M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

January 24, 2014

Pursuant to notice, a Special Called meeting of the Trustees of Western Piedmont Community College was held on Friday, January 24, 2014 at 8:00AM at Timberwoods Restaurant. The purpose of the meeting was for Trustees to review and approve the President Profile relative to the President Search.

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	

MEMBERS ABSENT: Xia "Daisy" Vang, Student Trustee/SGA President

OTHERS PRESENT: Jim W. Burnett, President
Lisa H. Sessions, Director, Human Resources
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair, Ronald F. Martin called the Special Called meeting to order.

Ronald Martin opened the meeting by thanking Trustees for attending the College Faculty and Staff Forum and the Community Forum held on Wednesday, January 22, 2014. Discussion followed regarding the overwhelming attendance at the College Faculty and Staff Forum and comments made during both forums. Ronald Martin explained that the information provided by Trustees on the board surveys and comments made during the forums were incorporated in the President Profile document prepared by Dr. Donny Hunter, and distributed for final review and approval by Trustees. Once final approval has been given by Trustees, the President Profile will then be published on the College website (http://www.wpcc.edu/president/search) as part of the President Search document for completion by interested candidates. Candidates will be instructed to go to the President Search document and complete the information requested and forward the information packet to the College for consideration by the President Search Committee. Deadline for nominations and applications is March 6, 2014.

Discussion followed regarding advertising the vacancy in national, local and regional media sources. Lisa Session, Director of Human Resources indicated advertisements will be included in the on-line version of *The Chronicle of Higher Education* and *The Community College Times*, as well as a list of diverse national and state publications. Trustees also discussed advertising costs of printed advertisements versus on-line advertisements in various publications.

Following a review and discussion of the President Profile, a motion was made by Ronald F. Thompson and seconded by Charles E. Taylor to approve the President Profile, as submitted. The motion was unanimously approved by Trustees.

Trustees were also requested to review and sign the Confidentiality Agreement with respect to the President Search.

There being no further business, the meeting was adjourned.

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Ronald F. Martin, 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

FEBRUARY 3, 2014

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, February 3, 2014 at 5:15PM in Room 120 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	Claude S. Sitton
Ruth Ann Suttle	Charles E. Taylor
Ronald M. Thompson	Linda S. Wall

Xia "Daisy" Vang, Student Trustee, SGA President

MEMBERS ABSENT: Robert K. Denton

OTHERS PRESDENT: Jim W. Burnett, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Dereama K. Coffin, Recording Secretary

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

Chair Martin called for a motion to approve the Agenda of the meeting. President Jim Burnett requested that an item be added under the President's Report to discuss Legislative priorities and strategies. A motion was made by Claude S. Sitton, seconded by Linda S. Wall, to approve the Agenda as amended. The motion was unanimously approved by Trustees.

Trustees were also reminded of the ethics requirements and requested any conflicts of interest relative to the official business listed on the Agenda be identified. There being none identified, the meeting continued.

William J. Allman, Secretary, was recognized to present the Minutes of the December 2, 2013 meeting for Trustee consideration. There being no corrections, additions or deletions, the Minutes were declared approved as presented.

The Minutes of the "Special Called" Meeting of Trustees on December 16, 2013 were also presented for Trustee consideration. There being no corrections, additions or deletions, the Minutes were declared approved as presented.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, announced the Committee did not meet, however, Sandra K. Hoilman, Chief Financial Officer, proceeded to review the budget transfers and allocations report for information purposes, as follows:

(1) Internally moved budget funds to various purposes based on actual expenditures with a net -0- effect;
(2) Governmental unemployment reimbursement of $23,879;
(3) Customized training funds of $4,267 allocated to Case Farms to provide Industrial Maintenance Technician training;
(4) Reclassification of NC Back to Work grant with net -0- effect; and,
(5) Reversion of 0.4% ($70,194) of formula budget from 1% College reserve.

Sandra Hoilman also presented a quarterly budget update outlining total budget expenditures as of December 31, 2013 for State, County, and Institutional allocated funds. This is the same quarterly information presented to County Commissioners at their last meeting. The College's largest appropriation is from State funds totaling $17,633,240 with additional funding of $355,734 for grants, Customized Training and longevity pay for a total of $17,988,974. As of December 31st a total of $8,144,554 has been distributed from State funds or 45.3% of the total State budget. County appropriated funds totaled $2,182,000, noting expenditures of 44.8%, or $976,595 as of December 31st. The original Institutional budget allotment was $10,549,830, noting 50.9% or $5,371,856 expended as of December 31st. In total, as of December 31, 2013, the College has spent 47.2% of the 2013-2014 revenues. It was also reported that the College has expended $215,203 of State capital improvement money and none of the capital improvement money from County funds. The largest expenditure from State and County funds was salaries and benefits, as noted in the expenditures by category charts provided. The budget forecast for 2014-2015 indicates enrollment is still on a decline and the College anticipates a significant loss of budgeted FTE. Administration is working on a budget reduction plan, paying close attention to supplies, travel and general expenses before personnel decisions are made. Questions regarding College investments were addressed and additional information will be provided.

Robert P. Carr, Chair of the BUILDINGS AND GROUNDS COMMITTEE, noted the Committee did not meet; however, Sandra Hoilman was recognized and provided an update on capital improvement projects, as follows:

- <u>New Maintenance Building</u> – Approximately 90% complete, with interior cabinets, shelving and lockers to be installed. Outside pavement to be completed.

- <u>Emergency Service Training Center Classroom</u> - Classroom is complete, with 6 items listed on punch-card being addressed by contractor.

- Carpentry Building – Project complete.

- Campus Signage - The bid for the project has been awarded to Action Sign in Lenoir. Some signage inside Hildebrand Hall for the Advising Center has been installed; however, additional signage needs to be replaced or updated. Outside signage will also be updated and/or replaced to assist campus students and visitors.

- Elevators – Request for Proposal to update elevators in Moore Hall and Patton Hall has been sent out and replies due by February 28, 2014. Both elevators were installed in the late 60's and need to be brought up to current codes and regulations.

- Electronic Door Locking System - Currently working on bid proposal for vendors regarding all external doors. Security will have ability to lock-down all buildings at one time in case of an emergency. Anticipated start date of March 1, 2014.

- Chiller Replacement – Working with Refresco, Inc. to finish final phase of HVAC overhaul. Currently replacing the last chiller, updating controls and replacing aging cables and wiring.

- Foothills Higher Education Center – Exchange of space with Burke County has been completed along with renovations of unfinished areas of the building. Spaces included two large classrooms upstairs and large space at front of building behind reception area. The project was completed by Hickory Construction and renovations were funded and paid directly by Burke County.

- Storm Water BMP (Best Management Practice) - Project in partnership with Equinox through a grant to prevent or minimize water pollution. The grant is $75,000 and the College is providing $20,000 in-kind labor and the remaining $7,500 in actual expenses was for landscaping and seeding. Spaces on campus include the Outdoor Learning environment and the Alpine Tower areas. As of December 30, 2013, the clearing, grading and installation of drainage control structures, and initial seeding were completed. Permanent stabilization with planting of grasses and trees will take place in March 2014.

PERSONNEL COMMITTEE Chair, Claude S. Sitton, reported the Committee did not meet and no report was available.

As part of the CHAIRMAN'S REPORT, Ronald Martin updated Trustees on the President Search process. The next step in the process is for him to appoint a President Search Committee to review the applications received for President. The Committee will consist of four Trustees, four College faculty and/or staff, and four community representatives. This Committee will be charged with the responsibility of reviewing and screening candidate applications and

selecting 4-6 finalists to recommend to Trustees for interviews. The President Search Committee will meet three times during the process. Chair Martin also reviewed a list of publications that have been contacted to advertise the President Search information which includes the President Profile.

Atticus J. Simpson, Executive Director of the Western Piedmont Foundation, was recognized for an update on the Annual Giving Campaign. To date, the Foundation goal of $155,000 has been exceeded, noting nearly $193,000 in campaign contributions and pledges to date. Several new scholarships have also been secured, including the Spencer Cash Endowed Scholarship in memory of Paul S. Cash, a new scholarship to be endowed by President Jim W. Burnett, and the Adam Klutz Scholarship to be awarded to a Basic Law Enforcement Training student for academic achievement. The date for the Annual Golf Classic has been set for May 5, 2014 at Mimosa Hills Country Club. Lunch will begin at 11:30AM with a 12:30PM tee off time. Trustees were also invited to attend the reception and awards ceremony at 5:30PM.

President Jim W. Burnett recognized Xia "Daisy" Vang, Student Trustee and SGA President for a report. She noted the College will be hosting the annual High School Appreciation Breakfast for local high school counselors and administrators on Friday, February 15th. The SGA Executive Council also plans to attend the Spring 2014 N4CSGA Western Division Meeting on March 1st to assist with the plans for preparation of the Spring N4CSGA Conference in Raleigh in late March.

There was no report from the Faculty Staff Council, noting that Nadine McGrady was sick and unable to attend the Trustee meeting.

Dr. Chad A. Bledsoe, Executive Vice President, reviewed the *Bylaws* amendment proposed and submitted to Trustees at the December 2, 2013 meeting. As noted, the various amendments were proposed to reflect a change in the *Bylaws* to delegate authority to the President to employ and dismiss all full-time personnel of the College, in accordance with the standards as established by the State Board of Community Colleges.

Following discussion, a motion was made by Claude Sitton and seconded by Charles E. Taylor to approve the proposed amendment to the *Bylaws of the Trustees*. The motion was unanimously approved by Trustees. It was further noted that the President will report employment hires and terminations to Trustees as warranted.

Atticus Simpson also reported to Trustees that the College is planning a 50th Anniversary Celebration on April 2nd. Contents of a time capsule buried in 1964 will be revealed, as well as a lunch and official ceremony commemorating the 50th Anniversary of Western Piedmont Community College. A task force has been appointed to plan the various events surrounding the special date. Trustees were encouraged to mark the date on their calendars and plan to attend the festivities.

A "Reinvest in North Carolina's Community Colleges" document was distributed to Trustees, outlining the budget funding priorities, to be presented to legislators for consideration during the upcoming legislative short session. College Administration will plan to develop a proposed resolution urging the General Assembly to support North Carolina's economic recovery by reinvesting funds in the state's community colleges for Trustee review at the next meeting.

