented potential Quality Enhancement Plan (QEP) topics for consideration. The purpose and method of selecting QEP topics was explained to Trustees by Leslie McKesson during the November 11, 2011 Trustee meeting. The faculty was very enthusiastic and receptive to the presentations. Trustees will be updated once a final topic has been selected.

Atticus Simpson, Vice President for Student Development, reviewed the proposed POLICY MANUAL Amendment to Section 4.13, *Student Code of Conduct*, Item 9. The proposed revision adds the words "……..*action or inaction* that could impede normal College operations." The amendment is a revision to the language as prescribed by the System attorney.

A motion for approval was made by Charles Taylor and seconded by Linda Wall. Trustees unanimously approved the change as requested.

For information purposes, Trustees were advised that in accordance with recent amendments to the Higher Education Act (HEA), the number of semesters a student may receive PELL Grant funding has been reduced to 12 full time semesters per student, beginning with the 2012-2013 academic year.

President Jim Burnett advised Trustees that the College has completed the 2012 United Way Campaign, noting employee pledges and contributions totaling more than $10,000. Kim Brown served as Campaign Chair for the drive and was complimented for her leadership in organizing a successful campaign. He also reported that the College's exhibition at the Southern Spring Home & Garden Show won the prestigious American Horticulture Society Environmental Award recognizing the recipient for horticulture excellence and demonstrating the best example of design and environmental stewardship. The exhibit was created under the leadership of instructors Chip Hope and Meagan Roberts by additional faculty, staff and students from the Sustainable Agriculture, Horticulture, Building Construction, Welding, Professional Crafts Clay, and Professional Crafts Woods programs. As a part of the April Trustee meeting, Trustees will visit the College's horticulture and sustainable agriculture facilities on campus.

There being no additional business, the meeting adjourned.

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Claude S. Sitton, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

WESTERN PIEDMONT
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

A G E N D A

APRIL 2, 2012

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

Introduction of Ronald "Ronnie" M. Thompson---New Trustee.....**Claude S. Sitton**

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

Approval of Minutes for March 5, 2012.....**Ronald F. Martin, Secretary**

Tour of Sustainability Agriculture Facilities

Report of Finance and Investments Committee.....**Fred J. Whalen, Chair**
- * **Request for Approval of Budget Revision, S-14**

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

Report of Personnel Committee..... **Charles E. Taylor, Chair**
- * **APPOINTMENT NOMINATIONS**
  - **Admissions/Transfer Counselor**
  - **Director, Educational Talent Search**

Chairman's Report.....**Claude S. Sitton**
- * **Western Piedmont Foundation Golf Tournament**
- * **President's Evaluation**
- * **Notice of Potential Conflict of Interest (as noted by Ethics Commission)**

President's Report..... **Jim W. Burnett, President**
- * **Student Government Association Report**
- * **Faculty Staff Council Report**
- * **FTE Program Audit Report for Spring 2010-Spring 2011**

ADJOURNMENT

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 2, 2012

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, April 2, 2012 at 5:15PM in Room 120 of Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair

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

MEMBERS ABSENT: Hugh A. Blackwell
Samantha Poplin, Student Trustee/SGA President

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

Chair Claude S. Sitton called the meeting to order, and welcomed Ronald "Ronnie" M. Thompson as the newly appointed Trustee to fill the unexpired term of Juleigh Sitton, ending June 30, 2012. Mr. Thompson is a real estate broker with an office in Valdese and he and his family reside in Morganton. He is a graduate of Valdese High School and graduated from the University of North Carolina-Chapel Hill with a BS in Economics. He is very active in Rotary and currently serves as President of the Burke County Board of Realtors. He is also a member of the NC Association of Realtors, and the National Association of Realtors.

Claude Sitton reminded Trustees of their ethical requirements and were asked to identify actual or potential conflicts of interest that may exist, as they pertain to the items listed on the Agenda. No conflicts were identified.

Ronald F. Martin, Secretary was recognized to present the Minutes of March 5, 2012 for Trustee consideration. There being no corrections, a motion for approval was made by Ronald Martin and seconded by Charles E. Taylor. The motion was unanimously approved.

The meeting was recessed as Trustees participated in a tour of the College's horticulture and sustainable agriculture technology facilities. Michael Daniels, Dean of Science, Engineering and Mathematics, welcomed Trustees, and introduced Chip Hope, Department Head and Instructor for Horticulture and Sustainable Agriculture, and Instructor Meagan Roberts who served as tour guides for the visit to the farm areas located at the Richardson Complex. On the way to the farm, Trustees viewed the Community Garden used by employees of the College. Located on the hill near the farmstead was the heirloom apple orchard, containing 36 varieties of apples trees. Organically grown medicinal herb beds, overwintering vegetable tunnels, and the summer vegetable production beds were also pointed out. Crop production focuses on open-pollinated fields, heirloom plant varieties, as well as alternative crops that are unique to this area. Arriving at the barn, Trustees viewed composting areas, bee hives, equipment shed/tool storage area, passive solar greenhouse, solar dehydrator, and the solar PV system that provides electricity to the barn. The Chantecler chickens, raised and bred on the property, are an endangered breed of heritage poultry. Trustees were also introduced to the Shetland sheep and Nubian goats with their new baby kids. The College's livestock program emphasizes humane and natural production of dairy products, fiber, meat and eggs. Over the past three years, Western Piedmont students designed, created and built the farm homestead, including the fencing and the irrigation. Classes included in the curriculum are Farm Structures, Basic Farm Maintenance, Spring and Fall Crop Production, Fruit and Vegetable Production, Animal Science and Sustainable Livestock Production, Biological Pest Management, Soil Science, and more.

The meeting reconvened. Trustees expressed appreciation for the informative tour with special thanks going to Chip Hope and Meagan Roberts, and students in the Horticulture and Sustainable Agriculture programs.

Chair Claude Sitton recognized Fred J. Whalen, Chair of the FINANCE AND INVESTMENTS COMMITTEE, to present budget revision S-14 for Trustee consideration. Colleges are permitted to use up to 5% of Basic Skills Funds to purchase instructional technology for literacy labs. As noted, the proposed revision distributes $19,819 from current Adult Basic Education salary funds to Literacy Equipment funds to purchase computers for K-Building.

Following a motion by Fred Whalen and seconded by Ronald M. Thompson, Trustees unanimously approved budget revision S-14.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE, stated the Committee had no action items to report.

PERSONNEL COMMITTEE Chair Charles E. Taylor recognized Atticus J. Simpson, Vice President for Student Development, to present the appointment nomination recommendations for two positions.

The Committee recommended Amanda D. Cooper for the full-time position of Admissions/Transfer Counselor in Student Services. Amanda is currently employed by Appalachian State University as an Assistant Program Manager in Distance Education where she assists students transferring from community colleges, obtaining transcripts and financial aid documents. As a first generation college student, she transferred from Caldwell Community College and Technical Institute to Appalachian State University where she earned a B.S. in Elementary Education. She is currently working to earn a M.A. in Education Media.

Following a motion by Linda S. Wall and seconded by Ronald Martin, Trustees unanimously approved Amanda D. Cooper for the Admissions/Transfer Counselor.

The Committee also recommended Jennifer "Jennie" Patton as the Director, Educational Talent Search (ETS) grant program. The position fills the vacancy created when Maureen Schwind was recently named Title III Coordinator/Activity Director & Advising Center Coordinator. Jennifer Patton has been employed as a Lead Educational Resource Facilitator for the program since 2006 and has played an integral role in the success of the ETS program. From 2000-2006 she was a part-time Educational Resource Facilitator for the program. She is a Western Piedmont alumna, earned a B.S. in Social Sciences from Gardner-Webb, and a M.A, in Higher Education from Appalachian State.

Following discussion, a motion was made by Charles Taylor and seconded by Linda Wall to approve the selection of Jennifer Patton for the Director, Educational Talent Search program. The motion was unanimously approved by Trustees.

Chair Claude Sitton recognized Atticus Simpson to report on the details of the upcoming Western Piedmont Foundation Golf Classic scheduled for Monday, May 7th at Mimosa Hills Golf & Country Club. Trustees not playing in the tournament are invited to participate in the lunch buffet beginning at 11:30AM and the awards ceremony reception at 6:00PM. Rain date for the event is Tuesday, May 8th.

Trustees were also reminded of the upcoming President's Evaluation process. Forms and additional information will be mailed out to each Trustee during the first week of May. A specific deadline for returning responses to the President's Office will be noted. Evaluations will be tabulated and reviewed by Chair Sitton and Vice Chair Fred Whalen. A formal report will be made to Trustees at the June meeting, and the results of the evaluation will be submitted to the State Board of Community Colleges no later than June 30th, as required. The importance of 100% participation was also stressed.

In accordance with G.S. 138A-15(c) and G.S. 138A-24(e), actual and potential conflicts of interest noted by the Ethics Commission are to be recorded in the Minutes and duly brought to the attention of Trustees by the Board Chair. With respect to the recent appointment of Ronald M. Thompson, the following notification of potential conflicts are hereby noted and recorded in the Minutes:

- Mr. Thompson is a broker/realtor with Thompson Realty and he and his spouse own a threshold amount of stock in Duke Energy. These companies may seek to do business with the College and Mr. Thompson should exercise appropriate caution in the performance of his duties should issues regarding these entities come before the Board for official action. This would include his recusal should his interests influence or appear to influence his actions.

