WESTERN PIEDMONT
COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
TUESDAY, FEBRUARY 1, 2022, AT 3:00 p.m.
HELMICK SEMINAR ROOM – 315, MOORE HALL, WPCC CAMUS, MORGANTON

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FINAL BUSINESS

12. Final Announcements from Chair
    Next Meeting of Trustees:
    Tuesday, April 12, 2022 at 3:00 p.m.

13. Adjournment

WPCC complies with the Americans with Disabilities Act and will make every effort to honor reasonable requests made by individuals with qualifying disabilities. Accommodations must be requested three business days in advance of school events or activities through the Office of Disability Services in Room 126 Hildebrand *Hall or call 828-448-3154.*

WESTERN PIEDMONT
COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
REGULAR MEETING, FEBRUARY 1, 2022, AT 3:00 P.M.
HELMICK SEMINAR ROOM, MOORE HALL- 315, WPCC CAMPUS

MINUTES

TRUSTEES PRESENT (10):
Amy J. Kincaid, Chair
Rod Harrelson, Vice Chair
Malone McNeely, Secretary
Bruce A. Hawkins, Sr.
Kimberly B. Kling
William E. (Bill) Lennon
William K. (Bill) Simmons
Ronnie Thompson
Tea Yang
Shane Stacy (Student Trustee)

TRUSTEES ABSENT (3)
Scott Mulwee, Immediate Past Chair
Alan LeCroy
Lamar Smitherman

OTHERS PRESENT (7):
Dr. Joel Welch, President
Susan Berley, Vice President, Student Success and Support Services
Cynthia Davies, Vice President, Academic Affairs and Workforce Development
Sandra K. Hoilman, Vice President, Administrative Services and Chief Financial Officer
Lisa Sessions, Director, Human Resources
Stacey Sholar, Executive Assistant to the President/Trustee Liaison
Lisa Miller, Faculty/Staff Council Chair

1. **Call to Order and Reading of Ethics Statement**
   Noting a quorum present, Chair Amy Kincaid called the meeting to order at 3:02 p.m. She read the ethics requirements and requested trustees identify any conflicts or potential conflicts of interest relative to the official business as listed on the agenda. No conflicts were noted.

2. **Welcome**
   Dr. Joel Welch welcomed the Trustees to the meeting.

3. **Adoption of Regular Agenda**
   A MOTION was made by Ronnie Thompson, SECONDED by Rod Harrelson, and PASSED unanimously to adopt the agenda as presented for the February 1, 2022, meeting.

4. **Approval of Minutes for Regular Meeting – December 16, 2021**
   A MOTION was made by Malone McNeely, SECONDED by Ronnie Thompson and PASSED unanimously to approve the minutes of December 16, 2021, as presented.

5. **Report from Finance and Investments Committee**
   Ms. Kim Kling, Chair, Finance and Investments Committee called on Sandy Hoilman, Vice President for Administrative Services and Chief Financial Officer to bring the report. Ms. Hoilman began her report by recapping recent legislative updates:
   - 2021 Appropriations Act was enacted into law on November 18, 2021
   - State Board of Community Colleges approved 2021-2022 Budget on January 19, 2022
   - FY2021-22 DCC2-1 Form is due February 18, 2022
   - Finance Committee will meet February 15, 2022 to review and ask for approval of 2-1 Form

6. **Delegate approval of FY 2021-2022 College Budget to the Finance Committee with final review by full board.**
   Ms. Hoilman shared highlights of the proposed FY2021-2022 College Budget:

   - Budgeted FTE: 1,963
   - Total Formula Allotment: $14,159,386
   - Salary increase of 2.5% with a bonus of either $1,000 or $1,500 based on salary level
   - Non-recurring Budget Stabilization from State Recovery Funds: $1,165,298
   - Capital Funding spread over four years: $3,947,229
   - Performance Funding: $247,718
   - County Allocations: $2,627,610
   - Budget for County rent and utilities: $24,500
   - Projected Institutional Budget: $9,702,370

   Ms. Hoilman reported that the Finance and Investments Committee met on Monday, January 30, 2022, to approve requesting the board delegate approval of the FY2021-2022 College Budget to the Finance Committee in order to meet our deadlines.

   Ms. Kling asked for a motion to accept the request to delegate approval of FY2021-2022 College Budget to the Finance Committee with final review by full board.

   A MOTION was made by Bruce Hawkins, SECONDED by Malone McNeely. The motion PASSED unanimously to approve the request to the Board of Trustees to delegate approval of the FY 2021-2022 College Budget to the Finance Committee with final review by the full board.