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

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Ronald F. Martin, 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 3, 2014

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, March 3, 2014 at 5:15PM in Room 120 of Phifer Learning Resources Center.

MEMBERS PRESENT: Ronald F. Martin, Chair
William J. Allman — Robert P. Carr
Dan W. DeHart — Claude S. Sitton
Ruth Ann Suttle — Charles E. Taylor
Linda S. Wall
Xia "Daisy" Vang, Student Trustee and SGA President

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

OTHERS PRESENT: Jim W. Burnett, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Nadine McGrady, 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.

Chair Martin called for a motion to approve the Agenda of the meeting. President Jim Burnett requested an item be added under the President's Report to discuss the 2014 NCACCT Law/Legislative Seminar scheduled for April 9-11, 2014. The motion was approved by Claude S. Sitton and seconded by Charles E. Taylor.

Trustees were reminded of the ethics requirements and requested any conflicts of interest relative to official business listed on the Agenda be identified. There being none identified, the meeting continued.

William J. Allman, Secretary, was recognized to present the Minutes of February 3, 2014 meeting for consideration. There being no corrections, additions or deletions, the Minutes were declared approved as presented.

The Minutes of the "Special Called" meeting of the Trustees on January 24, 2014 were also presented for Trustee consideration. There being no corrections, additions or deletions, the Minutes were declared approved as presented.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized Sandra K. Hoilman, Chief Financial Officer, to review the budget transfers and allocations report for information purposes, as follows:

- Reduction of $748 in Customized Training allotment for Valdese Weavers;
- Allotment of $1,590 for Situational Leadership Training for Valdese Weavers;
- Allowable transfer of $630 in funds to purchase security monitor, and,
- Allocation of $100 from Interpreter Education for local advertising of NCSD event

Sandra Hoilman proceeded with a review of the annual budget plan for fiscal year 2014-2015. The *Current Operations and Capital Outlay Budget Plan* document highlighted the Mission and Goals of the College and detailed College accomplishments in the areas of Workforce Development, Honors/Recognitions, and Community Involvement. The 10-Year Summary of County Funding noted that the 2013-2014 County appropriation for operating funds was $2,080,000 and capital improvement funds totaling $141,000 for the chiller replacement. For 2013-2014 the College ranked 32nd in the system with respect to County funding support. The College is ranked as the 29th largest community college with respect to FTE, and 39th in the system for the amount of county funding per budgeted FTE at $705. In comparison, the State average is $910 per budgeted FTE. Burke County provides 11% of the College's funding, and the remaining 89% in funds is provided by the State.

As outlined in the budget request, the College is requesting a total of $2,450,329 in County funds for 2014-2015. This amount includes $2,350,329 in operating funds for an increase of $179,329 or 8.6% from the previous year. The College requested $100,000 in capital outlay funds or a decrease of $41,000 or 41% from the previous year. Overall, Western Piedmont is requesting a 6.2% increase in total county funds for 2014-2015. Major items attributing to the request for an increase include President's salary increase in next fiscal year due to retirement payout, assumed 2% salary and retirement benefit increase, 3% increase in medical insurance, projected increase in annual service agreements, additional part-time Security personnel, and estimated increases in telephone, water, and electrical utility costs. No major equipment purchases are anticipated; however, the College expects to purchase a new passenger van, and replace several grounds maintenance items such as weed eaters, trimmers, and pressure washers, as well floor strippers/waxing machines. The $100,000 in capital improvements is needed for repairs to broken concrete in several areas, and renovations to older rest rooms in high traffic areas used by the community and the college for meetings.

Following discussion, a motion was made by Dan DeHart, on behalf of the Finance and Investments Committee, to accept and approve the *Current Operations and Capital Outlay Budget Plan for 2014-2015.* There being no second required, Trustees unanimously approved the motion.

BUILDING AND GROUNDS COMMITTEE Chair Robert P. Carr announced the Committee did not meet; however, Sandra Hoilman, Vice President for Administrative Services, was recognized to present a proposal for consideration to sell surplus items through GovDeals.com. Currently, the College holds a public auction in October of each year. GovDeals.com will sell surplus items on-line, similar to Ebay, listing items on the website stating a minimum bid amount. Payment for the items would be on-line and the bidders would be responsible for picking up the items from the College or have the items shipped at their expense. GovDeals.com has over 300,000 verified bidders and more than 5,200 sellers which are all government entities. The College would avoid the costly and time consuming auction process which includes personnel costs, and advertising expense, thereby increasing the revenue for items sold. The cost is 12.5% of the winning bid, and there is no charge for items that do not sell. Recent comparison of lots from previous College auctions compared to similar items on GovDeals.com indicated a significant increase in the amount received by GovDeals.com. Currently, two community colleges use GovDeals.com and have reported great success using the GovDeals.com process. The North Carolina Community College System office has confirmed that colleges are not required to use State Surplus Agency to dispose of surplus property.

Following discussion, a motion was made by Robert Carr to approve the use of GovDeals.com for the disposal of College surplus items. The motion was seconded by Claude Sitton and unanimously approved by Trustees.

PERSONNEL COMMITTEE Chair Claude Sitton reported the Committee did not meet and no report was needed.

Ronald Martin updated Trustees on the President Search, noting that the President Search Committee has been appointed. The Committee consists of four Trustees, four College faculty and staff members, and four community leaders. The first meeting will take place on March 6th. Consultant Donny Hunter will meet with the group to outline their roles and responsibilities, as well as the screening procedures and suggestions for evaluating the candidates and applications received.

President Jim W. Burnett introduced Xia "Daisy" Vang, Student Trustee and SGA President, for a report. She announced multicultural activities and events sponsored by the SGA during the month of March. The "Hoops for Hospice" charity basketball game is scheduled for

March 27th at Heritage Middle School at 6:00PM. Proceeds from the faculty/staff versus students basketball game will benefit Hospice and help fund Camp Dragonfly, a grief camp for young children affected by the loss of a loved one. She also reported that the SGA Executive Council will attend the Spring 2014 N4CSGA conference in Raleigh to meet with other SGA representatives from community colleges across the state to discuss current issues.

Faculty Staff Chair Nadine McGrady reported the Council will meet again on March 14th and a report will be given at the April Trustee meeting.

President Burnett recognized Dr. Chad A. Bledsoe to report on the proposed addition of three new curriculum programs, which includes (1) Phlebotomy Certificate, (2) Nursing Assistant Certificate (Nurse Aid I and II), and (3) Therapeutic Diagnostic Services Diploma. The new programs are currently being offered through Continuing Education; however, the skill outcomes do not meet industry needs due to the number of clinical hours and basic entry requirements. Employers are not hiring our graduates. The new programs will partner with the College's Nursing and Medical Laboratory Technician programs and will begin in the fall and spring semesters with more structured curriculum programs and enhanced ability to partner with local medical groups for clinical sites.

Following discussion, a motion was made by Ruth Ann Suttle and seconded by William J. Allman to approve the recommendation for the addition of three new curriculum programs as presented. The motion was unanimously approved.

Dr. Bledsoe also reviewed POLICY MANUAL amendments to Section 3.4, *Employment of Full-time Employees,* and Section 3.4.1, *Excellence in Teaching Award.* Policy 3.4 addresses the procedure for hiring full-time employees and the recently approved amendments to the *Trustee ByLaws* relative to the President's role in hiring and dismissing employees. Amendments to Section 3.4.1, *Excellence in Teaching Awards,* outlines the procedure for selecting recipients of the award and also includes wording for recognition of part-time faculty.

A motion for approval of the amendments was made by William Allman and seconded by Claude Sitton. Trustees unanimously approved the motion.

President Jim Burnett presented a proposed Resolution to Trustees, urging the General Assembly to support North Carolina's ongoing economic recovery by reinvesting funds totaling $36.8 million in the community colleges of North Carolina to enhance our efforts to develop and train a quality workforce. The Resolution supports the funding of a fourth tier of instruction to better prepare students for successful employment in high paying jobs. The funding will also enable the college to expand our course offerings and purchase equipment to provide proper technology training for these jobs. The Resolution also urged the General Assembly to consider appropriating adequate funds to support salary increases for faculty and staff.

Following discussion, a motion was made by Dan DeHart and seconded by Charles E. Taylor to approve the Resolution as written and make the Resolution an official part of the Minutes of the March 3, 2014 Trustee meeting. The motion was unanimously approved.

Details of the 2014 NCACCT Law/Legislative Seminar on April 9-11, 2014 were shared with Trustees. Trustees were encouraged to contact the President's Office for additional details and/or to register.

Dr. Jim Burnett shared information with Trustees regarding the NCReady4Work Summit recently hosted by Western Piedmont at the Foothills Higher Education Center, and included workforce initiative presentations by Western Piedmont, McDowell Technical Community College and Mayland Community College. North Carolina Community College System representatives, Trustee Chairs, local legislators, and Presidents from the three community colleges also attended a dinner to discuss and share information relative to the development of new strategic planning efforts, the upcoming legislative short session and to highlight community college legislative priorities.

Claude Sitton applauded the College's recent efforts in publicizing the Sign Language programs and activities of interest to the community's deaf population.

There being no further business, the meeting adjourned at 6:30PM.

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Ronald F. Martin, 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 7, 2014

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 March 3, 2014.....William J. Allman, Secretary

Program Audits and Reaccreditations.....Chad A. Bledsoe, Executive Vice President

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

Chairman's Report.....Ronald F. Martin
- *** President Search Update**

President's Report.....Jim W. Burnett, President
- *** Student Government Association Report**
- *** Faculty Staff Council Report**
- *** Western Piedmont Foundation Golf Classic – May 5th**
- *** FTE Program Audit Report for Spring 2012-Spring 2013**
- *** POLICY MANUAL Amendments**
  - **- Section 3.37, *Suspension and Dismissal Procedures***
  - **- Section 3.38, *Non-reappointment of Employees***
  - **- Section 3.39, *Guidelines for Reduction in Force***
- *** Overview of 2014-2015 Budget**
- *** Recommendation for Potential Utilities Savings**

ADJOURNMENT

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

APRIL 7, 2014

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, April 7, 2014 at 5:15PM in Room 120 of Phifer Learning Resources Center.