The next session for Ethics Training via the College's Information Highway will be broadcast on Friday, May 4th from 9:30AM-12:00Noon. Remaining Trustees who wish to attend the training should contact the President's Office for registration purposes. Trustees were also reminded of the requirement to file a *Statement of Economic Interest* (SEI) or *No Change Form* by the April 16, 2012 deadline. Failure to comply with this requirement by the specified deadline could result in a fine of $250 and the removal from the Board.

President Burnett announced the absence of Samantha Poplin, SGA President and Student Trustee, due to an unexpected family matter. No Student Government Report was made.

Mark Pellatt, Faculty Staff Chair, announced the Faculty Staff had not met and no report was available.

In accordance with General Statute 115D-5(m), President Burnett recognized Dr. Chad Bledsoe for a report on the FTE Program Audit Report for Spring 2010-Spring 2011. The audit confirmed there were no areas of concern or issues to report, as noted in the letter dated February 23, 2012. College personnel were commended for their excellent record keeping procedures and maintenance of student and class records.

There being no further business, the meeting adjourned.

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Claude S. Sitton, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

May 2012 No trustee meeting

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

JUNE 4, 2012

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, June 4, 2012 at 5:15PM in Room 120 of Phifer Learning Resources Center.

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

MEMBER(S) ABSENT: Hugh A. Blackwell — Dan W. DeHart
Ronald M. Thompson — Fred J. Whalen

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Atticus J. Simpson, Vice President, Student Development
Mark Pellatt, Faculty Staff Council Chair
Beth Parrish, Instructor, Early Childhood Education
Lee Kiser, Dean, Continuing Education
Dereama K. Coffin, Recording Secretary

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

Trustees were reminded of their ethical requirements and were asked to identify actual or potential conflicts of interest that may exist, as they pertain to the items listed on the Agenda. Having so requested and hearing none, Chair Claude Sitton noted that no conflicts or potential conflicts of interest were reported.

Claude Sitton presented the Minutes of April 2, 2012 for Trustee consideration. There being no corrections or additions noted, a motion was made by William J. Allman and seconded by Linda S. Wall to approve the Minutes of April 2, 2012 as presented. The motion was unanimously approved.

Noting the absence of Fred J. Whalen, Claude Sitton recognized Malone McNeely, Executive Vice President and Chief Executive Officer, to present the FINANCE AND INVESTMENTS COMMITTEE report.

A request was presented to write-off uncollectible student accounts of $50 and under. The amount for write-off totaled $585.78 for terms dating back to 2005-2008. All unpaid accounts as listed have been flagged for future collection should the students decide to register for classes or requests a copy of his/her transcript.

A motion for approval was made by Charles E. Taylor and seconded by William J. Allman. The motion was unanimously approved.

Malone McNeely also presented a request to write-off uncollectible accounts over $50, totaling $46,948.60 for terms dating back to 2005-2008. The College has made every reasonable attempt to collect these delinquent accounts through the NC Attorney General's Office, the NC Set-Off Debt Program, and the College's Collection Agency, with little or no success. These unpaid accounts have also been flagged for collection in the future should these students decide to register for classes or request a transcript. Malone McNeely also noted that the Business Office has assigned one person to organize and lead collection efforts since July 2009. With the assistance of the Set-Off Debt Program, the College collected a little over $50,000 during 2010-2011 and $45,235 to date in 2011-2012. These delinquent accounts also require final approval for write-off from the System Office.

Following discussion relative to several accounts listed and identified as delinquent out-of-state tuition amounts, a motion to approve the request to write-off uncollectible accounts over $50 was made by William Allman. The motion was seconded by Ronald M. Martin and unanimously approved by Trustees.

A request was also presented for approval to write-off eligible outstanding parking fines, totaling $1,090, as uncollectible accounts. All avenues to collect these fines have been exhausted and student accounts will be flagged. Students with outstanding parking fines will not be eligible to register or receive transcripts until the fines are paid in full. Discussion followed regarding the fact that collected parking fines are sent to the Office of State Budget and Management and is then distributed to the local public school systems.

Following discussion, a motion was made by Ronald Martin and seconded by Charles Taylor to approve the write-off of outstanding parking fines as discussed. The motion was unanimously approved.

With respect to the previously approved write-off of uncollectible accounts, Trustees were requested to move to the POLICY MANUAL Amendment Agenda item included in their packets for Section 6.3, *Uncollectible Accounts*, under the President's Report for discussion.

As noted, the POLICY MANUAL Amendment request for revisions to Section 6.3, *Uncollectible Accounts*, refers to a change in debt collection procedures in accordance with CC12-012. Due to budget constraints, the Department of Justice can no longer support debt collection efforts submitted by community colleges without compensation. At this time, the System Office has decided that community colleges will not pay compensation to the Department of Justice for assisting with the collection of these debts. However, colleges are still required to pursue debt collection efforts and submit debts to the Department of Revenue's Set-Off Debt Collection Program, as set forth in Chapter 105A of the General Statutes. Discussion followed regarding costs associated with pursuing collection efforts by means of legal actions through local attorneys.

In reviewing the proposed revisions, it was noted that all spelling is changed to "uncollectible," all reference to the Attorney General's Office is deleted, account balance amount has been revised to $50 in lieu of previous $25 amount for accounts less than $50. Procedures for accounts over $50 have been revised, and the requirement that when requesting approval to write-off the account is submitted to the Business and Finance Division of the North Carolina Community College System documentation must be included noting collection efforts for a period of three years. Further discussion followed.

Following a motion by William Allman and seconded by Linda Wall, Trustees unanimously approved the revisions and amendment to Section 6.3, *Uncollectible Accounts,* of the POLICY MANUAL to reflect the changes discussed.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE, reported the Committee had no action items for Trustee approval. Questions were addressed relative to the rebuilding of the structure located near the pond on campus.

The meeting continued with PERSONNEL COMMITTEE Chair Charles Taylor reporting that the Committee had no action items for Trustee approval.

As part of the CHAIRMAN'S REPORT, Claude Sitton proceeded to review results of the 2012 Presidential Evaluation process, noting there was 100% Trustee participation. The evaluation form consisted of 36 questions, for a total of 432 possible answers. Final tabulation of the evaluation revealed that Dr. Jim Burnett's performance evaluation results were outstanding, and that 96.06% of responses were categorized as "Superior", "Exceeds Expectations", and or "Meets Expectations". Chair Sitton congratulated Dr. Burnett on the results of the evaluation and thanked him for his dedication and leadership. Dr. Burnett thanked Trustees for their confidence in his abilities as President of Western Piedmont Community College. Claude Sitton proceeded to share various comments and statements as 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 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 announced that unless additional business arises, Trustees will not meet during July. The next Trustee meeting is tentatively scheduled for August 6, 2012.

Chairman Sitton recognized Samantha Poplin, Student Government President and Student Trustee, for her final report to the Trustees. She reviewed a list of recent activities sponsored by the Student Government Association, as well as reflected on her role as President of the SGA over the past year. She also thanked her fellow SGA members and Trustees for their encouragement and support throughout the year, indicating the experience was a wonderful growth and learning opportunity that will remain with her for years to come.

Faculty Staff Council Chair Mark Pellatt announced that next year's election of members has been completed and Rusty Harrison will serve as the Faculty Staff Chair for 2012-2013. Mr. Harrison is a Psychology instructor and recently completed his term as Chair of the SACS QEP Topic Identification Committee. He thanked Trustees who attended the April 27th Faculty Staff Social event, and recognized Beth Holland and Sandy Hoilman for their work in making the event such a success. Mr. Pellatt also took the opportunity to thank Trustees and Senior Staff for their support during his tenure as Faculty Staff Chair.

Atticus Simpson, Vice President for Student Development, updated Trustees on the final results of the 2012 Western Piedmont Foundation Golf Classic, reporting net proceeds totaling just over $6,600. This is $2,200 over last year and $1,500 over the 2010 tournament. He stated that the success of the golf tournament was directly due to the good work of Committee and their dedication to personal communication and persistent follow up with golfers and sponsors, and the overall team approach to this event.

President Burnett introduced Beth Parrish, Instructor for Early Childhood Education, to familiarize Trustees with the Service Learning and Civic Engagement programs at Western Piedmont. The Service Learning concept combines community service with classroom instruction and involves students in activities that address local needs and concerns of the community. The College formally began the service learning program in 2005. In 2007, Western Piedmont was one of eight community colleges in the nation that was awarded a 3-year service learning grant. In 2008, the College was one of the six community colleges in North Carolina named to the President's Higher Education Community College Service Roll. Beth Parrish reported that the October 2011 "Day of Service" involved 45 students, 22 faculty and staff who worked a total of 220 hours. The "Get Unplugged, Get Outdoors Day" involved 46 students, 28 faculty and staff for a total of 248 hours. She also reported on various programs and courses that participated in a host of service learning projects and the number of hours dedicated to the projects.

Dr. Burnett and Trustees thanked Beth Parrish for her leadership and energy in leading these worthwhile community projects.