7. **Delegate approval of FY 2022-2023 County Budget Request to the Finance Committee with final review by full board.**
   Ms. Hoilman shared with the Trustees the preliminary county funding requests for FY2022-2023 as a working document.

- County budget request for operations $2,851,523 which is an 8.52% increase over the FY2021 & FY2022 budget request. (Side note: County appropriations did not change from FY2021 to FY2022.)
- Capital request of $1,603,000 to repair the existing retaining wall that spans from Hildebrand Hall to Phifer Hall.

Ms. Kling asked for a motion to accept the request to delegate approval of FY2022-2023 County Budget Request to the Finance Committee with final review by full board.

A MOTION was made by Rod Harrelson, SECONDED by Ronnie Thompson. The motion PASSED unanimously to approve the request to the Board of Trustees to delegate approval of the FY 2022-2023 County Budget request to the Finance Committee with final review by the full board.

8. **Approve the College Bookstore Mark-Up percentages on books and supplies.**
Ms. Hoilman informed Trustees that within the College's Policies and Procedures manual the Trustees are to review and approve the mark-up percentages for the bookstore every four years.

In her request she shared the following percentages for approval:

- New Textbooks – 20% of gross margin
- Used Textbooks – 75% of retail sales price
- Supplies – 30% of gross margin
- Commissions – 10% discount
- Discounts – 10% discount to Alumni Association members and employees on all purchases excluding textbooks and other course materials.

Ms. Kling asked for a motion to approve the College Bookstore Mark-Up percentages on books and supplies.

A MOTION was made by Bruce Hawkins, SECONDED by Bill Simmons. The motion PASSED unanimously to approve the College Bookstore Mark-Up percentages on books and supplies.

9. **Update on Western Piedmont Foundation**
Trustee representative for the Western Piedmont Foundation, Ronnie Thompson, presented a brief update on the Foundation.

Highlights included:

- The Foundation's Annual Giving Campaign is ending on Friday, February 4.
- The Annual Campaign has received over $170,000 in donations.
- The Board has formed 3 new committees: Development, Financial, and Marketing.
- The next Executive Committee meeting is scheduled for March 8.
- Sherry Brittain is offering part-time administrative support to the Foundation.

- Mr. Thompson concluded by thanking trustees for their support of WPF.

10. **Update from WPCC Trustee Chair**

Trustees of Western Piedmont Community College Self-Evaluation

Chair Kincaid asked Susan Berley, Vice President for Student Success and Support Services to speak to the Trustees regarding the Trustee Self- Evaluation. Ms. Berley informed trustees that an email will be sent out on Wednesday, February 2, 2022, to each trustee with a link to complete the Self-Evaluation survey. Completing the survey annually allows for valuable feedback from trustees and also helps WPCC fulfill its SACSCOC accreditation requirement. Ms. Berley asked the trustees to complete the survey by March 15, 2022. The results will be presented at the April Trustee meeting.

NCACCT 2022 Law/Legislative Seminar, Raleigh, NC; March 30 - Apr. 1, 2022

Ms. Kincaid reminded trustees of the upcoming NCACCT 2022 Law/Legislative Seminar, March 30 – April 1, 2022.

11. **Report from the President**

Dr. Joel D. Welch, President, welcomed Lisa Miller, Chair, Faculty Staff Council to give her update to the Trustees.

(Shane Stacy, Student Trustee, entered meeting at 3:19 p.m.)

Faculty Staff Council Report

Lisa Miller, Chair of the Faculty Staff Council, addressed the trustees with an update. Highlights included:

- Next Faculty Staff Council meeting will be February 15.
- The Council will be addressing future WPCC Academic Calendar development.
- Committee will be updating the Council bylaws and working with Personnel Committee on reviewing Supplemental Insurance options.
- ABC for Kids provided 16 children with gifts (outfit, coat, shoes, and toy) and provided Christmas treat bags to 160 children in Burke County Child Care facilities.

Student Government Association Report

Student Trustee Shane Stacy thanked the Trustees for their continued support of students. He presented a short overview of recent and upcoming activities supported by SGA as listed below:

December 6 – Coffee Cart (Little Guatemala) on campus
February 14 – Sweet treats to students for Valentine's Day
March 31 - Spring Fling

2021 Employee Recruitment & Hiring Report

Ms. Lisa Sessions, Director, Human Resources provided an update to the Trustees on Employee Recruitment & Hiring for calendar year 2021.
Highlights of report:

- Working on bringing in a more diverse and inclusive workforce.
- Recruitment numbers are reflective of the demographics of our community, with the exception of the Hispanic population.
- Improvement in hiring demographics for 2021