MEMBERS PRESENT: Ronald F. Martin, Chair
William J. Allman — Amparo R. Alfaro
Elsie H. Childres — Dan W. DeHart
Claude S. Sitton — Charles E. Taylor
Linda S. Wall

MEMBERS ABSENT: Robert P. Carr — Robert K. Denton
Ruth Ann Suttle
Xia "Daisy" Vang, Student Trustee and SGA President

OTHERS PRESENT: Jim W. Burnett, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Ann Giles, Coordinator, Medical Assisting
Eddie McGimsey, Director, Small Business
Steve Warren, Director, Law Enforcement Training/BLET
Nadine McGrady, 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.

Chair Martin called for a motion to approve the Agenda of the meeting. A motion to approve the Agenda was made by William J. Allman, seconded by Claude S. Sitton, and unanimously approved.

Trustees were reminded of the ethics requirements and requested any conflicts of interest relative to official business listed on the Agenda be identified. There being none, the meeting continued.

William J. Allman, Secretary, was recognized to present the Minutes of the March 3, 2014 meeting. There being no corrections, additions or deletions, the Minutes were declared approved as submitted.

Dr. Chad A. Bledsoe, Executive Vice President, was recognized to introduce three individuals and programs for the results of recent audit evaluations and reaccreditation notifications, as follows:

* Ann Giles, Coordinator, Medical Assisting - Accreditation was granted to the Medical Assisting Program by the American Association of Medical Assistants (AAMA) in conjunction with the Commission on Accreditation of Allied Health Education Programs. Re-accreditation was received in November 2013 for ten years, with no recommendations or suggestions. The program at Western Piedmont has been continuously accredited since 1972, and graduated the largest class in 2013, while achieving 100% pass rate on the national certification examination. Ann Giles began as an adjunct instructor with the College in 1987 and in 1989 was named the Coordinator/Instructor of the Medical Assisting Program. She received the College Alumnus of the Year Award in 1997. Ann Giles has announced her retirement as of May 15, 2014.

* Eddie McGimsey, Director, Small Business Center/Entrepreneurship Development - The Small Business Center was recently evaluated by Dr. George Millsaps, State Director for the Small Business Center Network for the Community College System. The comprehensive evaluation covered the most recent four year period and resulted in no findings and no major violations. There are 58 small business centers in North Carolina. Of the 25 evaluations completed to date, only four colleges have received a clean evaluation. Eddie McGimsey was recently awarded the annual Innovation Award for Services/Collaboration from the NC Community College System Small Business Center Network, honoring him for his work in building community support for the creation of an organization to assist new businesses by providing small business loans. Eddie McGimsey began employment at the College in 2005 as Burke County's first Entrepreneurship Development Director. Being a former small business owner, he is actively involved in numerous economic development and community oriented boards and committees.

* Steve Warren, Director, Law Enforcement Training/BLET - The College's Law Enforcement Training School was granted accreditation by the NC Department of Criminal Justice Standards Division and the NC Sheriff's Training & Education Standards. The Law Enforcement Training program has been offered by the College since 1967 and the BLET Training program has been accredited since 1984. Under the leadership of Steve Warren, the program received re-accreditation in March 2014 for five years with no recommendations for facilities and equipment, with minor recommendations for student files, which have been addressed and corrected. The College's In-Service Law Enforcement Training program is one of the highest ranked programs in the state. Steve Warren began as a full-time law enforcement instructor at the College in 1995 following a tour of duty in the US Army Green Berets and service as a Captain at the Morganton Department of Public Safety. He is also a graduate of the FBI National Academy.

The College is extremely proud of these programs for their outstanding accomplishments and congratulates these departments for the hard work and dedication to excellent management and instructional content of their programs.

Dr. Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized Sandra Hoilman, Chief Financial Officer, to review the following budget transfers and allocations:

- Allotment of $528 for computer applications training at Caterpillar of Morganton;
- Allotment of $1,540 for Lee Kiser to participate in an Energy Management I course at NC State to prepare for teaching energy conservation and efficiency strategies to manufacturers in Burke County; and,
- Allotment of $946 to provide welding training at Caterpillar of Morganton.

The report is for information purposes only and no action is required by Trustees.

BUILDING AND GROUNDS COMMITTEE Chair Robert P Carr was absent and no report was available.

PERSONNEL COMMITTEE Chair Claude S. Sitton announced the Committee did not meet, therefore, no report was necessary.

Chair Ronald F. Martin reported to Trustees that the President Search Committee has narrowed down the applicant pool to 12 semi-finalists. These candidates have been notified and are in the DVD interview stage of the process. Consolidated DVDs of all 12 candidates will be provided to Search Committee members by April 8th. The next, and last, meeting of the President Search Committee is April 15th at which time the committee will narrow the candidate list to six finalists. The finalists will be presented to Trustees for selection of candidates to be interviewed, and the ultimate selection of a President.

Trustees who have registered to attend the 2014 NCACCT Law/Legislative Seminar were requested to meet briefly, immediately following the Trustee meeting to coordinate travel arrangements to Raleigh.

Ronald Martin shared a thank you note from the Burnett family, thanking Trustees for their expressions of sympathy, and the flowers sent to the funeral service for Dr. Burnett's father-in-law, Starlin Sowers.

Noting the absence of Xia "Daisy" Vang, SGA President, Atticus J. Simpson, Vice President for Student Development, shared information with Trustees relative to the Student Government Association involvement in campus activities.

On April 8, 2014, Western Piedmont will showcase the College's Advanced Manufacturing programs by hosting the 2nd Annual Advanced Manufacturing Day and Open House. Local business partners will also be on the campus, along with over 400 students from local schools. The evening Open House for the general public will begin with a VIP reception, followed by a presentation by Harry Moser, founder of the Reshoring Initiative, in Leviton Auditorium at 7:00PM. The Awards Convocation is scheduled for Wednesday, April 16th at 1:00PM in Leviton Auditorium, and the SGA will host the annual Spring Fling on Thursday, May 1st from 10:00AM-2:00PM on the Grassy Commons. Trustees are encouraged to participate.

Nadine McGrady, Faculty Staff Council Chair, reported that the campus, faculty and staff are looking forward to the local high school students being on campus for the Advanced Manufacturing Day. In addition, a special group of 3rd grade girls exploring STEM professions will be attending a special presentation in the afternoon. She also commented on the successful 50th Anniversary celebration held on April 2nd.

Atticus Simpson reminded Trustees of the Western Piedmont Foundation Golf Classic on Monday, May 5th. Trustees were invited to attend the luncheon buffet at Mimosa Hills Country Club from 11:00AM-12:30PM.

As part of the PRESIDENT'S REPORT, and in accordance with General Statute 115D-5(m), President Burnett recognized Chad Bledsoe, Vice President for Academic Affairs, for a report on the FTE Program Audit Report for Spring Semester 2012 through Spring Semester 2013. As noted in the correspondence dated March 5, 2014, the North Carolina Community College System audit report confirmed there were no audit exceptions or areas of concern identified during the audit procedure. President Burnett expressed his appreciation and commended College personnel for their excellent record keeping procedures and maintenance of student and class records.

Following a motion by William Allman and seconded by Claude Sitton, Trustees unanimously approved the report as presented. Comments of appreciation to College personnel were also extended by Trustees.

Dr. Bledsoe also presented three proposed POLICY MANUAL revisions to Section 3.37, *Suspension and Dismissal Procedures*; Section 3.38, *Non-reappointment of Employees,* and Section 3.39, *Guidelines for Reduction in Force.* All three revisions address recent amendments to the *Trustee ByLaws* relating to the President's role in hiring personnel at the College. These current changes reflect the transfer of responsibilities in hiring personnel from the Trustees to the President, as approved by Trustees at the February 3, 2014 meeting.

Following discussion, the three revisions recommended by Administration were approved, as follows:

Section 3.37, *Suspension and Dismissal Procedures*- Motion for approval by Elsie Childres, seconded by Claude Sitton and unanimously approved.

Section 3.38, *Non-reappointment of Employees* – Motion for approval by Charles Taylor, seconded by Elsie Childres and unanimously approved.

Section 3.39, *Guidelines for reduction in Force* - Motion for approval by Dan DeHart, seconded by Charles Taylor and unanimously approved.

Following a motion by Elsie Childres and seconded by Dan DeHart, Trustees voted unanimously to enter into Closed Session to discuss personnel matters as they relate to the College budget for 2014-2015.

Upon returning to Open Session, a motion was made by William Allman and seconded by Elsie Childres for the Trustees to declare a state of financial exigency that would allow the College and Administration to move forward by implementing a reduction in force plan as discussed. Further discussion followed. The motion was unanimously approved.

President Jim Burnett presented a recommendation from Administration for Trustees to consider closing the entire College campus from June 30th - July 4th. As noted, faculty and students are not on campus during that time. After comparing the utility costs savings for that period, it is anticipated that the College would conceivably save approximately $13,000-$14,000. Lengthy discussion followed.

A motion was made by Elsie Childres and seconded by William Allman to close the College campus from June 30th - July 4th. Further discussion followed with campus security issues being addressed. Following a vote, the motion passed to close the College campus from June 30th - July 4th.

There being no further business, the meeting adjourned at 6:30PM.

_____
Ronald F. Martin, Chair

_____
Dereama K. Coffin, Chair

DATE APPROVED:_____

WESTERN PIEDMONT
COMMUNITY COLLEGE

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

A G E N D A

May 12, 2014

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

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

President Search Interview Process.....Dr. Donny Hunter

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

Approval of Minutes for April 7, 2014.....William J. Allman, Secretary

Report of Finance and Investments Committee.....Dan W. DeHart, Chair

* **Budget Transfers/Allocations/Reversions**
* **Investment Policy**

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

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

* **Personnel Appointment**

Chairman's Report.....Ronald F. Martin

* **President Search Update**
* **President's Annual Evaluation**
* **2014 Western Piedmont Spring Graduations**
* **Foundation Golf Classic Update**

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

* **Student Government Association Report**
* **Faculty Staff Council Report**

ADJOURNMENT

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

MAY 12, 2014

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, May 12, 2014 at 5:15PM in Room 120 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	

Xia "Daisy" Vang, Student Trustee and SGA President

OTHERS PRESENT:
Jim W. Burnett, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Nadine McGrady, 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.

Chair Martin called for a motion to approve the Agenda of the meeting. A motion to approve the Agenda was made by William J. Allman, seconded by Claude S. Sitton, and unanimously approved by Trustees.