In order to familiarize Trustees with various Deans and personnel on campus, President Burnett announced that from time to time he would invite different departmental deans to Trustee meetings. Dr. Burnett proceeded with the introduction of Lee Kiser, Dean of Continuing Education. Lee Kiser began his employment at Western Piedmont in 1993 in the Environmental Engineering and Water Resources Management programs. After leaving the College for a short period of time, he returned to Western Piedmont in 2000. He was named Dean of Continuing Education in 2007. His office is located in the Foothills Higher Education Center where he oversees the day-to-day operations of the center for the College. He was instrumental in preparing the grant in partnership with the Burke Development, Inc. for the successful Burke Manufacturer's Training Certification program.

There being no further business, the meeting adjourned.

_____
Claude S. Sitton, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

July 2012 No trustee meeting

WESTERN PIEDMONT COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

A G E N D A

AUGUST 6, 2012

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

Affirmation of New and Reappointed Trustees.....Mabel Lowman, Clerk of Court

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

Approval of Minutes for June 4, 2012.....Ronald F. Martin, Secretary

Report of Finance and Investments Committee....., _____Chair

- *** Request for Approval of Budget Revisions, S-15 through S-19**
- *** Budget Report FY 2011-2012, Ending June 30, 2012**
- *** 2012-2013 President's Annual Travel Authorization**

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

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

APPOINTENT NOMINATIONS

- **Instructor, English (2)**
- **Director, Distance Learning**
- **Educational Resource Facilitator**
- **Basic Skills Coordinator**

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

- *** Appointment of Nominating Committee**
- *** New and Reappointed Trustees**
- *** September ANNUAL MEETING of Trustees – September 10, 2012**

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

- *** Student Government Association Report**
- *** Faculty Staff Council Report**
- *** Certified Medical Assisting Program Exam Results**
- *** Phi Theta Kappa Recognition**
- *** NCACCT and ACCT Meetings**
- *** Dr. Linda Satey, Dean, Health Sciences**

ADJOURNMENT

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 6, 2012

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, August 6, 2012 at 5:15PM in Room 120 of Phifer Learning Resources Center.

MEMBERS PRESENT: Claude S. Sitton, Chair

Amparo R. Alfaro	William J. Allman
Robert P. Carr	Elsie H. Childres
Dan W. DeHart	Robert K. Denton
Ronald F. Martin	Claude S. Sitton
Ruth Ann Suttle	Charles E. Taylor
Ronald M. Thompson	Linda S. Wall

Sarah E. Pritchard, Student Trustee/SGA President

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Dr. Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
Mabel Lowman, Clerk of Court
Rusty Harrison, Faculty Staff Chair
Dr. Linda S. Satey, Dean, Health Sciences
Libby Barger, Director, Community Relations
Dereama K. Coffin, Recording Secretary

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

Mabel Lowman, Clerk of Court was welcomed and proceeded to administer the Sworn Affidavit to newly appointed Trustees, Elsie H. Childres and Ruth Ann Suttle. Elsie Childres was appointed by the Burke County Board of Commissioners for a four year term ending June 30, 2016, and Ruth Ann Suttle was appointed by the Burke County Commissioners to fill the unexpired term of Fred J. Whalen, ending June 30, 2013. Robert P. Carr was reappointed by the Burke County Board of Education, and Ronald M. Thompson was reappointed by the Governor's Office, both to serve four year terms ending June 30, 2016.

Following the oaths being administered to Trustees, Dr. Jim Burnett presented Mabel Lowman with a small token of appreciation from the College for her willingness to assist the College by administering the oaths and for her long time association and support of the College and Trustees.

Chair Sitton also welcomed Sarah E. Pritchard, the newly elected SGA President and Student Trustee, as well as Rusty Harrison, Faculty Staff Chair for 2012-2013.

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.

Ronald F. Martin, Secretary, was recognized to present the Minutes of the June 4, 2012 meeting for Trustee 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 passed unanimously.

Noting the untimely passing of Fred J. Whalen, Chair of the FINANCE AND INVESTMENTS Committee, Claude S. Sitton recognized Malone McNeely, Chief Financial Officer, to present budget revisions S-15 through S-19, as follows:

S-15: Transfer of 2011-2012 Vocation Education Basic Grant funds in the amount of $1,100 in order to cover the costs of tutor salaries.

Motion for approval made by Ronald Thompson, seconded by Ronald Martin and unanimously approved.

S-16: Distribution of end of year budget revisions for State funds of $1,502,583, as required by System Office.

Motion to approve made by William Allman, seconded by Robert K. Denton and unanimously approved.

S-17: Distribution of State funds ($31,164) for campus security purposes. Purchase of security cameras and server.

Motion was made by Dan W. DeHart and seconded by Charles Taylor, and unanimously approved by Trustees.

S-18: Distribution of $4,794 in Male Minority Mentoring Grant funds for 2011-2012.

Motion for approval made by William Allman, seconded by Robert Denton, and unanimously approved by Trustees.

S-19: Distribution of final year end current operations formula allotment of $277,280.

Motion for approval made by Ronald Thompson, seconded by Ronald Martin, and unanimously approved by Trustees.

For information purposes, Malone McNeely also reviewed the Budget Report FY 2011-2012 as of June 30, 2012, comparing the budget to actual expenditures for State and County funds. As noted in the information provided, the College expended 99.9% of the appropriated funds for 2011-2012. The College will carry forward $125,052 in order to offset the $135,000 cuts sustained by the College in the last two budget cycles.

Malone McNeely also presented a request for Trustees to approve the blanket travel authorization for President Jim W. Burnett. In accordance with Section 5 of the *North Carolina Community College System Accounting Procedures Manual,* Trustees are required to approve and pre-authorize all travel for the President when performing official duties for the College on an annual basis. The Travel Authorization is for the period of July 1, 2012 through June 30, 2013.

Following a motion by Robert Denton and seconded by Ronald Martin, Trustees voted unanimously to authorize the Trustee Chair to sign the Travel Authorization for the period of July 1, 2012 through June 30, 2013.

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

PERSONNEL COMMITTEE Chair Charles Taylor reported the Committee had five personnel recommendations for Trustee consideration. Dr. Chad Bledsoe, Vice President for Academic Affairs, presented the first three candidates for consideration, and the following actions were taken and noted, relative to the recommended appointment nominations:

* Evgueniia "Jane" M. Cantwell, Instructor, English

Applicant pool consisted of 30 applicants, 29 qualified, and 5 individuals were interviewed. Nominee was employed at the College from 2007-2010 as an adjunct English instructor in the Development Studies Program, and tutor in the Academic Success Center. In 2011 she was named as the College's Chief GED Examiner in the Basic Skills Program. She was born in Russia and speaks fluent Russian and German. She has a M.A. in Comparative Studies in Literature and also a M.A.T. in Education Alternative Certification.

On behalf of the Personnel Committee, Charles Taylor made a motion to approve the appointment of Evgueniia "Jane" Cantwell for the Instructor, English position. The motion was seconded by Linda S. Wall and unanimously approved by Trustees.

* Anissa R. Demiter, Instructor, English

From the application pool and candidates interviewed as noted above, the Selection Committee also recommended the appointment of Anissa R. Demiter for the second Instructor, English position. She currently serves as an adjunct English instructor at Western Piedmont and also at

Catawba Valley Community College. The nominee attended Western Piedmont as a transfer student and earned a B.A. in English from UNC-Charlotte, and a M.A. in Middle Grades Education from Gardner-Webb University. She was also selected as East Burke Middle School's "Teacher of the Year," where she was an English/Language Arts and Social Studies instructor.

Following discussion, a motion was made by Charles Taylor and seconded by Ronald Thompson to approve the appointment of Anissa R. Demiter for the second Instructor, English position. The motion was unanimously approved.

* Christopher D. Smith, Director, Distance Learning

A total of 25 applications were received for the new position. Of the 15 qualified applicants, 5 individuals were interviewed. Educational background includes a B.A. in Elementary Education from the University of Charleston, M.A. in Instructional Technology Specialist/Computers from Appalachian State University, and Certificate in Website Development from East Carolina University. He currently serves as an adjunct instructor for Catawba Valley Community College and is employed by the Catawba County Schools as an Instructional Technology Specialist.

A motion to approve the appointment of Christopher D. Smith for the Director, Distance Learning position was made by Charles Taylor and seconded by Ronald Martin. Trustees unanimously approved the motion.

Atticus J. Simpson, Vice President, Student Development, presented the next recommendation for the Educational Resource Facilitator and action was taken as follows:

* Julie C. Patton, Educational Resource Facilitator

A total of 27 individuals applied for the position with the Educational Talent Search (ETS) Program at the College, funded by a Federal grant. Six candidates were selected for interviews. From 2003-2006, Julie Patton was a full-time Educational Resource Facilitator at the College, and has been serving in that same capacity on a part-time basis since 2006. She is an alumna of Western Piedmont and earned a B. A. in History from North Carolina State University.

Following discussion, Charles Taylor made a motion to approve the appointment of Julie C. Patton as the Educational Resource Facilitator for the Educational Talent Search Program. The motion was seconded by Robert Denton and unanimously approved by Trustees.

Dr. Chad Bledsoe introduced the recommendation for the Basic Skills Coordinator, as follows:

* Patsy D. Miller, Basic Skills Coordinator

Of the 23 applicants for the position, 5 potential candidates were interviewed. The recommended candidate has been an Adult Basic Education/English Second Language adjunct instructor for Basic Skills programs since 2007. She graduated from Appalachian State University with a B.A. in Psychology and certification in Special Education, as well as a M.A. in Educational Media with a concentration in Instructional Technology/Computers.