2021 Employee Terminations & Reasons Report

Ms. Sessions shared data on terminations for 2021:

- Retirement is the main reason for terminations
- Salary is another reason for terminations
- Turnover for staff is much greater than faculty

Report from Vice President for Student Success and Support Services

Vice President, Susan Berley, informed Trustees that the College recently had an opportunity for an outside consultant to review our processes and procedures for recruiting and helping students through admissions process. She shared some of the highlights:

- From 2010-2019 there has been a steady decline in Higher Education nationwide.
- COVID hit in early 2020 and the decline has continued.
- Two-year public institutions have been hit the hardest.
- Decline in high school graduates from 2013-2023 is impacting enrollment in Higher Education Institutions.
- Spring Headcount for 2022 is 1623; decline in headcount from 2021 is 4.7%
- Adult learners had the sharpest decline in enrollment this spring.
- FTE this spring is 650.8; 5.5% decline from Spring 2021
- 197 new applicants Spring 2022 as compared to 177 in Spring 2021
- Orientation for BCPS Seniors this Spring
- Collaboration with Work in Burke and BCPS GEAR Up on FAFSA completion
- Pioneer Preview on April 7, 2022
- On-site assistance at industries participating in PACE.
- SACSCOC Reaffirmation of Accreditation: Compliance Certification report due March 2023; On-site visit October 2, 2023 – October 5, 2023

Ms. Berley concluded her report by sharing the social media channels for Western Piedmont Community College and asked that Trustees follow and share, if they are on social media.

Report from Vice President for Academic Affairs and Workforce Development
Annual Review of Specific Fees

Vice President Cindy Davies referenced the proposed fee changes that are included in the trustee packet as attachment H. The proposed changes are as follows:

- Increase Campus Access Fee to $25.00 per semester
- Increase ATI Fees: Nursing up to $625.00 per semester

Ms. Davies shared that the campus access fee funds are used for security, monitoring the campus, and repairs as needed to buildings or parking lot areas.

The second proposal is for a pass-through fee that only affects nursing students. ATI is a company that provides learning materials, proctored practice tests, and remediation to help students prepare for the national NCLEX test. ATI has gone up $100, WPCC is proposing the fee increase $100 to offset college expense.

Discussions followed concerning the fee charges; with Trustees ultimately deciding on a compromise to the Campus Access Fee. Trustees recommended increasing Campus Access Fee by $5.00 per semester and considering another increase next year for 2023-2024. This change will increase the Campus Access Fee from $15.00 per semester to $20.00 per semester for 2022-2023.

A MOTION was made by Malone McNeely, SECONDED by Tea Yang, and PASSED unanimously to increase the Campus Access fee $5.00 this year, and will consider an additional $5.00 next year.

A MOTION was made by Rod Harrelson, SECONDED by Kim Kling, and PASSED unanimously to increase the ATI Fees for Nursing as presented.

Ms. Davies concluded her report by sharing the Compliance Review Results from FY2019-20. This report was provided in an email to Dr. Welch and Scott Mulwee (Trustee Chair at the time) on June 25, 2021. Due to the odd timing, the report was not brought to the trustees in the fall.

Ms. Davies shared the report results on the screen and had extra printed copies available. She reported a minor finding about inaccurate student and contact hour totals in two College and Career Readiness courses during the Summer 2018 semester. It was determined CCR's physical files were correct, but a programming issue in the student information systems generated duplicate data. The problem was resolved by the former vice president, the registrar, and the director of CCR. It will not be an issue going forward.

This concluded Ms. Davies report.

Report from Vice President for Administrative Services/Chief Financial Officer
Personnel Report

Sandra Hoilman, Vice President for Administrative Services/Chief Financial Officer, began by welcoming new employees and recognizing those that have been promoted, as follows:

Lindsay Stump – Financial Aid Counselor (November 2021)
Tammy Robinson – Admissions & Curriculum Records Specialist (December 2021)
Kristi Farley – Director of Academic Compliance & Quality (January

2022)

Nicholas Evitt – Director, Student Support Services (January 2022)

Dr. Amanda Everhart – Interim Director, Education Talent Search (January 2022)

Lucy Farley – TRiO Project Assistant (January 2022)

Jared Jaynes – Coordinator/Instructor, Welding Technology (January 2022)

NC Total Retirement Benefit Cap Legislation

As required by House Bill 176, WPCC's Chief Financial Officer is to present a copy of the pension spike letter to the President and Trustees when received from the State Treasurer. The College had one employee listed in previous years, but they have since retired, and no one is currently on the list that is provided by the retirement system. Upcoming retirements are reviewed for determination of any possible liability to the college. No further action is required.