Donny Hunter was recognized by Ronald Martin to discuss and review the Interview Process relative to the President Search. Trustees were provided pertinent information on interviewing the final six candidates. Information included, the types of questions that are permissible as well as the types that should not be asked. Trustees were instructed not to ask questions that were not relative to the position of President and listen carefully to answers of each candidate. If the answer to a question is not clear,

a request for clarification is in order. The selection of a President is the most important responsibility of Trustees and the person selected should be a "good fit" for the College. Lastly, the final names of the three candidates being sent to the North Carolina Community College State Board are to be held in the strictest confidence and should not be released to the public or disclosed to anyone. The remaining candidates will be notified only after the State Board has completed vetting the final candidate and Trustee choice as President of Western Piedmont Community College. There being no further questions, Donny Hunter thanked Trustees for their time and assured them of his availability should further questions occur during the remainder of the selection process.

The meeting continued with Chair Martin reminding Trustees of the ethics requirements and requested any conflicts of interest relative to the official business on the Agenda be identified. There were no conflicts identified.

William J. Allman, Secretary, was recognized to present the Minutes of the April 7, 2014 meeting for Trustee consideration. There being no corrections, additions or deletions, the Minutes were declared approved as presented.

Dan W. DeHart, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized Sandra Hoilman, Chief Financial Officer to review the budget transfer report. The College received an allotment of $493 to provide Computer Applications training to employees at SpartaCraft. Also, an allotment of $484 was received to provide Intro to Leadership training to employees at Valdese Weavers.

Sandra Hoilman reported to Trustees that the College last reviewed and approved the *Investment Policy Statement* in June 2003 at which time the College was utilizing the investment services of Morgan Stanley (Smith Barney), focusing on a moderate approach to investing with expected returns of 9%. The $800,000 investment portfolio was from the Ruth Mull Fund and William Pinkney Corpening Scholarship which awarded scholarships and provided funds for childcare. Over the years, the College experienced gains in the portfolio, but also experienced losses during the recession period. The losses did not prevent the continued distribution of funds for the scholarships and childcare.

Noting that the College has a longstanding financial relationship with First Citizens Bank, the College is requesting approval for the funds totaling $840,000 be transferred to First Citizens Bank before June 30, 2014. The College already has a solid banking relationship with the local First Citizens financial institution for institutional and county funds checking accounts, and payroll clearing account. This move to First Citizens would also provide more accessibility for the funds, as needed. The Foundation recently requested investment services information for Foundation funds and the proposal of First Citizens was carefully reviewed and deemed to be the best proposal for College investment services as well. First Citizens investment managers for the portfolio will be located at their Charlotte regional office. In that the investment amount is less than $1 million, the First Citizens monthly fee will be .80% or approximately $560 monthly. Morgan Stanley monthly fees were approximately $800 a month.

Sandra Hoilman also reviewed the Investment Policy by outlining the purpose of the statement, the objectives, portfolio guidelines, diversification of invested funds, stating goals and strategies for investment performance.

A motion was made by Dan DeHart to approve the transfer of the investment portfolio to First Citizens Bank and to approve and adopt the revised *Investment Policy Statement*, as reviewed. Further discussion continued. It is duly noted that Trustee Ronald M. Thompson recused himself from the vote due to the fact that he is a member of the First Citizens Bank Board of Directors. Elsie H. Childres seconded the motion to approve the transfer of investment funds to First Citizens and to approve and adopt the *Investment Policy Statement.* Following the vote, the motion carried.

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

PERSONNEL COMMITTEE Chair Claude S. Sitton reported the Committee did not meet; however, Sandra Hoilman was recognized to review the Personnel Appointment Report for Chelsea S. Ledford for the Assistant Controller position. The report was received for information purposes.

Ronald Martin updated Trustees on information relative to the President Search and discussed the dates of May 27th through May 30th for candidate interviews. Each Trustee received a folder containing the DVD for the final six candidates, a listing of the final candidates, information relative to the interview formats for both the morning and afternoon interviews, as well as a list of the Interview Questions. Trustees were also informed that folders for the six candidates, containing resumes, letters of background and interest, and transcripts, are available for Trustee review at any time. Consultant Donny Hunter is completing his final background and reference checks on each candidate, and will advise Trustees should anything unusual be revealed. Discussion followed relative to selection of Interview Questions by Trustees.

Chair Martin also noted the distribution of the President Evaluation packets. The official evaluation notification due date to the State Board of Community Colleges is June 30th of each year. Therefore, Trustees were requested to complete the evaluation forms and return in the postage-paid envelopes provided by May 26th. Tabulation results of the evaluations will be shared with Trustees at the June 2, 2014 Trustee meeting.

Trustees were also encouraged to attend the various 2014 graduation ceremonies, as listed on the sheet included in the Trustee packets.

Chair Martin recognized Atticus Simpson, Vice President for Student Development, to make a report on the Western Piedmont Foundation Annual Golf Classic held on Monday, May 5, 2014 at Mimosa Hills Golf & Country Club. The tournament consisted of 23 teams and 90 players. A total of 20 companies and individuals served as Sponsors for the event. Firehouse Subs catered the lunch event and Las Salsas provided the menu and food items for the Evening Reception and Ceremonies Event.

The Foundation is pleased to announce the annual event netted approximately $7,900. Special thanks were given to Jessica Epley and her team of volunteers for organizing and coordinating the event.

As a part of the PRESIDENT'S REPORT, Student Government Association President and Student Trustee, Xia "Daisy" Vang was recognized for her last report as the SGA President and Student Trustee. She reported that the Spring Fling was held on campus on Thursday, May 1st. The Student Government Association and clubs hosted a variety of activities on the Grassy Commons. The 2014-2015 Student Government Executive Council elections were also held on that day. She stated that it had been an honor to serve this year as the SGA President and Student Trustee. She also stated that she appreciated the opportunity and looks forward to using the knowledge and experience she had gained in future endeavors. She thanked Trustees for their support of the SGA, the students and the College. College Administration and Trustees thanked her for her service and wished her well for the future.

As the Faculty Staff Chair, Nadine McGrady thanked the Trustees and Administration for a very eventful year on campus, and thanked them for responding to faculty and staff requests and suggestions quickly. She also noted that all questions addressed to Administration were answered in a thoughtful and expeditious manner. She pointed out the successful Southern Association of Colleges and Schools Commission on Colleges on-site reaffirmation visit and the success of the Quality Enhancement Plan, noting that for the first time in the College's history, the College will complete the reaffirmation process with "No Findings or Recommendations," stating that the official announcement will be made by SACSCOC at their annual meeting in December 2014. She thanked Trustees for their guidance and support during the year and expressed her appreciation.

There being no further business, a motion was made by Ruth Ann Suttle and seconded by Ronald Thompson to adjourn. The meeting adjourned at 7:00PM.

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Ronald F. Martin, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 27, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Tuesday, May 27, 2014 at 9:00AM in the Graham Hoyle Community Room of Phifer Learning Resources Center.

MEMBERS PRESENT: **Ronald F. Martin, Chair**

Amparo R. Alfaro	**William J. Allman**
Robrt 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	

OTHERS PRESENT: **Dr. Doreen M. Larson, President**
PIERPONT COMMUNITY & TECHNICAL COLLEGE
Dereama K. Coffin, Recording Secretary

Noting all Trustees present, Ronald F. Martin called the meeting to order.

Chair Martin called for a motion to enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Ronald M. Thompson and seconded by Charles E. Taylor, Trustees entered into Closed Session.

Upon returning to Open Session and noting no further business, the meeting adjourned.

_____
Ronald F. Martin, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 28, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Wednesday, May 28, 2014 at 1:00PM in the Graham Hoyle Community Room in 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. Dengton**
Claude S. Sitton	**Charles E. Taylor**
Ronald M. Thompson	**Linda S. Wall**

MEMBERS ABSENT: **Ruth Ann Suttle**

OTHERS PRESENT: **Dr. Stephen M. Vacik, President**
COLBY COMMUNITY COLLEGE
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Ronald F. Martin called the meeting to order.

Chair Martin called for a motion to enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Ronald M. Thompson and seconded by Robert K. Denton, the Trustees entered into Closed Session.

Upon returning to Open Session and noting no further business, the meeting adjourned.

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Ronald F. Martin, Chair

_____
Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 29, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Thursday, May 29, 2014 at 9:00AM in the Graham Hoyle Community Room in 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	**Claude S. Sitton**
	Charles E. Taylor	**Ronald M. Thompson**
	Linda S. Wall	
MEMBERS ABSENT:	**Robert K. Denton**	**Ruth Ann Suttle**
OTHERS PRESENT:	**Dr. Mark O. Kinlaw, Vice President of Instruction and Support Services and Chief Academic Officer ROBESON COMMUNITY COLLEGE**	
	Dereama K. Coffin, Recording Secretary	

Noting a quorum present, Ronald F. Martin called the meeting to order.

Chair Martin called for a motion to enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Charles E. Taylor and seconded by Elsie H. Childres, the Trustees entered into Closed Session.

Upon returning the Open Session and noting no further business, the meeting adjourned.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 29, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Thursday, May 29, 2014 at 1:00PM in the Graham Hoyle Community Room in Phifer Learning Resources Center.

MEMBERS PRESENT:	**Ronald F. Martin, Chair**	
	Amparo R. Alfaro	**William J. Allman**
	Robert P. Carr	**Dan W. DeHart**
	Claude S. Sitton	**Ruth Ann Suttle**
	Charles E. Taylor	**Ronald M. Thompson**
	Linda S. Wall	
MEMBERS ABSENT:	**Elsie H. Childres**	**Robert K. Denton**
OTHERS PRESENT:	**Dr. Timothy Wright, Vice President, Academic Affairs CASPER COLLEGE**	
	Dereama K. Coffin, Recording Secretary	

Noting a quorum present, Ronald F. Martin called the meeting to order.

Chair Martin called for a motion to enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Ronald M. Thompson and seconded by Charles E. Taylor, the Trustees entered into Closed Session.

Upon returning the Open Session and noting no further business, the meeting adjourned.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 30, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Thursday, May 30, 2014 at 9:00AM in the Graham Hoyle Community Room in 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	

OTHERS PRESENT: **Dr. Michael S. Helmick, President**
ROCKINGHAM COMMUNITY COLLEGE
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Ronald F. Martin called the meeting to order.