Charles Taylor made a motion to approve the appointment of Patsy D. Miller as the Basic Skills Coordinator. The motion was seconded by Amparo R. Alfaro and unanimously approved by Trustees.

Charles Taylor also extended a word of thanks and appreciation to the College Selection Committee for the amount of time and effort expended in making the appointment nomination recommendations for Trustee consideration.

Claude S. Sitton, Chair, announced that the following individuals have been appointed to serve on the Nominating Committee for the selection of the slate of officers for 2012-2013:

Linda S. Wall, Chair
Robert P. Carr
Ronald M. Thompson

The Nominating Committee will make a report at the September 10, 2012 Annual Meeting, and a slate of officers will be presented for consideration and election at that time.

Atticus J. Simpson, Vice President for Student Development, introduced Sarah E. Pritchard, the newly elected SGA President and Student Trustee for 2012-2013. While attending Jimmy C. Draughn High School, she was also a participant in the College's Educational Talent Search program. This semester she plans to complete her Associate in Arts degree and begin the Therapeutic Recreation program.

Dr. Chad Bledsoe introduced Rusty Harrison, the 2012-2013 Faculty Staff Chair. Rusty Harrison is a Psychology instructor for the college and has been with the College since 2005. He earned a B.S. in Psychology from Western Carolina University and a M.Ed. in Psychology from The Citadel. He is Chair of the QEP Topic Identification Committee, and is a member of numerous community and civic organizations.

Dr. Bledsoe also informed Trustees that the 2011 Medical Assisting class attained a 100% passing rate on the Certified Medical Assistants Exam, compared to the national pass rate of 69%. Western Piedmont graduates scored 80% on general medical knowledge, 78% on administrative knowledge and 78% on clinical knowledge. Western Piedmont Medical Assisting graduates scored in the 97 percentile compared to all other Medical Assisting programs in the nation. Congratulations to Ann Giles, Program Coordinator, and instructors Rachel Bradshaw and Beverly Berry.

It was also announced that the College's Alpha Gamma Mu Chapter of the Phi Theta Kappa Honor Society recently received special recognition during the Carolina's Regional Convention for fulfilling all requirements to attain a "Two Star Chapter" status. Congratulations were offered to students and faculty advisors for successfully accomplishing this chapter milestone.

In order to familiarize Trustees with the College's Deans and College personnel, Dr. Jim Burnett introduced Dr. Linda S. Satey, Dean, Health Sciences. Dr. Satey began her career at Western Piedmont in 2005. She attained a BSM from Georgia Southern University, a MEd at the University of Georgia and a EdD from the University of Central Florida. She is a Board member and Secretary of the Good Samaritan Clinic, Board member of Healthy Burke, as well as a Board member of Burke Health Solutions. Dr. Satey is dedicated to improving access to healthcare for the low income and uninsured residents in our county. Dr. Burnett also congratulated Dr. Satey and the 2011 Nursing program graduates for achieving a 100% passing rate on the National Council Licensure Examination for Registered Nurses.

Chair Claude S. Sitton asked that Trustees pause to observe a moment of silence in memory of Trustee and Vice Chair Fred J. Whalen who passed away unexpectedly on June 4, 2012.

There being no further business, the meeting adjourned at 6:00PM.

_____
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 10, 2012

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Monday, September 10, 2012 at 5:15PM in the Graham Hoyle Community Room.

MEMBERS PRESENT: Claude S. Sitton, Chair
William J. Allman — Robert P. Carr
Elsie H. Childres — Dan W. DeHart
Ronald F. Martin — Ruth Ann Suttle
Charles E. Taylor — Linda S. Wall
Sarah Pritchard, Student Trustee/SGA President

MEMBERS ABSENT: Amparo R. Alfaro — Robert K. Denton
Ronald M. Thompson

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
Rusty Harrison, Faculty Staff Chair
Mary Charlotte Safford, Dean, Humanities and Social Sciences

Noting a quorum present, Chair Claude S. Sitton called the Annual Meeting of the Trustees of Western Piedmont Community College 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.

Ronald F. Martin, Secretary, was recognized to present the Minutes of the August 6, 2012 meeting for Trustee consideration. There being no additions, deletions, or corrections noted, a motion was made by Ronald Martin and seconded by Charles E. Taylor to approve the Minutes as presented. The motion was unanimously approved.

Noting there was not a quorum present for the FINANCE and INVESTMENTS COMMITTEE meeting, Chair Claude Sitton requested that C. Malone McNeely, Executive Vice President and Chief Financial Officer, deliver the 2012-2013 Institutional Budget report in its entirety to the full Board of Trustees.

The General Assembly passed the 2012-2013 budget over the Governor's veto at the end of June, noting that the overall funding for the community college system was up by 1.3%. This was primarily due to the across the board salary increase of 1.2% and increased allotments for employer fringe benefits. The College's budgeted FTE was down 2.5% with an overall increase in funding of $49,560. By comparison, budgeted FTE was down systemwide with 46 community colleges in the state experiencing budget FTE declines. Major factors contributing to the net budgeted increase include the following: (1) loss of FTE, (2) rescinded rules for the previous year relative to salary increases, (3) equipment allotment reductions, and (4) increase in Management Flexibility Reduction.

Loss of FTE (Full-Time Equivalent)

FTE comparison charts for curriculum, and continuing education, which includes occupational extension and basic skills, were reviewed, documenting the College loss of 71curriculum FTE in 2012-2013, based on FTE earned and averaged for the most recent three years. FTE funding reduction was minimized due to the FTE three year averaging, as well as built in salary increases with fringe benefits. Reclassification of specific Math courses also resulted in funding at a higher cost for budgeting purposes. The College did anticipate that larger enrollment growth experienced from 2007-2010 could not be maintained, and positioned itself financially to absorb further losses in funding in FY 2013-2014.

Occupational Extension programs have traditionally experienced healthy growth in past years, however, those numbers remained relatively flat for FY 2012-2013, resulting in a loss of 9 FTE. Basic Skills also experienced a decrease of 7 FTE; nonetheless, the revised allocation formula for Basic Skills in FY 2012-2013 resulted in an increase of funding of $35,108.

Rescinded Rules for Salary Increases

The General Assembly rescinded the previous year salary freeze along with special limitations for use of State funds to provide salary increases. A 1.2% pay increase was funded for community college employees whose salaries are supported by State funds for all full-time College employees employed on or before July 1, 2012. College administration is recommending that the 1.2% increase be applicable to all permanent part-time College employees employed on or before July 1, 2012, on a pro-rata basis. The 1.2% salary increase will cost the college $103,151 to fund. In addition, the College is also proposing and recommending that Trustees approve an additional 0.8% increase to provide all full-time employees, and permanent part-time employees on a pro-rate basis, a total salary increase of 2%.

Based on special calculations, the College was actually allotted $159, 979, with the total cost for the 2% increase amounting to $171,975. Subsequently, the additional 0.8% increase would cost approximately $12,000 in unfunded dollars. The College is also recommending that County employees and other institutional employees be granted the same 2% salary increase at a cost of approximately $10,000. Trustees were reminded that Western Piedmont employees have not received across the board salary increases in three years, and the recommended 2% salary increase will also contribute to improving the College's ranking regarding faculty salaries. Formal approval by the Trustees of the budget process and the institutional budget report will incorporate the request for the 2% salary increase, as discussed.

Malone McNeely apprised Trustees that the General Assembly has also authorized "bonus payments" to employees FY 2012-2013, restricting maximum amounts that can be distributed. Consequently, College administration will continue to monitor the College's budget position to determine the availability of adequate funds for employee bonuses.

Equipment Allotment Reductions

Noting a $27,709 reduction in regular equipment funding from last year, the College received a total of $670,918. In order to compensate for the County Commissioners' decision not to fund the College's most recent capital funds request, along with the state permitting use of equipment appropriations for capital improvements, the College decided to transfer the entire equipment appropriation to capital improvements. The funds have been used to renovate spaces for full time faculty offices, provide electricity and water to the building Construction Technology and Sustainable Agriculture programs located on the Richardson Complex, renovate offices in Moore Hall, make necessary improvements and maintenance of roadways and parking lots, renovate the pond shelter area, complete electrical upgrades for computer server areas, renovate Student Services, and rebuild the tennis courts. The remaining equipment funds have been earmarked for replacement of one of the chillers as well as both cooling towers this winter. Knowing that the College is in an excellent position relative to equipment needs and updates, future plans for utilizing the equipment allocation for capital improvements again in FY 2012-2013 may perhaps include construction of a classroom building for Emergency Services Training programs. As required, Trustee and State approval for any capital improvement project must be approved by Trustees and the State prior to the commencement of any project.

Increase in Management Flexibility Reduction (MFR)

Malone McNeely reported that for the third year in a row, all community colleges will participate in a Management Flexibility Reduction (MFR). A MFR is a budget cut for which the General Assembly has yet to prescribe implementation. As a result, the College has the flexibility to determine which budget line items to cut, within certain parameters. The MFR has been labeled as a negative reserve. The General Assembly has mandated an $83.3 million reduction for FY 2012-2013. The College's share of the reduction is $1,237,731, or an increase of $29,012 over

last year's amount. Following the advice of the System Office, the College has set aside 2%, or approximately $400,000 of our budget, for any unplanned reversions.