Report on Budget Allocations, Transfers, or Reversions – FY 2022

Ms. Hoilman presented the informational report of budget allocations, transfers, and reversions for FY 2022 as reflected in the agenda packet. Included in the report was information regarding the funding received from the 2021 Appropriations Act S.L. 2021-180 to be used for a one-time lump sum bonus. **(See Trustee File 02-01-22)**. No Trustee approval is required.

Purchasing Compliance Review

Ms. Hoilman presented the information report for the Purchasing Compliance Review that was conducted for the fiscal year ending June 30, 2021. There were three findings highlighted below:

- Not purchasing from statewide term Contract – 29 items
- Not seeking competition for purchases over $5,000 – 1 item
- Charge card other than term contract 946A; procurement card – 1 item

This report is for informational purpose only and no Trustee approval is required.

Approval of Disposal of Surplus Goods

A MOTION was made by Ronnie Thompson, SECONDED by Kim Kling, and PASSED unanimously to approve the disposal of Surplus items.

Update on Facilities

Ms. Hoilman concluded her presentation by giving a brief update on Facilities. Highlights included:

- Campus Exterior Signage – Installation is planned for the first of April 2022.
- Skilled Trades Solutions Center – Continuing the final design touches and working with City of Morganton. Planning to submit early site and structural drawings for final approval to State Construction this week. (Project #2516)

- Emergency Services Training Center Relocation - Currently evaluating different location sites. The 3-1 form will be presented for approval at the next Trustee board meeting.

Ms. Hoilman wrapped up the facilities update with a brief update of the Broughton Study from 2015 to date. Highlights included:

- New Broughton Hospital was completed and opened.
- NC School of Science and Math will welcome its inaugural class Fall 2022.
- A road was built and opened in August to connect the educational institutions.
- The College sold property to Homes Urban to develop Silo Ridge with the Murphy's Farm Apartments.
- The College received funding to relocate the Emergency Services Training Center.
- The city is working with Homes Urban to renovate the barn on property for public use.

President Welch referred the Trustees to the policies in the agenda packet. He reminded them that the policies were brought before the Trustees for the first reading in the fall, during either the November or December Board Meetings. Dr. Welch continued by reading the title of each section of the Policy Manual brought to the Trustees for adoption.

Adoption of Policy Manual Table of Contents
Adoption of Amendment of Secondary Employment Policy 03.04.030
Adoption of Student Services Section 05.03 Discipline and Grievance Policy
Adoption of Student Services Section 05.04 Miscellaneous Policy
Adoption of Business Services Section 06.01 Tuition, Fees, and Refunds Policy
Adoption of Business Services Section 06.02 Fiscal Matters & Investments Policy
Adoption of Business Services Section 06.03 Miscellaneous

A MOTION was made by Ronnie Thompson, SECONDED by Bill Simmons, and PASSED unanimously to adopt the Policy Manual Table of Contents; to adopt the Amendment of Secondary Employment Policy 03.04.030; to adopt Student Services Section 05.03 Discipline and Grievance Policy; to adopt Student Services Section 05.04 Miscellaneous Policy; to adopt Business Services Section 06.01 Tuition, Fees, and Refunds Policy; to adopt Business Services Section 06.02 Fiscal Matters & Investments Policy; to adopt Business Services Section 06.03 Miscellaneous.

SEI Filing 2022: April 15, 2022 deadline
As announced. (See Trustee File 02-01-22 Exhibit U)

Update of Presidential Activities
President Welch shared several updates with the trustees. His highlights included:

- Dr. Welch has been elected to the SACSCOC Board; appointed to the Advisory Committee of Presidents for ACCT; appointed to the Burke County Board of Health; serving on the NCCCS Student Success Center Advisory Board; and the College has been selected for the Belk Center Rural College Leaders Program.
- A COVID update of students and employees was given.
- Dr. Welch gave a brief update on the 2022-2025 Legislative Agenda recently released from NCCCS. The agenda focuses on the Value of Community College Employees and the Value of Community College Students.

Event Calendar
As referenced in agenda packet.

Notices and Communication
As referenced in agenda packet.

Final Announcements from Chair
Chair Kincaid reminded the Trustees of the next regularly scheduled board meeting.

Next Regular Meeting of Trustees – April 12, 2022 @ 3:00 p.m.
Adjournment
The meeting was adjourned by Chair Kincaid at 5:09 p.m.

Amy J. Kincaid

Amy J. Kincaid, Chair

Stacey B. Sholar

Stacey B. Sholar, Trustee Liaison

Date Approved: April 12, 2022