Chair Martin called for a motion to enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Robert K. Denton and seconded by Ruth Ann Suttle, the Trustees entered into Closed Session.

Upon returning the Open Session and noting no further business, the meeting adjourned.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

S P E C I A L C A L L E D M E E T I N G

May 30, 2014

Pursuant to notice, a "Special Called Meeting" of the Trustees of Western Piedmont Community College was held on Thursday, May 30, 2014 at 1:00PM in the Graham Hoyle Community Room in 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	

OTHERS PRESENT: **Dr. Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs**
WESTERN PIEDMONT COMMUNITY COLLEGE
Dereama K. Coffin, Recording Secretary

Noting all members present, Ronald F. Martin called the meeting to order. At this time, Ronald Martin thanked the Trustees for attending the interviews, Consultant Donny Hunter for his assistance and professional guidance during the search process, and Dereama Coffin for serving as the Search Liaison during the Presidential Search.

Chair Ronald Martin called for a motion to come out of recess and enter into Closed Session to discuss personnel related matters, and consider information relative to the qualifications of a prospective Presidential candidate.

Following a motion by Dan W. DeHart and seconded by Robert K. Denton, the Trustees entered into Closed Session.

Upon returning to Open Session, Chair Ronald Martin called for a motion to officially announce the voting results for the three finalists interviewed for the President's position at Western Piedmont Community College.

Following a motion by Claude S. Sitton and seconded by Ronald M. Thompson, the Trustees voted unanimously to send the following three names for President, in alphabetical order, to Dr. Scott Ralls at the North Carolina Community College System and the State Board of Community Colleges for vetting: (1) Dr. Chad A. Bledsoe, (2) Dr. Michael S. Helmick, and (3) Dr. Doreen Mary Larson. Trustees further authorized Chair Ronald Martin to send the required information to Dr. Ralls and the State Board.

A second motion was made by Claude Sitton and seconded by Ronald Thompson, stating that once all three names have been vetted and approved by the State Board, that Trustee Chair, Ronald Martin be authorized to submit the name of Dr. Michael S. Helmick to Dr. Ralls and the State Board for final approval as the next President of Western Piedmont Community College. The motion was unanimous.

Trustees also instructed the Recording Secretary to hold all recorded Minutes for Special Called Meetings and Closed Sessions, relative to the President Search, until after the final approval by the State Board, and until such time as the College officially announces the name of the next President for Western Piedmont Community College.

In addition, Trustees decided to discuss details of the terms of a contract for the new President and a benefit package, including salary information, at the June 2, 2014 Trustee Meeting. At that time, Sandra K. Hoilman, Chief Financial Officer and Vice President for Administrative Services for Western Piedmont will be asked to join Trustees in Closed Session to discuss the details.

There being no further business, a motion was made by Ronald Thompson and seconded by Elsie H. Childres to adjourn the meting.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____

M I N U T E S

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

AUGUST 4, 2014

Pursuant to notice, the monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, August 4, 2014 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	Robert K. Denton
Ronald B. Lewis	Claude S. Sitton
Ruth Ann Suttle	Charles E. Taylor
Ronald M. Thompson	Linda S. Wall

Andy L. Engle, Student Trustee and SGA President

MEMBERS ABSENT: Amparo R. Alfaro

OTHERS PRESENT:
Michael S. Helmick, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Susan M. Williams, Dean, Student Services
Mabel Lowman, Burke County Clerk of Court
Karen Clarke, Faculty Staff Chair
William E. Lennon, 2013-14 Foundation President
Dereama K. Coffin, Recording Secretary

Noting a quorum present, Chair Ronald F. Martin called the meeting to order.

Claude S. Sitton, Retired Superior Court Judge and Trustee, proceeded with administering the Oath to Dr. Michael S. Helmick, the sixth President of Western Piedmont Community College. Chair Martin extended a welcome and congratulations to Dr. Helmick from the Trustees and the College.

Mabel Lowman, Burke County Clerk of Court, was welcomed to administer the Trustee Sworn Affidavit to Ronald B. Lewis and William J. Allman. Mr. Lewis was appointed by the Burke County Board of Commissioners to fill the expired term of Dan W. DeHart. Mr. Allman was reappointed by the Burke County Board of Education for a four year term ending June 30, 2018. Notification from the Governor's Office regarding a reappointment or appointment has not been received to date.

Chair Martin called for a motion to approve the Agenda of the meeting. A motion for approval was made by Ronald M. Thompson, seconded by Linda S. Wall and unanimously approved.

Trustees were reminded of the ethics requirements and requested to identify any conflicts of interest relative to the official business. There being no conflicts identified, the meeting continued.

William J. Allman, Secretary, was recognized to present the Minutes for Trustee consideration. Minutes of the June 2, 2014 meeting were presented. There being no additions, changes or deletions, the Minutes were approved as submitted. Minutes of the following meetings were also submitted for approval: May 27, 2014; May 28, 2014; May 29, 2014 (9:00AM); May 29, 2014 (1:00PM),\; May 30, 2014 (9:00AM); and May 30, 2014 (1:00PM). There being no additions, changes or deletions, the Minutes above were approved as submitted.

Ronald Martin announced that the FINANCE AND INVESTMENTS COMMITTEE report would be presented by Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services. In accordance with Section 1 of the *Accounting Procedures Manual* published for the North Carolina Community College System, Trustees shall approve the payment of relocation expenses for the President. As noted in the information provided, three estimates were obtained. The estimate submitted by Ray Moving & Storage, Inc. totaled $9,844.98. A motion was made by Ronald Thompson and seconded by William Allman, to approve payment of that amount to Ray Moving & Storage, Inc. to cover the relocation expenses for Dr. Michael S. Helmick. The motion was unanimously approved.

In accordance with the *Accounting Procedures Manual*, Trustees shall also pre-authorize the President's routine travel on an annual basis as a part of his official duties. Therefore, the College is requesting approval of a Blanket Travel Authorization for Dr. Michael Helmick for the period of August 1, 2014 through June 30, 2014. A motion was made by William Allman and seconded by Linda Wall to approve the requested Blanket Travel Authorization. The motion was unanimously approved.

For information purposes, Sandra Hoilman reviewed the monthly budget transfer report. The College received an allotment of $1,348 to provide instructional supplies relative to internal training for Case Farms of Morganton. The remaining three items on the report were year-end budget transfers distributing current and capital operations allotments to cover over-expended line items.

Sandra Hoilman also reviewed the Budget Report for Fiscal Year Ending June 30, 2014, comparing the budget to actual expenditures of State and County funds. Overall, the College has expended a total of $17,030,893 or 95% of State funds appropriated. Several factors relative to the unspent budget amount include:

* Various Budget Reductions – Includes a budget flexibility reduction, a 0.40% budget reversion, and cash allotment restrictions on state agencies due to revenue shortfalls.

* Basic Skills Block Grant ($265,408) – The division has had several full-time vacancies throughout the year, due to the retirement of the division Coordinator and the Basic Skills Counselor. This grant will take a severe FTE budget hit due to the closing of Western Youth and changes in GED testing. Therefore, the College is analyzing options relative to the Basic Skills Block Grant.

* Curriculum Instruction ($180,838) – Two vacant Dean positions, due to retirements, that have not been replaced, adjunct instruction reduction due to enrollment decline, and other reductions to supplies and equipment.

Overall, the College spent 99.3% of County funds through appropriations and other income, and 88.7% of our Institutional Budget consisting of scholarships, student aid, self-supporting funds, specific fees, bookstore, etc.

She also reviewed additional information on State and County expenditures by categories, noting 89% of State expenditures went for salaries, benefits and contracted services, and 40% in County funds were expended for salaries and benefits.

For information purposes, Sandra Hoilman reviewed preliminary information and provided an update on the budget FY 2014-2015. The final budget includes $15 million for Closing the Gap, $1 million to support college participation in the Yellow Ribbon program, and a $0.50 credit hour tuition increase. Full-time community college employees are expected to receive salary increases of $1,000 (plus benefits), as well as five bonus days which do not expire for full-time employees that earn annual leave. The System Office anticipates completion of the budget by the scheduled August 15th annual budget meeting in Raleigh, and the College budget should be available for presentation at the September Trustee meeting. As noted in the preliminary budget numbers, we are expecting a budget reduction of $1,536,560 (8.7%) over the 2013-2014 budget.

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

PERSONNEL COMMITTEE Chair Claude S. Sitton announced the personnel appointment of Nancy L. Daniel as the Library Director and recognized Sandra Hoilman to review the information provided. Nancy Daniel began her new position at Western Piedmont on July 1, 2014. She was originally employed by the College in 2003-2004 as an adjunct instructor and has been a Public Services Librarian at the College since 2005. She earned a Master of Library & Information Studies from UNC-Greensboro.

As part of the CHAIRMAN'S REPORT, Ronald Martin announced the appointment of the following individuals to serve on the 2014-2015 Nominating Committee:

Claude S. Sitton, Chair
Ruth Ann Suttle
Linda S. Wall

The nominated slate of officers will be presented at the Annual Meeting. Trustees were also reminded to complete the "Standing Committee Selection Form" included in their packets and return to the Chair. Committee appointments will be announced by the Chair following the September Annual Meeting. Trustees will be notified accordingly. Chair Martin announced the Annual Meeting will be held on Monday, September 8, 2014 at 5:15PM.

Trustees were notified of the 2014 North Carolina Association of Community Colleges Leadership Seminar scheduled for September 3-5, 2014 in Charlotte, NC. This meeting will offer education sessions for all Trustees, as well as mandatory orientation sessions for new and reappointed Trustees. Trustees interested in participating should contact Dereama Coffin in the President's Office for additional information.

Ronald Martin introduced William E. Lennon, the current President of Western Piedmont Foundation, Inc. Mr. Lennon expressed thanks from the Foundation to Trustees for their 100% participation in last year's campaign and encouraged Trustees to continue their support by participating in the 2014-2015 campaign. The Annual Giving Campaign goal for 2014-2015 is $155,000 and will go to support student scholarships, professional and community development for faculty and staff, and Adult High School and GED students. Campaign pledge information was distributed to Trustees.

Trustees were also invited to attend the business portion of the Foundation Annual Meeting scheduled for Wednesday, August 27th beginning at 5:30PM in Carr Hall, Room 133, as well as the dinner at 6:30PM in Phifer Learning Resources Center, Room 120. Confirmation for attending the business session and/or dinner session should be directed to Jessica Epley by Friday, August 22nd. Spouses are invited to join Trustees for dinner.