Miscellaneous Budget Information

The General Assembly approved tuition increases that could possibly generate projected revenue of $12.5 million for the community college system. Tuition increase for in-state students will increase by $2.50 per credit hour, or $66.50 to $69.00 per semester. Out-of-State student tuition will increase from $258.50 to $261.00.

In reviewing information provided relative to County appropriations, the College did not receive an increase in County funding in FY 2010-2011, and actually received a 5% reduction of $105,750 in FY 2011-2012. In FY 2012-2013, the College also experienced a reduction in County funding of approximately $29,250 or 1.5%. In anticipation of a budget reduction, the College prepared accordingly by carrying forward $125,051 from the 2011-2012 County budget. The total County appropriation for FY 2012-2013 was $1,980,000.

As outlined in the DCC 2-1 document, the 2012-2013 fiscal year institutional budget reported total operating funds from all sources totaling $36,750,118. Noting the DCC 2-1 document requires Trustee approval, Malone McNeely requested approval of the proposed 2012-2013 Institutional Budget and documents as reviewed and discussed.

Following discussion, a motion was made by Dan W. DeHart and seconded by Ruth Ann Suttle to approve the 2012-2013 Institutional Budget and authorize the Chairman to execute the required budget request sign-off document. The motion was unanimously approved.

As part of the FINANCE and INVESTMENTS COMMITTEE report, Malone McNeely advised Trustees that community colleges are no longer required to submit forms for budget revisions or transfers that are routinely brought to Trustees for approval. General Statute 115D-58(c) allows Trustees to delegate authority to transfer funds to the college presidents. Therefore, College administration is proposing that the President be granted the authority to approve the transfer of funds.

Following discussion relative to a monthly report of approved College fund transfers, a motion was made by Ronald Martin and seconded by Linda S. Wall to grant authority to the President to approve the transfer of funds. The motion was unanimously approved.

Claude Sitton recognized Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE to review a request to dispose of surplus property by means of a public auction. As noted, the public auction will be held on Saturday, October 6, 2012 at Barn #2 on the Jim A. Richardson Complex at 9:00AM. A list of the surplus equipment and items was included in Trustee packets for review.

A motion was made by Robert Carr and seconded by Linda Wall to approve the disposal of surplus property at the public auction on October 6, 2012. The motion was unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair Charles Taylor reported the Committee did not have items for discussion or Trustee consideration.

As part of the PRESIDENT'S REPORT, Claude Sitton recognized Ronald Martin to address Trustees regarding the goals of the 2012-2013 Western Piedmont Foundation Annual Giving Campaign, and the importance of 100% Trustee and Foundation Director participation. The total campaign goal this year is $135,000, which will be used for student scholarships, professional and community development, and the Burke Collegiate Scholars Program. The theme this year focuses on *Charting the Journey*, for students, employees, and the future.

Claude Sitton announced that as a member of the Association of Community College Trustees, the College is entitled to one vote during the ACCT Annual Community College Leadership Congress being held in October at the Sheraton Boston Hotel & Hynes Convention Center. Noting that Charles Taylor is a registered participant for the 2012 ACCT Congress, Claude Sitton requested that Charles Taylor serve as the "voting delegate."

Claude Sitton also advised Trustees that he was interviewed by Jennifer Hamm, Assistant State Auditor as a part of the College's audit process, and she confirmed the annual audit is going well.

Student Government Association President and Student Trustee, Sarah Pritchard shared information with Trustees of upcoming SGA-sponsored events and activities on campus. The 2012-2013 SGA and the Community Blood Center for the Carolinas is hosting a Blood Drive on September 13th in LRC-120, with the CBCC making a contribution to the local public school system for every blood donation made during the event. "Constitution Day" is scheduled for September 17th which will provide voter registration information for students, as well as a "Register to Vote" event on September 26th. The Executive Council of the SGA is sponsoring a "Club Rush" event on September 18th to stimulate student participation in the various campus clubs and organizations.

Faculty Staff Chair Rusty Harrison reported that the Faculty Staff Council will have their first meeting of the academic year on September 10th. Information from that meeting will be shared with Trustees at a future meeting.

As required by the State Board of Community Colleges and the Southern Association of Colleges and Schools, Atticus J. Simpson, Vice President for Student Development, presented the College's current *Mission Statement* and *College Goals* for Trustee review and confirmation. The College Planning Council and Administration recommends reaffirmation of the current *Mission Statement* and *College Goals*.

Following a motion by Ronald Martin and seconded by Linda Wall, Trustees unanimously approved the *Mission Statement* and *College Goals.*

In accordance with the Specific Fees Policy adopted by Trustees, Dr. Chad A. Bledsoe, Vice President for Academic Affairs, reviewed the *Summary of Specific Fees for 2012-2013.* No changes were noted for curriculum student fees. Revisions to four Continuing Education fees were discussed.

A motion to approve the *Summary of Specific Fees for 2012-2013* was made by Charles Taylor and seconded by Dan DeHart. The motion passed unanimously.

In compliance with the State Board of Community Colleges Internal Audit Plan, Dr. Bledsoe also presented the *Continuing Education Division Internal Audit Report for 2011,* for information purposes. The College is in compliance and exceeds the State requirements for class visits each semester.

As in months past, President Jim W. Burnett introduced Mary Charlotte Safford, Dean, Humanities and Social Sciences. Ms. Safford began her career at Western Piedmont in 1989 as an Instructor of History and Political Science, and was named Coordinator, Social Sciences in 1997. In 2006, she was selected by Trustees as Dean, Humanities and Social Sciences. Prior to coming to Western Piedmont, she served as the Assistant District Attorney n New Orleans. She graduated from Tulane University with a B.A. in History, Juris Doctorate from Georgetown University, and an M.A. in History from Appalachian State University. Her passion to preserve and celebrate local history is evidenced by her various community activities and memberships which include Historic Burke Foundation, Exploring Joara Foundation, and her participation with Dr. David Moore in the development of the Archaeology Field School in 2000 at the Berry Site. Ms. Safford is instrumental in successfully organizing the College's Fall Speaker Forum each year, as well as organizes and leads various travel study program educational tours for student groups. Noted as a "master teacher," her on-campus Committee memberships and special College assignments are numerous. The College is pleased to have someone of her caliber, who is committed to helping students gain the skills and confidence to achieve their goals.

President Burnett announced to Trustees that Malone McNeely, Executive Vice President and Chief Financial Officer has announced his intent to retire as of January 31, 2013. He has a total of 20^{+} years of service to Western Piedmont, and 15 years as a State Auditor prior to coming to the College.

Chairman Claude Sitton recognized Linda Wall, Chair of the Nominating Committee. The Committee recommended the following slate of officers for 2012-2013:

Chair	Ronald F. Martin
Vice Chair	Robert P. Carr
Secretary	William J. Allman

There being no additional nominations from the floor, a motion was made by Linda Wall to elect the slate of officers as presented. The motion was seconded by Ruth Ann Suttle and unanimously approved by Trustees.

As newly elected Chair, Ronald Martin presented a plaque to Claude Sitton, commemorating his dedicated service to the Trustees as Chair for 2010–2012. Ronald Martin also thanked Trustees for their confidence in electing him as Chair and pledged his continued enthusiasm and passion for the College and providing quality learning opportunities for the citizenry of Burke County.

There being no further business, the meeting adjourned at 6:25PM.

_____
Claude S. Sitton, Chair

_____
Dereama K.Coffin, Recording Secretary

DATE APPROVED:_____

WESTERN PIEDMONT
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

A G E N D A

October 1, 2012

Call to Order.....Ronald F. Martin, Chair

Approval of Agenda.....Ronald F. Martin

Ethics Awareness and Identification of Conflicts of Interest.....Ronald F. Martin

Approval of Minutes for September 10, 2012.....William J. Allman, Secretary

Introduction of Dr. Daniel R. Smith, Learning Resources & Technology
* Tour of Samuel J. Ervin Library

Report of Finance and Investments Committee.....Dan W. DeHart, Chair
* Budget Transfers/Allocations/Reversions

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

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

Chairman's Report..... Ronald F. Martin
* Employee Giving Update

President's Report.....Jim W. Burnett, President
* Student Government Association Report
* Faculty Staff Council Report
* 2012 *Critical Success Factors* Report
* Proposed POLICY MANUAL Amendment and Addition
  - Section 3.49, *Code of Conduct-Reporting Potential Fraud, Damage, or Theft of College Property* (Addition)
  - Section 1.1, *Legal Authority* (Amendment)
* Proposed Amendment to *Bylaws of the Trustees* - Section 8, *The President*
* WPCC Scholarship Reception / 5:30-6:30PM on October 16, 2012 in LRC-120

ADJOURNMENT

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M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

OCTOBER 1, 2012

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, October 1, 2012 at 5:15PM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: Ronald F. Martin, Chair

Amparo R. Alfaro	William J. Allman
Robert P. Carr	Elsie H. Childres
Dan W. DeHart	Robert K. Denton
Claude S. Sitton	Ruth Ann Suttle
Charles E. Taylor	Ronald M. Thompson
Linda S. Wall	

Sarah E. Pritchard, Student Trustee/SGA President

OTHERS PRESENT:
Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
Daniel R. Smith, Dean, Learning Resources & Technology
Rusty Harrison, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Noting all Trustees present, Chair Ronald F. Martin called the meeting of the Trustees of Western Piedmont Community College to order.

Chair Ronald Martin called for a motion to approve the Agenda for October 1, 2012. Robert K. Denton moved and Claude S. Sitton seconded that the Agenda be approved as presented. By a unanimous vote, the Agenda for October 1, 2012 was adopted by Trustees.

Chair Ronald Martin 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.

William J. Allman, Secretary, was recognized to present the Minutes of September 10, 2012 meeting for Trustee consideration. There being no corrections, Chair Martin declared the Minutes approved as presented.

President Jim W. Burnett introduced Dr. Daniel R. Smith, Dean, Learning Resources and Technology. Dan Smith came to Western Piedmont in 2006 as the Dean of Learning Resources. His title was later changed to Dean of Learning Resources and Technology to reflect his expertise and aptitude in the area of Information Technology. His educational degrees include a B.A. in Anthropology, an M.A. in Educational Foundations, an M.S.L.S. in Library & Information Science, and a Ph.D. in Higher Education. Interestingly enough, Dan Smith was a high school dropout and credits the North Carolina Community College System with getting him "on the road back to educational success." Dr. Smith states that he feels "very connected to our students because I have shared many of their same experiences." He has over 20^{+} years of experience in public and academic libraries, as well as 6 years of teaching experience at the community college and university levels. He has earned several professional certifications in the field of information technology and has authored numerous publications and professional writings. He is active in his community and is a member of the Masonic Lodge. He enjoys hiking, traveling, fishing, reading science fiction, and coin collecting.

The Trustee meeting was recessed for a tour of the Senator Sam J. Ervin, Jr. Library and Museum.

As curator for the Senator Sam J. Ervin, Jr. Library and Museum housed in the Phifer Learning Resources Center, Dr. Smith conducted an informational tour of the various rooms inside the Library dedicated in October, 1990, and filled with memorabilia of the native son from Burke County, and better known as "just a country lawyer." The recreated replica of the Senator's home library contains more than 7,500 books, professional and family memorabilia, political artifacts, and other items donated by the Ervin family. During his tenure in the U.S. Senate, the Senator was widely recognized and respected as a leading authority on Constitutional law, and served as Chairman of the Senate Select Committee on Presidential Campaign Activities, known as the Watergate Committee.

Dr. Smith outlined the personal and professional career of "Senator Sam," noting that he retired from the U.S. Senate in 1975 and passed away in 1985 at the age of 89 years old. Sam J. Ervin, Jr. practiced law in Morganton for 30 years, was a judge in Burke County, as well as in the North Carolina Supreme Court before going to Washington, DC to serve as a member of the U.S. House of Representatives and as a North Carolina U.S. Senator. Trustees toured the Watergate Room filled with priceless books and mementos from the Watergate-era, including numerous political cartoons, the Watergate gavel, a Watergate chess set and numerous photographs. Dr. Smith also pointed out several portraits of Senator Samuel J. Ervin, hanging in the Library. The Ervin Reading Room contains an extensive collection of artifacts, including war medals, academic and honorary degrees, and numerous political and civic awards. The wide-ranging collection includes the flag that flew over the Capitol Building in honor of his service as a U.S. Senator, an honorary Cherokee Indian headdress and gavel, as well as the Papal medallion from Paul VI, the North Carolinian Award, and numerous historical objects relating to

Ervin's career. One display also included an impressive collection of memorabilia and personal invitations to social functions honoring prominent figures of the 20th century, such as Winston Churchill, Martin Luther King, Dwight Eisenhower, and Queen Elizabeth II.

The Trustee meeting was then reconvened in the Graham Hoyle Community Room.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized Malone McNeely, Executive Vice President and Chief Financial Officer, to review the Budge Transfers/Allocation/Revisions report, as follows:

* Allocation of $10,690 for the CNC customized training program at Kellex.

* Carry forward of $5,654 in unexpended GATE funds from the prior year, and $8,298 in newly allocated funds for a total of $13,952.

* Allocation of $16,390 of State Level Assessment Training Grant funds to implement a state wide standardized assessment plan for Basic Skills programs.

* Local Capacity funds of $1,645 was allocated for one of the College's employees to complete OSHA courses at NC State for certification to teach OSHA classes.

* Male Mentoring Grant funds, totaling $22,578, to assist with the retention and graduation of minority male students, by providing academic coaching, personal counseling, and professional growth and development courses. The funds will be used for faculty and counselor salaries, as well as student development activities.

There being no questions, a motion was made by Dan DeHart to approve the report as reviewed. Chair Martin announced the motion was unanimously carried.

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

Claude S. Sitton, Chair of the PERSONNEL COMMITTEE, recognized Chad A. Bledsoe, Vice President, Academic Affairs to review the College's hiring process, as outlined in the information distributed to Trustees.

Chad Bledsoe also introduced the Appointment Nomination of Jacob B. Wandler for the full time Instructor, Mathematics position. Of the nine applications received, the Selection Committee selected four candidates to interview. Jacob "Brad" Wandler currently teaches mathematics at South Caldwell High School and is also an adjunct mathematics instructor at Appalachian State University. From August through December of 2011, he was an adjunct Instructor, Mathematics for Western Piedmont, providing an opportunity for College personnel

to observe the applicant in a classroom setting. He is a graduate of Berea College with a B.A. in Mathematics, and M.A. in Education from the University of Kentucky, and also received an M.A. in Mathematics at Appalachian State University. Colleagues spoke to his strong ability to communicate effectively with students, responsiveness to student questions, and commitment to the success of his students. During the interview, Jacob Wandler also expressed a strong desire to advance his professional career at Western Piedmont in a community college environment.

On behalf of the Personnel Committee, Claude Sitton made a recommendation to approve the appointment of Jacob "Brad" Wandler for the Instructor, Mathematics faculty position. The motion was unanimously carried.

The meeting continued with Ronald Martin reporting the outcome of the 2012 Employee Giving Campaign as a part of the CHAIRMAN'S REPORT. A total of 193 employees contributed to the campaign, which represents 99% participation. The total amount given or pledged by employees was $22,182. He also thanked Co-chairs Kristi Farley and Michael Spath for their hard work and leadership during the campaign. Atticus Simpson also commented on the campaign and the level of participation by employees. Trustees were also reminded to return their pledge cards.

As Chair of the Trustees, Ronald Martin took the opportunity to thank Trustees for serving on the various Trustee committees, and encouraged their participation in all College activities. He also thanked the College and the Information Technology personnel for taking time prior to the meeting to create the picture ID cards for each Trustee. Plans are also in the works to purchase "WPCC" initial lapel pins.

Sarah Pritchard, Student Government Association President and Student Trustee, updated Trustees on the results of several past events. She also shared information regarding the SGA participation in the approaching N4CSGA Western Division Meeting and the N4CSGA Fall Conference in October. She also encouraged Trustees to attend the Fall Festival activities planned for October 17th. Other upcoming activities included the ALFA presentation and the Treat-or-Treat festivities scheduled for October 31st.

Rusty Harrison, Faculty Staff Chair, reported the Council met today, and he will have a report for Trustees at the November Trustee meeting.

Atticus J. Simpson, Vice President, Student Development, introduced the *2012 Critical Success Factors Report,"* as compiled and distributed by the North Carolina Community College System. As noted, Western Piedmont met all seven of the performance indicators, noting 98% pass rate in reading and English development, 94% pass rate in development math, 97% of developmental students performed well on college level courses, and 73% student retention, graduation and transfer rates. The College is very proud of these accomplishments which reflect the high quality educational opportunities provided by Western Piedmont.

Atticus Simpson also presented the following proposed POLICY MANUAL revisions, as follows:

* Addition – Section 3.49, *Code of Conduct-Reporting Potential Fraud, Damage, or Theft of College Property.* As noted by Atticus Simpson, State Auditors recommended the College add this section to address employee reporting of potential fraud, damage or theft of College property. College administration recommends the addition to the POLICY MANUAL.

Following a motion by Ronald Thompson and seconded by Charles Taylor, Trustees unanimously approved the addition of Section 3.49 to the College's POLICY MANUAL.

* Amendment – Section 1.1., *Legal Authority.* Additional language was added to the current policy recognizing that Trustees comply with the policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The amendment was requested by the Compliance Certification Team and recommended by College administration.

Following a motion for approval by Claude Sitton and seconded by Ronald Thompson, Trustees unanimously approved the amendment to Section 1.1, as discussed. Discussion followed relative to the November 15, 2012 Southern Association of Colleges and Schools (SACS) Staff Advisory Visit by Dr. Claudette H. Williams of the Commission on Colleges.

Atticus Simpson also introduced a proposed amendment to the *Trustee Bylaws,* which was included in Trustee packets for review prior to the November 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. Therefore, the proposed amendment and additional language to Article IV, OFFICERS AND DUTIES, Section 8, The President, will be placed on the November Agenda for Trustee consideration. The amendment is recommended to comply with requirements of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding institutional governance standards.

Trustees also received an invitation to the Scholarship Reception on October 16, 2012 from 5:30PM to 6:30PM in the Graham Hoyle Community Room. Trustees and spouses are encouraged to attend the event to show their support to the scholarship recipients and their appreciation to the donors who make these scholarships possible.