Ronald Martin also shared information with Trustees regarding monetary contributions by individual trustees to the NC Community College PAC Committee to support legislative leaders who impact public policy in our state and who are willing to vote for legislation that will positively impact community colleges in North Carolina. PAC brochures were distributed for Trustee information and consideration. Additional comments regarding the PAC (Political Action Committee) were made by President Michael Helmick.

As part of the PRESIDENT'S REPORT, Susan M. Williams, Dean of Student Service,s was recognized to introduce Andy Lee Engle as the newly elected Western Piedmont Student Government Association President for 2014-2015, and Student Trustee. He is currently pursuing an Associate in Arts degree with plans to graduate in spring 2015. He intends to transfer to the Fashion Institute of Design and Merchandising in California to obtain a degree in Retail Purchasing. Andy Engle commented that being SGA President was a great opportunity and he is eager to enhance his leadership skills and encourage fellow students to become leaders in the community. He also wants to increase student involvement and make "community" a bigger part of Western Piedmont campus life. He thanked Trustees for their support and looks forward to working with them to serve Western Piedmont and our community.

Dr. Chad A. Bledsoe, Vice President for Academic Affairs, introduced Karen Clarke as the 2014-2015 Faculty Staff Council Chair. She has been employed by the College for 15 years as a member of the nursing faculty. She enjoys student interaction and is passionate about nursing. She is an alumnus of the College, and is a graduate of Lenoir Rhyne College and UNC-Greensboro. In addition, she wants to impact others with positive experiences and lifelong learning. This fall, she plans to begin the UNC-Wilmington on-line Family Nurse Practitioner Program.

Dr. Chad Bledsoe was recognized to present the two previously "tabled" POLICY MANUAL policies from the June Trustee meeting.

- Section 3.47, *Sexual Assault* - The "New" policy reflects the changes and revisions discussed at the June Trustee meeting and complies with updates to the Title IX of the Education Amendments of 1972 and regulations. Additional revision recommended by Trustees was to substitute "school sponsored activity" in lieu of "off campus."

  Motion for approval, with the noted recommended revision, was made by Linda Wall and seconded by Elsie Childres. Motion was unanimously approved.

- Section 7.11, *Weapons on Campus*- The replacement policy reflects the amendment to State Firearms Laws House Bill 937. The particular wording used cannot be revised and stands as presented.

  Motion for approval of Section 7.11, *Weapons on Campus*, was made by Ruth Ann Suttle, seconded by Claude Sitton and unanimously approved by Trustees.

Dr. Bledsoe also presented three "Faculty Emeritus" nominations for Trustee consideration, as follows:

- Ann Q. Giles (36 years) nominated by the staff of the Health Sciences/Developmental Education divisions. She is a graduate of Western Piedmont and was honored as Alumnus of the Year 1998 for her professional contributions to the College. She served as the Coordinator of Medical Assisting since 1989. Her graduates consistently passed the national certifying exam at a rate far above the national average, often reaching the 100% pass rate. She retired on May 15, 2014.

Motion for approval of the nomination was made by Charles Taylor, seconded by Linda Wall and unanimously approved.

- Paul D. Wardzinski (30 years) was nominated by Gergana Adams on behalf of the English Department. He was the Coordinator, English Department when he retired

on May 15, 2014. Paul Wardzinski was the recipient of the College's Excellence in Teaching Award in 1998 . Throughout his teaching career, he has influenced the lives of students not only at WPCC, but has taught classes in high schools and correctional facilities across Burke County.

Motion for approval was made by Claude Sitton, seconded by William Allman and unanimously approved.

- Linda B. Wright (40 years) was nominated by Dr. Chad Bledsoe in honor of her 40 years of service to the College. As Coordinator for Continuing Education Health programs, she created the regional testing site for nurse aid and phlebotomy at WPCC. Her students consistently received 90% passing rate on NA1 and NA2 licensure exams. She also helped develop and teach ACA, College Student Success and special courses designed for the Nursing program. She retired June 30, 2014.

Motion for approval was made by Robert Denton, seconded by Charles Taylor and unanimously approved.

President Michael S. Helmick presented the "President Emeritus" nomination of Dr. Jim W. Burnett honoring his 41 years as an employee of the College and his seven years as President. He began his affiliation with the College in 1968 as a student. His professional career began in 1973 as Coordinator of Veterans Affairs, following military service in Vietnam. He moved through the ranks as Registrar, Faculty member, Dean of Student Services, Vice President for Academic Affairs and was named President in 2006. President Jim Burnett retired on July 31, 2014. He was awarded the Alumnus of the Year Award in 2001. In honor and in recognition of Dr. Burnett's effective leadership, exemplary strategic planning, community involvement and quiet integrity, the Senior Staff recommends the College bestow the "President Emeritus" award to Jim W. Burnett.

Motion for approval was made by Claude Sitton, seconded by Elsie Childres and unanimously approved by Trustees.

The "Emeritus" designation is an honorary designation for retired faculty and staff, who have rendered exemplary status to Western Piedmont Community College, as stated in the POLICY MANUAL, Section 3.41. During the 50 years in the life of the College, only 17 individuals have been presented this esteemed award. The individuals approved by the Trustees have left indelible marks on the College and its students. All four recipients of the honorary status of "Emeritus" will be notified of this distinguished award, and recognized at the College's Convocation Breakfast on August 13, 2014 with plaques commemorating this revered honor.

There being no further business, the meeting adjourned at 6:15PM.

_____
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

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

SEPTEMBER 8, 2014

Pursuant to notice, the Annual Meeting of the Trustees of Western Piedmont Community College was held on Monday, September 8, 2014 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
Ronald B. Lewis — Claude S. Sitton
Ruth Ann Suttle — Charles E Taylor
Linda S. Wall
Andy Lee Engle, Student Trustee/SGA President

MEMBERS ABSENT: Robert K. Denton — Ronald M. Thompson

OTHERS PRESENT: Michael S. Helmick, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Nancy L. Daniel, Director of Library
Karen W. Clarke, Faculty Staff Chair
Dereama K. Coffin, Recording Secetary

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

Chair Martin called for a motion to approve the Agenda of the meeting. A motion was made by William J. Allman, seconded by Charles E. Taylor, and unanimously approved by Trustees.

Chair Martin recognized Atticus J. Simpson to introduce Nancy L. Daniel, who began her new position as Library Director effective July 1, 2014. She began her association with the College in 2003 as an Adjunct Instructor. Since 2005 she has served as a Public Services

Librarian. Nancy Daniel earned a bachelor degree from the University of Florida and a masters degree of Library and Information Studies from the University of North Carolina at Greensboro.

Chair Martin reminded Trustees of the ethics requirements and requested any conflicts of interest relative to the official business listed on the Agenda b identified. There being none, the meeting continued.

William J. Allman, Secretary, was recognized to present the Minutes of the August 4, 2014 meeting for approval. There being no corrections, the Minutes were declared approved as submitted.

Ronald Martin recognized Sandra Hoilman, Chief Financial Officer and Vice President for Administrative Services, to review the budget transfers and allocations report, as follows:

- Allocation of $8,111 to provide "Lean Leadership" courses for employees of Chaddock, a local home furnishings manufacturer;
- Allocation of $5,181 for Caterpillar welding training and Bogie Grinder training;
- Total allotment of $10,159 to provide Side Loader and Dornier Loom training at Valdese Weavers;
- Allotted $2,156 for Computer Applications training at Environmental Inks;
- Allotment of $5,808 to provide Blue Print Reading training at Leviton Southern Devices; and,
- Case Farms allotment of $3,211 for Industrial Maintenance Technology training.

The College was awarded a federally funded English Literacy/Civics Education Project grant totaling $18,300 for instructional salaries and benefits, educational materials and staff travel for integrating civics education with English as Second Language programs. The studies will also cover citizenship, naturalization process, civic participation and US history to assist students. The report also noted the State Aid Allocation for 2014-2015 of $16,880,580 and a net Management Flexibility Reduction of $473,007.

The State Board of Community Colleges passed the budget for FY 2014-2015 on August 15, 2014. On the whole, the community college system allotment increased by 0.9%. Conversely, Western Piedmont's state allocation noted the following decreases: (1) budgeted FTE of 286, or 9.2% decrease, (2) funding formula decrease of 7.8%, and (3) a management flexibility decrease of 2.6%, resulting in a total net allocation decrease of 7.0%, or $1,225,667.

All full-time faculty and staff, employed as of July 1, 2014, will receive a permanent salary increase of $1,000, retroactive to July 1, 2014. All salary increases of 10% or greater will require the prior approval by the State Board. In addition, all full-time employees eligible to earn vacation leave will receive five additional days of annual leave. There is no specified expiration date and the days will remain until used. Employee retirement contributions increased to 15.21%, and no changes were made to longevity pay for community college employees. The General Assembly also repealed the retirement system 10-year vesting requirement and retirement members on or after August 1, 2011 will be vested after 5 years of service.

The College is still realizing the effect from the FTE 3-year rolling average to the 2-year rolling average with respect to allocation of funds for current operations. However, the *Closing the Gap* funds did benefit the College by allowing a higher per FTE amount for specific high cost courses in the health science and engineering type programs. The College's allocation for performance based funding was $324,600, noting that the College moved from 17th to 12th with respect to the eight student outcome measurements. Other performance based measures noted in which the College moved up in ranking are the GED measure from 42nd to 19th, ranking in first year progression moved up from 17th to 7th, and licensure completion from 3rd to 1st. The College transfer performance measure decreased from 21st to 41st. The College will continue to maintain a 1% unemployment reserve to pay for any direct benefits paid out. With respect to tuition costs and increases, tuition increased by 50 cents per credit hour for both in-state and out-of-state students.

Noting all funding sources for FY 2014-2015, Western Piedmont's total budget of $27,945,007 is broken down as follows:

Total State Funds	$16,407,573 (9.2% decrease of $1,639,000)
County	2,350,329 (13% increase from previous year)
Miscellaneous	81,000 (Miscellaneous and Rental income)
Institutional	9,106,105 (Includes Federal and State financial aid, Bookstore receipts and self-supporting courses)

Western Piedmont does have carry over funds totaling $156,065 from Equipment, Instructional Resources and Performance Funding. In addition, the College has $248,296 left from capital improvement projects which is being set aside for several campus projects.