President Jim Burnett and Trustee, Linda Wall, announced that Dr. James Charlesworth, Professor of New Testament Literature at Princeton Theological Seminary, will give a presentation entitled "John the Baptist, Jesus and the Dead Sea Scrolls" on Thursday, October 18th at 9:30AM in Carr Hall 122. Trustees were encouraged to attend the presentation by the distinguished archaeologist.

Trustee Ronald Thompson also encouraged Trustees to attend the Fall Festival on October 17th to support the College Rotaract Club's "Purple Pinkie Project," to prevent and eradicate polio.

It was also announced that Walter G. Church passed away. The former North Carolina Representative represented the citizens of Burke County for 16 years in Raleigh.

There being no further business, a motion was made by Charles Taylor to adjourn the meeting. After being properly seconded by Robert Denton, the motion was approved by a unanimous vote and the Trustee meeting was adjourned at 6:25PM.

_____
Ronald F. Martin, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLEGE

NOVEMBER 5, 2012

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, November 5, 2012 at 5:15PM in the Graham Hoyle Community Room located in Phifer Learning Resources Center.

MEMBERS PRESENT: Ronald F. Martin, Chair

William J. Allman	Robert P. Carr
Elsie H. Childres	Dan W. DeHart
Robert K. Denton	Ruth Ann Suttle
Charles E. Taylor	Ronald M. Thompson
Linda S. Wall	

Sarah E. Pritchard, Student Trustee/SGA President

MEMBERS ABSENT: Amparo R. Alfaro Claude S. Sitton

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
Michael Daniels, Dean, Science, Engineering and Mathematics
Rusty Harrison, Faculty Staff Chair
Dereama K.Coffin, Recording Secretary

Noting a quorum present, Chair Ronald F. Martin called the meeting of the Trustees of Western Piedmont Community College to order.

Chairman Martin called for a motion to approve the Agenda for November 5, 2012. A motion was made by Ronald M. Thompson and seconded by Charles E. Taylor to approve the Agenda as presented. By a unanimous vote, the Agenda for November 5, 2012 was approved by Trustees.

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

William J. Allman, Secretary, was recognized to present the Minutes of October 1, 2012 for Trustee consideration. There being no corrections, William Allman declared the Minutes approved as presented.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized C. Malone McNeely, Executive Vice President and Chief Financial Officer, to review an allocation of $376.00 which represents the carryforward of administrative expense from the prior fiscal year. The College receives a 10% administrative allowance based on expenditures supporting customized training projects. These funds may be used to support printing costs relating to marketing materials for customized training programs. The College earned these administrative costs for projects in conjunction with American Roller Bearing, Geiger International, Parker Industries, and Sypris.

There being no questions, a motion was made by Dan DeHart to approve the report as presented. The motion was seconded by Elsie H. Childres and unanimously approved.

Malone McNeely presented a proposal and recommendation from Senior Administration that a non-recurring compensation bonus of $840.00 be given to all full-time employees and permanent part-time employees during the distribution of payroll on November 30, 2012.

As discussed at the September meeting, following a close review of the budget planning documents, it was concluded that the budget appropriation from the General Assembly FY 2012-2013 exceeded the amount requested from College divisions, therefore resulting in surplus funds. Noting the majority of the surplus funds are not eligible for carryforward, senior administration is requesting that Trustees consider the approval of an $840.00 bonus to be paid to all full-time employees and pro-rated for permanent part-time employees. State Board guidelines dictated that the total amount the College could use for compensation bonuses was $194,982. The $840.00 bonus would also be granted to the College's County and Institutional funded employees. The bonus would cost approximately $19,000 in County funds. Because the bonus is non-recurring, next year's budget would not be impacted. Discussion followed with comments from other Trustees.

A motion was made by Dan DeHart and seconded by Robert K. Denton for the approval of the request to provide a bonus of $840.00 to all full-time employees and permanent part-time employees, which also included all County and Institutional funded employees. The motion was unanimously approved.

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

PERSONNEL COMMITTEE Chair Charles E. Taylor announced the Committee did not meet and a report was not available.

As part of the CHAIRMAN'S REPORT, Ronald F. Martin announced the beginning of the community appeal portion of the Western Piedmont Foundation Annual Giving Campaign. The goal of the *Charting the Journey* campaign is $135,000 and is focused on student scholarships, professional and community development, and the Burke Collegiate Scholars programs. Noting the successful Employee Giving Campaign, Ronald Martin encouraged all Trustees to be diligent in turning in their pledge cards for 100% participation by the Trustees again this year.

Ronald Martin also announced that the December Trustee meeting will be held in Carr Hall, Room 133 on Monday, December 3rd. Following the meeting, Trustees will join their spouses and other guests in the Graham Hoyle Community Room for the Annual Holiday Dinner. Additional information will be included in Trustee packets for December.

Trustees were encouraged to attend the Retirement Reception on Wednesday, November 7th at 3:00PM in LRC-120, honoring eight employees who have retired from the College this past year.

Sarah E. Pritchard, Student Trustee and Student Government Association President, reported on past successful SGA events, including the N4CSGA Western Division Meeting and the N4CSGA Fall Conference. She also announced that Samantha Poplin, the former SGA President and Student Trustee, was named a regional finalist for the 2012 Robert W. Scott Leadership Award. Future SGA activities include a blood drive on November 14th and participation in various parades during the upcoming holiday season. Ronald Martin thanked Sarah Pritchard for the excellent leadership provided by the SGA in planning the numerous student activities.

Rusty Harrison, Faculty Staff Chair, updated Trustees on the October 29th meeting of the Faculty Staff Council, noting that members addressed various traffic issues and the inappropriate use of Handicap Parking permits across campus. Malone McNeely also met with the group to discuss the College's salary plan. The group also discussed organized sports on campus and explored alternative options for the annual Faculty Staff Social. Student retention issues relative to ACA 090 were also discussed.

President Jim W. Burnett recognized Atticus J. Simpson to discuss the proposed *Trustee Bylaws* amendment to Article IV: OFFICERS AND DUTIES, Section 8, *The President* as presented at the October 1, 2012 Trustee meeting. The proposed amendment is recommended to comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements related to institutional governance standards.

A motion was submitted by Ronald M. Thompson and seconded by Ruth Ann Suttle to approve and adopt the proposed amendment to Article IV: OFFICERS AND DUTIES, Section 8, *The President* of the *Trustee Bylaws* as submitted and reviewed. The motion was unanimously approved.

As part of the PRESIDENT'S REPORT, Dr. Jim Burnett recognized Board Secretary, Dereama K. Coffin, to report to Trustees on individual actual and potential conflicts of interest as cited by the Ethics Commission. As noted in the report and in accordance with G.S. 138(A)-15(c), conflicts of interest or potential conflicts of interest for the following Trustees were verbally reported:

William J. Allman	Dan W. DeHart
Robert K. Denton	Claude S. Sitton

The above noted evaluations stated that the Ethics Commission did not find an actual conflict of interest, but found the potential for a conflict of interest which does not prohibit service to the College as a Trustee. The specific actual and/or potential conflicts of interest report is included in the Minutes Exhibit file, and is duly noted as a part of the Minutes.

Atticus Simpson, Vice President for Student Development, was recognized to present a POLICY MANUAL amendment to Section 2.20, *Program Review and Evaluation,* for Trustee consideration. The addition is in accordance with NC Administrative Code 23 NCAC 02C.0603, which requires colleges to maintain regional accreditation by the Southern Association of Colleges and Schools (SACS) as stated in the Principles of Accreditation Core Requirements and Comprehensive Standard.

Following a motion by Charles Taylor and seconded by William Allman, Trustees unanimously approved the amendment to the Section 2.20, *Program Review and Evaluation* of the POLICY MANUAL.

Chad A. Bledsoe, Vice President for Academic Affairs, presented a revision to the POLICY MANUAL. Administration recommends eliminating Section 2.23, *Distance Learning*, and replacing the contents with Section 2.22, *Purpose and Goals of Distance Learning*, with the updated text to address the mission and organizational structure, institutional effectiveness, faculty expectations, student support services, facilities, planning and evaluation, and federal requirements and guidelines associated with distance learning at the College.

A motion was made by Elsie H. Childres and seconded by Ronald Thompson to approve the revision as discussed. The motion was unanimously approved.

President Jim Burnett introduced Michael B. Daniels, Dean, Science, Engineering and Mathematics. He began work at Western Piedmont in 1997 as the Coordinator/Instructor of Drafting and Design Technology, and in June 2007 was named Dean of the Science, Engineering and Mathematics division. Prior to coming to the College, he worked for 10 years as an electro-mechanical design engineer for Danaher and Duracell. His education background includes an AAS in Mechanical Drafting and Design Technology from Forsyth Technical Community College, a BS in Mechanical Engineering Technology from UNC-Charlotte, and a MA in Industrial Technology from Appalachian State University. He also earned a graduate certificate in Community College Teaching at North Carolina State University. As noted by Dr. Burnett, Michael Daniels was instrumental in the establishment of the Burke Manufacturers Executive Council and is dedicated to the need for and growth of manufacturing in Burke County and the nation. He is committed to the continuous improvement of Western Piedmont and is an outstanding example of quality leadership on campus. Dr. Burnett also explained that Michael Daniels designed the prototype for the College sign located at the entrance to the campus and construction program students from his division constructed the sign. In his spare time, he enjoys collecting and restoring vintage automobiles, and takes pleasure in hiking. Michael Daniels stated that the success of the College is a team effort, and takes pride in the fact that he is a product of the community college system and takes pleasure in giving back to students and improving their lives as well.