Following discussion, a motion was made by Claude S. Sitton and seconded by William Allman to approve the 2014-2015 Institutional Budget as presented. The motion was unanimously approved.

BUILDINGS AND GROUNDS Chair Robert P. Carr acknowledged that the Committee did meet and asked Sandra Hoilman to present the Request to Dispose of Surplus Property through GovDeals.com. As noted, the surplus items listed on the report have reached their usefulness and/or have been replaced or upgraded. The College's technology department has removed parts from computers and printers that might be valuable or used as replacement parts.

Following discussion relative to the GovDeals.com process, Robert Carr made a recommendation for approval on behalf of the Buildings and Grounds Committee. Noting the motion required no second, Trustees unanimously approved the motion.

Sandra Hoilman also presented the request for approval of the revised Form 3-1 for Project 2001. As noted, the request is for approval from Trustees to move the remaining funds of $15,337 from Project 1999 (New Maintenance Building) and remaining funds of $27,122 from Project 2000 (ESTC Classroom Building) to be applied to Project 2001 for campus repairs and renovations. The two projects were completed well under budget due to the fact that the College's Director of Maintenance and the maintenance staff, along with the Coordinator of Emergency Programs, Michael Willis, performed some of the work on both of these projects. Therefore, the College is requesting that the money saved on the two projects be applied to the Campus and Repairs Renovation projects. These projects include campus signage, signage at Foothills Higher Education Center, and elevator repairs and updates in Moore and Patton Halls. Depending on budget availability, the College intends to install a keyless door access system for exterior entrances to all buildings located on the main campus.

A recommendation for approval was made by Robert Carr on behalf of the Buildings and Grounds Committee. Trustees unanimously approved the motion.

PERSONNEL COMMITTEE Chair Claude S. Sitton announced the recent personnel appointment of Dori Barron as the Director of Financial Aid, and recognized Atticus J. Simpson, Vice President for Student Development, to review the information provided. Dori Barron was originally employed by the College in 1997 as a fill-in Switchboard Operator. From 1998 to 2007 she was a Curriculum Division Assistant for the Humanities and Social Sciences Division. Prior to being named as the Assistant Director, Financial Aid/Coordinator of Veterans Affairs in 2009, she served as the Coordinator for Scholarships & Veterans Affairs. Dori Barron is a graduate of Appalachian State University with a B.S., Psychology and a M.A. in Higher Education Leadership. As the new Director of Financial Aid, she replaces Keith Conley who retired in August with 25+ years of service. Dori Barron will be officially introduced to Trustees at the next monthly meeting.

Chair Ronald F. Martin reported on the NCACCT Leadership Seminar recently attended by Trustees in Charlotte. Topics addressed during the meetings included ethics standards, prayer at trustee meetings, forced retirement and social media for trustees. He also informed Trustees that the 2014-2015 WPCC Employee Annual Giving Campaign will begin on September 22nd. All donations and pledges to the *Charting the Journey* campaign goal of $155,000 have been designated to fund student scholarships, professional and community development activities, and adult high school and GED students who need financial assistance associated with completing these programs. Trustees were also reminded and encouraged to complete their pledge cards and/or mail in their donations.

As a part of the CHAIRMAN'S REPORT, Ronald Martin also presented and reviewed the Board Chair Activity Report for 2013-2014, outlining the various activities and meetings he attended on behalf of the Trustees and the Ten Goals of the WPCC Board Chair for 2014-2015. He reiterated his ongoing pledge to serve the College and the students by providing student-centered educational opportunities.

Trustees were also reminded of the NCACCT Trustee Training session on Wednesday, September 17th at Isothermal Community College focusing on "The Role of Boards in Student Success." Trustees interested in attending should contact the President's Office. A College van will be provided for transportation as a group. It was also noted that the Trustees would not meet in October and the next regularly monthly meeting will be Monday, November 3rd at 5:15PM.

During the PRESIDENT'S REPORT, Student Trustee and SGA President Andy Engle, outlined the various activities sponsored by the Student Government Association which included an event welcoming students back to campus, a blood drive on September 4th, plans for Constitution Day, and a Movie Night on the Lawn scheduled for October 3rd. It was also noted that the ledgers received by Trustees were courtesy of the Student Government Association for all they do to support the SGA efforts on campus. Karen Clarke, Faculty Staff Chair, reported the Council had not met and a report was not available.

President Michael Helmick reported that the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires Trustees to review the *Mission Statement* of the College periodically. The College Planning Council has reviewed the *Mission Statement* and recommends that Trustees reaffirm the current *Mission Statement* with no modifications.

Following a motion by Linda Wall and seconded by Charles Taylor, Trustees unanimously reaffirmed and adopted the existing *Mission Statement* of Western Piedmont Community College.

In compliance with the State Board Internal Audit Plan for calendar year 2013, President Helmick presented the *Continuing Education Internal Audit Report,* noting the College meets and exceeds the established visitation benchmarks for 2013.

A motion was made by Ruth Ann Suttle and seconded by Claude Sitton to approve the 2013 *Continuing Education Internal Audit Report,* as presented. The motion was unanimously approved.

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

William Allman made a motion to approve the report as presented. The motion was seconded by Amparo Alfaro and unanimously approved by Trustees.

In accordance with the Specific Fee Policy adopted by Trustees, a summary of the proposed *Specific Fees* charged for 2014-2015 was reviewed, noting the additions of a $5.000 per semester parking fee and a maximum $18.00 technology fee.

Followimg discussion, a motion was made by Elsie Childres and seconded by Ruth Ann Suttle to approve the *Summary of Specific Fees for 2014-2015,* as outlined in the document reviewed. The motion was unanimously approved.

Chairman Ronald Martin recognized Claude Sitton, Chair of the Nominating Committee, to present the proposed slate of officers for 2014-2015, as follows:

Chair	Ronald F. Martin
Vice Chair	Ruth Ann Suttle
Secretary	Linda S. Wall

As explained by Claude Sitton, the Trustee *Bylaws* (Article IV: Section 3, Terms of Office) states that the term of the board Chair may be extended to a third consecutive term when a majority of Trustees approves such action.

There being no further nominations from the floor, a motion was made by Robert Carr to close nominations and unanimously approve the slate of officers for 2014-2015, as presented. The motion was unanimously approved.

Ronald Martin thanked Trustees for their vote of confidence and asked for their continued dedication and support to the College and the students served.

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

_____
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

NOVEMBER 3, 2014

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, November 3, 2014 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
Elsie H. Childres	Robert K. Denton
Ronald B. Lewis	Claude S. Sitton
Charles E. Taylor	Linda S. Wall

Andy Lee Engle, Student Trustee/SGA President

MEMBERS ABSENT: Ruth Ann Suttle, Ronald M. Thompson

OTHERS PRESENT:
Michael S. Helmick, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Mabel Lowman, Clerk of Court
Dori Barron, Director of Financial Aid
Karen W. Clarke, Faculty Staff Chair
Elizabeth Barger, Public Information Officer
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.

Mabel Lowman, Burke County Clerk of Court, was welcomed to administer the Trustee Sworn Affidavit to Amparo R. Alfaro. Mrs. Alfaro was reappointed by the Governor's Office for a four year term ending June 30, 2018.

Chair Martin called for a motion to approve the Agenda of the meeting. A motion for approval was made by William J. Allman, seconded by Robert K. Denton and unanimously approved.

Trustees were reminded of the ethics requirements and requested to identify any conflicts or potential conflicts of interest relative to the official business as listed on the Agenda. There being no conflicts identified, the meeting continued.

Linda S. Wall, Secretary, was recognized to present the Minutes of the September 8, 2014 Annual Meeting for Trustee consideration. There being no additions, changes or deletions, a motion was made by William Allman and seconded by Charles E. Taylor to approve the Minutes as presented.

Chair Martin recognized Sandra K. Hoilman, Chief Financial Officer and Vice President for Administrative Services, to review the following budget allocations for customized training projects:

- Allotment of $4,113 for Valdese Weavers to provide Industrial Maintenance Technician and Computer Applications training;
- Allocation of $1,848 for Caterpillar to provide training and instructional supplies or Root Cause Failure Analysis training by a third party;
- Leviton Southern Devices allocation of $10,340 for two training sessions for computer applications and Supervisory Development training and supplies; and,
- Allotment of $8,111 for Chaddock to provide Intro to Lean Leadership, and a Lean Leader course provided by a third party.
- The College received $1,247 to provide professional development training opportunities to our faculty to assist with customized training with local industries, which includes OSHA Recordkeeping Requirements and Environmental Management Systems through NC State.

The College received $11,138 for the Pathways to Employment grant for a second year. This grant provides transition activities into employment from our Basic Skills Program. The College also received $147,000 for the Job-Driven National Emergency grant. The purpose of the grant is to implement new and expanded local and regional job-driven partnerships to better serve more dislocated workers and achieve better employment related outcomes for this group.

In addition, the College received carry forward funds totaling $156,065 from the budget that were not used during the prior fiscal year. These unexpended carry forward funds were attained from Performance Based Funding, Equipment, and Instructional Resources.

The College was also granted funds totaling $15,228 for the Male Mentoring grant. This grant is intended for at-risk minority male students to improve retention and graduation through academic coaching, personal counseling and professional growth and development studies.

Linda S. Wall, Chair of the BUILDINGS AND GROUNDS COMMITTEE, indicated the Committee did not meet and no report was presented.

As Chair of the PERSONNEL COMMITTEE, William J. Allman announced the Committee had not met and no report was available.

Chair Ronald F. Martin pointed out that a listing of 2014-2015 Trustee Committee assignments was included in the meeting packets for their reference. He also reported that 100% of Trustees, Foundation Directors and College employees have pledged their financial support and pledges for the 2014-2015 Annual Giving Campaign. Atticus Simpson, Executive Director of the Foundation, announced that the Foundation Directors met earlier in the day to make plans and discuss the official kick-off of the campaign. Trustees were also advised that the Annual Giving Campaign Celebration will be held on Thursday, December 4th at Mimosa Hills Golf & County Club.

During the CHAIRMAN'S REPORT, Ronald Martin reminded Trustees that the December 1st Trustee meeting will be followed by the Annual Holiday Dinner for Trustees and spouses. The Trustee meeting will be held in Carr Hall-133. The Holiday Dinner will be held in Phifer Learning Resources Center, Room 120, around 6:00PM, immediately following the Trustee meeting.

Chairman Martin continued his report by presenting a proposed Resolution for Trustee consideration to rename the Health Science building in honor of Dr. Jim W. Burnett, former President of Western Piedmont Community College, and in recognition of his forty plus years of service to the College.

Following a motion by William Allman and seconded by Elsie Childres, Trustees unanimously adopted the Resolution. A copy of the Resolution, as adopted, will be included in the Minute Exhibit file and become an official part of the Minutes of the November 3, 2014 Trustee meeting. Dr. Jim W. Burnett will be informed of the announcement and an official public ceremony will be held during the Spring semester of 2015.

President Michael S. Helmick introduced Andy Lee Engle, Student Trustee and SGA President, for a report. He reviewed the many activities sponsored by the SGA and various clubs during the month, including the Fall Festival and annual Treat-or-Treat event. As SGA President, Andy Engle also met with a group of 23 seniors from the McDowell High School "Gear Up" program that included a tour of the main campus, Foothills Higher Education Center,

and participation in team building activities facilitated by Therapeutic Recreation Instructor Cindy Konarski. It was also reported that the SGA attended the N4CSGA Conference in October, which provided valuable information to the group regarding various events and activities that have been beneficial to other community college student groups. The SGA and student clubs also plan to participate in the Morganton, Valdese, and J. Iverson Riddle Christmas parades by providing and building a float with the assistance of Eric Hurley in the Building and Construction program.

Faculty Staff Council Chair Karen Clarke reported that the group did meet on October 23rd and discussed plans to update the existing bylaws at the next scheduled meeting. Round table discussions were also held, noting various items planned for discussion with senior administration.

As part of the PRESIDENT'S REPORT, President Helmick presented a proposed Resolution honoring Trustee Robert P. Carr, who passed away unexpectedly on September 16, 2014. Robert Carr was one of the founding members of the College and served as a Trustee for 50 years until his untimely death.

Following a motion by Elsie Childres and seconded by Claude Sitton, the Trustees unanimously approved the Resolution by acclamation. The official Resolution will be presented to his family as a sincere expression of the heartfelt sympathy of the Trustees and the College. A copy of the Resolution will be placed in the Minutes of the November 3, 2014 Trustee meeting.

Trustees were also reminded of mandatory Ethics Training that will be conducted on November 21st from 9:30AM to 12:00 in LRC-14.

There being no further business, the meeting adjourned at 5:55PM.

_____
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 1, 2014

Pursuant to notice, the regular monthly meeting of the Trustees of Western Piedmont Community College was held on Monday, December 1, 2014 at 5:15PM in Carr Hall, Room 133.

MEMBERS PRESENT: Ronald F. Martin, Chair

Amparo R. Alfaro	William J. Allman
Elsie H. Childres	Robert K. Denton
Ronald B. Lewis	Claude S. Sitton
Ruth Ann Suttle	Charles E. Taylor
Ronald M. Thompson	Linda S. Wall

Andy Lee Engle, Student Trustee/ SGA President

MEMBERS ABSENT:

OTHERS PRESENT:
Michael S. Helmick, President
Chad A. Bledsoe, Executive Vice President and Vice President, Academic Affairs
Sandra K. Hoilman, Chief Financial Officer and Vice President, Administrative Services
Atticus J. Simpson, Vice President, Student Development
Bruce A. Hawkins, Appointed /Not Confirmed
Karen W. Clarke, Faculty Staff Chair
Elizabeth Barger, Public Information Officer
Dereama K. Coffin, Recording Secretary

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

Chair Martin called for a motion to approve the Agenda of the meeting. Following discussion, a motion was made by Ronald M. Thompson to amend the Agenda to include an announcement relative to the Executive Assistant to the President position under the President's Report. The motion was seconded by Robert K. Denton and unanimously approved.

Trustees were reminded of the ethics requirements and requested to identify any conflicts or potential conflicts of interest relative to the official business as listed on the Agenda. Trustee Claude S. Sitton disclosed that he intended to recuse himself on the vote relating to the disposal of surplus property.

Linda S. Wall, Secretary, was recognized to present the Minutes of the November 3, 2014 meeting for Trustee consideration. There being no additions, changes or deletions, a motion was made by William J. Allman and seconded by Ronald Thompson to approve the Minutes as presented.

Amparo R. Alfaro, Chair of the FINANCE AND INVESTMENTS COMMITTEE, recognized Sandra K. Hoilman, Chief Financial Officer and Vice President for Administrative Services, to review the following budget allocations for customized training projects with local industries:

- Allotment of $231 for Caterpillar to provide fire extinguisher training for employees:
- Allocation of $924 to provide computer applications training for Leviton Southern Devices; and,
- Richelieu Legwear allocation of $5,621 to provide training in the areas of first aid, OSHA, team building, fire extinguisher, and supervisory development. Safety/noise reduction training, provided by a third party, was also included.

In addition, the College received a longevity allocation totaling $164,474 for 2014-2015 for distribution to regular full-time employees who have at least 10 years of service with the State.

BUILDINGS AND GROUNDS Chair Linda Wall called on Sandra Hoilman to present the Request to Dispose of Surplus Property utilizing the on-line auction service of GovDeal.com. The list of items for the quarter included miscellaneous furniture items, vehicles, computers, scanners, and other technology items that have been replaced, updated, or are no longer in working condition. It was stated that specific parts have been salvaged for reuse in repairing some equipment items still being used by the College. The College has listed 21 lots on GovDeals.com, noting that 11 lots were sold for $471.51, 2 lots closed without bids, and 10 lots are in the bid stage.

A motion was made by Elsie H. Childres and seconded by Ronald Thompson to approve the Request to Dispose of Surplus Property quarterly report, as listed and reviewed. Trustee Claude Sitton abstained from voting. The motion carried.

In addition, Sandra Hoilman requested that the GovDeals.com quarterly report, listing the GovDeals.com surplus items, be reported directly to Trustees without having to convene a meeting of the Buildings and Grounds Committee for the one item of business. Trustees unanimously concurred.

PERSONNEL COMMITTEE Chair William Allman reported the Committee had no action items to report.

During the CHAIRMAN'S REPORT, Ronald Martin introduced and welcomed Bruce A. Hawkins as the individual appointed by the Burke County Board of Education to fill the unexpired term of Robert P. Carr through June 30, 2016. Mr. Hawkins has completed and mailed the mandatory Statement of Economic Interest and completed the videoconference version of Ethics Training. As soon as confirmation has been received from the North Carolina Ethics Commission, Bruce Hawkins will be officially sworn in as a Trustee.

Ronald Martin also announced that the campaign goal for the 2014 Foundation Annual Giving Campaign has been surpassed as additional contributions and pledges continue to be reported. To date, approximately $185,000 has been reported. The official amount will be reported at the Annual Giving Campaign Celebration on Thursday, December 4th at Mimosa Hills Country Club. For catering determination, Trustees were reminded to RSVP to Jessica Epley for the event. Cocktails will be served beginning at 6:30PM and dinner will be served at 7:00PM.

Trustees were given information that due to the holidays, there will be no January Trustee meeting; noting the next Trustee meeting will be held on February 2, 2015. Trustees were also reminded to RSVP for Dereama Coffin's Retirement Party scheduled for Thursday, December 11th from 3:00PM to 4:30PM in honor of her 22 years of service to Western Piedmont Community College as the Executive Assistant to the President. Basic Law Enforcement Training graduation is also scheduled for Friday, December 12th at 7:00PM in Leviton Auditorium.

Andy Lee Engle, Student Trustee and Student Government Association President, reported on SGA sponsored activities including hosting a reception during the Fall Speakers Forum in November and a winter blood drive in partnership with the Community Blood Center. The SGA and student clubs plan to participate in the Morganton, Valdese and J. Iverson Riddle Christmas parades again this year and are in the process of constructing and decorating a float for the holiday events. On behalf of the Student Government Association, he extended best wishes for a safe and happy holiday season, and thanked Trustees for their support.

Karen Clarke, Faculty Staff Chair, announced there was no activity to report from the Faculty Staff Council.

The PRESIDENT'S REPORT included information from President Helmick regarding emeritus status for Trustees. After conducting an informal statewide poll from other community colleges, a total of 20 responses were received, noting there were six colleges that have awarded emeritus to trustees for various reasons. Some colleges do have official policy guidelines and others do not. Currently, Western Piedmont has no set policy for this distinguished designation. Discussion followed regarding the desire of Trustees to honor the memory of Robert P. Carr for his commitment to this College and Trustee service for 50 years. College administration will develop guidelines and policy for this special designation and bring to Trustees for further discussion and approval, if desired.

President Helmick also invited Trustees to the President's Open House on Friday, December 12th from 7:30AM to 9:30AM in LRC-120. For planning, RSVP is requested.

Dr. Michael Helmick recognized Dr. Chad A. Bledsoe, Vice President for Academic Affairs, to present information to Trustees regarding the College's desire to initiate the planning process for a new curriculum program in Mechatronics Engineering Technology. Official Trustee approval is required as part of the process to pursue the program. Essentially, the course of study prepares students to use basic engineering principles and technical skills in developing and testing automated systems by combining mechanical, electrical, computer and industrial competencies. The College plans to hire a full-time instructor to train high school and college students in mechatronics. Discussion followed.

A motion was made by Ronald Thompson and seconded by Linda Wall to grant approval for Mechatronics Engineering Technology programs. The motion was unanimously approved.

President Helmick announced that he and Chair Ronald Martin had met with former President Jim W. Burnett to inform him that Trustees voted unanimously to rename the Health Science Building to honor Jim Burnett. A special ceremony will be held on campus in Spring 2015. Michael Helmick also announced that the selection of an Executive Assistant to the President has been completed. Kathy Durham, Executive Assistant to the President at Rockingham Community College, has been selected and plans to begin on Monday, December 15, 2014.

There being no further business, the Trustee meeting adjourned at 5:45PM with Chair Ronald Martin wishing all Trustees and their families a Merry Christmas and Happy New Year. Trustees proceed to Phifer Learning Resources Center for the Annual Holiday Dinner.

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Ronald F. Martin, Chair

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Dereama K. Coffin, Recording Secretary

DATE APPROVED:_____