President Burnett announced that the 2013 American Association of Community College Trustees Legislative Summit will take place in Washington, DC from February 11-14, 2013. Early Registration deadline for the conference is December 21, 2012. Trustees interested in attending should contact the President's Office as soon as possible.

Trustees were also informed that a Southern Association of Colleges consultant will visit our campus on November 15, 2012 to assist with the preparation of the accreditation visit scheduled for October 23-25, 2013. Dr. Claudette Williams is the staff advisor assigned to support the College with a thorough review of documentation and evaluation of the Quality Enhancement Plan. Dr. Perry W. Ward, President of T.A. Lawson State Community College, has been selected to chair the On-Site Reaffirmation Committee for Western Piedmont.

Malone McNeely, Executive Vice President, announced that President Jim Burnett has been selected as one of the top three candidates to be interviewed for the 2013 North Carolina Community College System President of the Year. Candidate interviews will take place on November 26th and the recipient of the prestigious award will be submitted to the State Board in January, 2013. Congratulations and best wishes were extended to Dr. Burnett by the Chair, and Trustees expressed their congratulations and strong endorsement for the nomination.

There being no further business, a motion was made by Elsie Childres to adjourn. The motion was unanimously approved and the Trustees adjourned at 6:00PM.

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Ronald F. Martin, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

DECEMBER 3, 2012

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, December 3, 2012 at 5:15PM in Carr Hall, Room 133.

MEMBERS PRESENT: Ronald F. Martin, Chair
Amparo R. Alfaro, William J. Allman
Robert P. Carr, Elsie H. Childres
Dan W. DeHart, Robert K. Denton
Charles E. Taylor, Ruth Ann Suttle
Linda S. Wall
Sarah E. Pritchard, Student Trustee/SGA President

MEMBERS ABSENT: Claude S. Sitton, Ronald M.Thompson

OTHERS PRESENT: Jim W. Burnett, President
C. Malone McNeely, Executive Vice President and Chief Financial Officer
Chad A. Bledsoe, Vice President, Academic Affairs
Atticus J. Simpson, Vice President, Student Development
Rusty Harrison, Faculty Staff Chair
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair Ronald F. Martin called the meeting of the Trustees of Western Piedmont Community College to order.

Chairman Martin called for a motion to approve the Agenda for December 3, 2012. A motion was made by Elsie H. Childres and seconded by Charles E. Taylor to approve the Agenda as presented. The motion was unanimously approved.

Chairman Ronald Martin reminded Trustees of the ethics requirements and requested that any conflicts of interest relative to the official business listed on the Agenda be identified. There were no conflicts of interest identified.

William J. Allman, Secretary, was recognized to present the Minutes of November 5, 2012 for Trustee consideration. There being no corrections, William Allman declared the Minutes approved as presented.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized C. Malone McNeely, Executive Vice President and Chief Financial Officer, to review the allocation of $650 from customized training projects for capacity building at the College. The funds can be utilized to provide instructor/trainer skill training. The funds will be used to cover the cost for Nick Saturno to obtain the Hazardous Materials Transportation certification through North Carolina State University. In connection with Customized Productivity Training Projects, the College was allocated $16,619 to provide instructional training for American Roller Bearing, Parker Industries, SpartaCraft, Sypris, Geiger International and Valdese Weavers.

Following a motion by Dan DeHart and seconded by William Allman, Trustees unanimously approved the budget allocation report as presented.

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

Ronald Martin announced that the PERSONNEL COMMITTEE did meet earlier in the day, and recognized Malone McNeely to present the Committee recommendation of Sandra K. Hoilman for the Vice President, Administrative Services and Chief Financial Officer position. This is the position held by Malone McNeely prior to his last promotion to Executive Vice President and Chief Financial Officer. A total of 16 individuals applied for the position and the Selection Committee interviewed 5 qualified candidates.

Sandra (Sandy) Hoilman has been employed by Western Piedmont as the Controller since 2006. In her role as Controller, her responsibilities include supervision of Business Office personnel, preparation of financial statements, and completion of the monthly close out process for the College. She also oversees the financial operation of the College Bookstore, as well as construction projects. Sandy received her A.A.S. in Accounting from Western Piedmont, a B.S. in Accounting from Gardner Webb University, and a M.A. in Higher Education Administration from Appalachian State University. She has also completed the requirements in order to obtain the Certified Management Accountant credential. She has served the College as Faculty Staff Chair, SACS Chairperson for Financial Resources, as well as serving on the Budget Planning Committee and Program Review Committee. Sandy was also the recipient of the 2010 Outstanding Staff Award. She possesses an excellent rapport with colleagues and friendly demeanor that enables her to work well with others. Having worked with Sandy Hoilman for over six years, Malone McNeely also addressed her strong work ethic.

Based on the recommendation of the Personnel Committee, a motion was made by Charles Taylor and seconded by Linda Wall to approve the appointment nomination of Sandra Hoilman for the Vice President, Administrative Services and Chief Financial Officer position. Discussion followed relative to supervisory responsibilities and experience, as well as the upgrade in salary compensation, as determined by the College's Salary Plan. Following discussion, Trustees unanimously approved the motion.

In presenting the CHAIRMAN'S REPORT, Ronald Martin announced that due to the holiday schedule, there will be no Trustee meeting in January. Should urgent business become evident, Trustees will be notified accordingly. Ronald Martin also announced that Trustees interested in attending the 2013 American Association of Community College Trustees Legislative Summit in February should contact the President's Office. President Burnett commented that Trustees will be visiting the various Executive Offices of North Carolina Members of Congress during the convention.

Ron Martin also updated Trustees on the Annual Giving Campaign and the celebration held on Friday evening, November 30th. To date, a total of $294,043 in donations or pledges has been received during the *Charting the Journey* campaign, surpassing the established goal of $135,000. As Chair of the campaign, Ron Martin thanked Trustees for their support in meeting the goal. Trustees were encouraged to attend the BLET Graduation scheduled for Friday, December 7th at 7:00PM in Leviton Auditorium.

Sarah Pritchard, Student Trustee and Student Government Association President, thanked the College for support during the SGA's campaign to register students to vote, resulting in the registration of 54 voters on campus. The Community Center Blood Drive for the Carolinas collected 36 pints from 51 donors, and they plan to host another blood drive during the Spring semester. She also reported that the theme for the parade float built by various club members was "Find Your Way to a New Year."

Rusty Harrison, Faculty Staff Chair, reported that Megan Smith was the guest speaker for the Faculty Staff Council meeting held on November 28th, updating members on inquiries regarding campus sports activities. He indicated that the Faculty Staff Council is very involved in both faculty and staff issues, resulting in the creation of two subcommittees to address specific concerns from both areas. The Faculty Staff Council is also in the process of reviewing the council Bylaws.

Malone McNeely was recognized for a report on the Financial Statement Audit Report for the year ended June 30, 2012. The audit was completed by the Office of State Auditor and the final audit exit interview took place on October 19, 2012. The College made the decision to continue with the Office of State Auditor for the preparation of the annual report, rather than

contracting with an independent CPA firm. This audit will be part of the upcoming Southern Association of Colleges and School reaccreditation report, and the College wanted to be certain that all financial matters were in order. The report indicated no deficiencies in internal controls and no instances of noncompliance or other matters were identified. Malone McNeely also discussed various parts of the audit report, including "Financial Highlights," "Analysis of Financial Position and Results of Operation," as well as the various components of the Basic Financial Statements. Discussion followed relative to questions regarding the College's conservative investments, and the use of RFP's for the selection of investment consultants in the future.

President Burnett announced that Trustees would be receiving invitations for the Retirement Reception being planned in recognition of Malone McNeely's 35 years of service and his impending retirement on January 31, 2013. The celebration has been scheduled for Thursday, January 17, 2013 from 2:00PM to 4:00PM in LRC-120.

President Burnett also thanked Trustees for their support and encouragement during the recently publicized issue surrounding the sale of "Christmas trees" by a student club on campus. He went on to explain the unfortunate timing of events that resulted in negative national and local media attention. He also praised the College's staff for their professionalism in handling the situation. Jim Burnett also shared several email messages sent to him by faculty and staff expressing thanks for the bonus approved by Trustees and included in the November payroll for all College employees.

Jim Burnett expressed his personal gratitude to past and current Trustees for their dedication and support to the College and to him during the past seven years of his presidency, and wished everyone a Merry Christmas.

Ron Martin also reported Personnel Committee discussions were held earlier relative to the review of the President's salary as referred to in the Contract of Employment for Jim W. Burnett, dated December 20, 2010. The State Board of Community Colleges has made some changes to the college presidents' State salary schedule that could possibly influence future decisions regarding the President's salary. Discussion followed. Following a motion by Dan DeHart and seconded by Linda Wall, Trustees voted unanimously to postpone further discussion until the February 2013 Trustee meeting.

There being no further business, the meeting adjourned at 6:10PM.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____