WESTERN PIEDMONT
COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
TUESDAY, SEPTEMBER 13, 2022, AT 3:00 PM
HELMICK SEMINAR ROOM – 315, MOORE HALL, WPCC CAMPUS MORGANTON

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	CLOSED SESSION	
12.	**▲Enter Closed Session, if needed (as permitted GS 143-318.11)**	
	FINAL BUSINESS	
13.	**Report of Nominating Committee and Election of 2022-23 Officers**	
14.	**Announcements from Newly Elected Chair**	
15.	**Trustee Standing Committees 2022 – 2023**	
16.	**Next Regular Meeting of Trustees – November 8, 2022 @ 3 p.m.**	

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WESTERN PIEDMONT
COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
REGULAR MEETING, SEPTEMBER 13, 2022, AT 3:00 P.M.
Helmick Seminar Room, Moore Hall, WPCC Main Campus, Morganton, NC

MINUTES

TRUSTEES (12):
Amy Kincaid, Chair
Rod Harrelson, Vice Chair
C. Malone McNeely, Secretary
Bruce Hawkins, Sr.
Kimberly Kling
Alan LeCroy
William E. (Bill) Lennon, Immediate Past Chair
R. Scott Mulwee, Chair
William K. (Bill) Simmons
Lamar Smitherman
Tea Yang
Skyler Durham, Student Trustee

TRUSTEE ABSENT (1):
Ronnie Thompson

OTHERS (6):
Dr. Joel D. Welch, President
Dr. Cynthia C. Davies, Vice President, Academic Affairs and Workforce Development
Sandra K. Hoilman, Vice President, Administrative Services and Chief Financial Officer
Susan Berley, Vice President, Student Success and Support Services
Stacey Sholar, Executive Assistant to the President/Trustee Liaison
Lisa Miller, Executive Director, Western Piedmont Foundation

1. **Call to Order and Reading of Ethics Statement**
   Noting a quorum present, Chair Amy J. Kincaid called the meeting to order at 3:01 p.m. She welcomed those in attendance at today's meeting of the Trustees of Western Piedmont Community College. She also read the ethics requirements and requested trustees to identify any conflicts or potential conflicts of interest relative to the official business as listed on the Agenda. No conflicts were noted.

2. **Welcome**
   President Dr. Joel D. Welch said a word of welcome to all in attendance.
3. **Personnel Report**
   Sandra Hoilman, Vice President for Administrative Services/Chief Financial Officer, began by welcoming new employees and recognizing recent promotions as follows:

Brittany Atwell - Educational Resource Facilitator
Emily Banks - Director of Marketing
Bryan Christy - Director of Basic Law Enforcement Training
Lucy Farley - Educational Resource Facilitator
Ryan Hasson – Instructional Technology Coach
Eric Hurley - Instructor, Construction Trades Carpentry
Maria Juan - Marketing Specialist
Kayla Lowdermilk - Foundation and Grants Accountant
Jordan Lowe - Admissions & Academic Advisor
Laura Marley-Trotter - Instructor, Medical Laboratory Technology
Jerry O'Hearn – Coordinator/Instructor, Computer & Electrical Engineering Technology
Kyndal Propst - Success Coach
Summer Scott - Director, Educational Talent Search
Jennifer Stevens - Career Coach
Dr. Tou Vang – Dean, Student Services

4. **Presentation on Wildflower Trail**
   WPCC instructors Jessica Howells and Stacey Johnson introduced WPCC student Cadence Davis to share a presentation on WPCC Wildflower Trail.

   Mr. Davis began his presentation by stating he hopes that a portion of the trail system becomes protected to preserve the wildflowers growing in the area. He shared that several rare wildflowers are growing in the area: Oconee Bell, Ginseng, Bloodroot, Toadshade *Trillium.* He discussed the overgrowth of kudzu in the area, which can impede the growth of the wildflowers and it needs to be removed.

   Mr. Davis concluded by sharing his recommendations and requests to protect the area:
   - To have WPCC officially protect the delineated wildflower area.
   - Temporarily restrict mountain biking along the trails until the area is protected.
   - Stop any construction in the areas while research and maintenance can be conducted.

5. **Adoption of Regular Agenda**
   A MOTION was made by Scott Mulwee, SECONDED by Bruce Hawkins, and PASSED unanimously to adopt the agenda for today's meeting as presented.

6. **Approval of Minutes for Special Meeting – August 9, 2022**
   A MOTION was made by Bruce Hawkins, SECONDED by Malone McNeely and PASSED unanimously to approve the minutes for the special meeting on August 9, 2022.

7. **Approval of Closed Session Minutes for Special Meeting – August 9, 2022**

A MOTION was made by Scott Mulwee, SECONDED by Kim Kling and PASSED unanimously to approve the closed session minutes for the special meeting on August 9, 2022.

8. **Report from Finance and Investments Committee**

Committee Chair Kim Kling asked Vice President Hoilman to present her report on the FY2022-2023 College Budget. Ms. Hoilman shared that the State Board of Community Colleges approved the System Office budget for the community college system on August 19, 2022. The budget document (2-1 form) from Western Piedmont Community College is due to the system office on September 26, 2022.

Approval of FY 2022-2022 College Budget

Ms. Hoilman began her report by sharing that overall, the Community College System had a decrease in budgeted FTE of (3,256) or (1.46%).

She then shared comparative data from the 58 community colleges:

- 41 out of 58 community colleges had a decline in budgeted FTE
- WPCC saw a decline in FTE at (4.64%) or (91) budgeted FTE
- WPCC is 41st out of 58 in size, based on budgeted FTE

She also provided an overview of the FY2022-2023 College Budget:

- Budgeted FTE: 1,872
- Salary increase of 3.5%
- Faculty Recruitment & Retention funds for instructors in Tier 1A/1B
- Labor Market Reserve Allocation funds for other full-time employees
- Retirement contributions increased from 24.10% to 24.5%

Ms. Hoilman noted that Performance Funding continues to be good; for FY 2023 WPCC will receive $244,613 for six of the curriculum measures and $74,841 for the Basic Skills measures.

Vice President Hoilman shared final items in the budget:

- No tuition increases for the seventh year in a row
- WPCC received several categorical allocations; many there were eligible for carryforward.
- Total allocations for FY2023 is $14,014,839

She continued her report by reviewing Form 2-1 for the College Budget which is presented to the State Board. The first portion covered is the Revenue Summary:

- State Funding: $14,014,839
- County Funding: $2,696,610 (included in that figure is the $13,000 budgeted for miscellaneous revenue consisting of rental income and interest)
- Institutional Budget: $6,371,479

The second part of Form 2-1 is a two-page summary of budgeted expenditures by funding source broken out by purpose code. The largest portion of expenditures is attributed to curriculum instruction at 49%. The county budget is used to maintain facilities and grounds, security, insurance, and some administrative expense. For the institutional budget, the majority is for bookstore operations, student financial assistance, and grant funds.

Next, Ms. Hoilman discussed the Capital improvement budget. She reported an estimated $6,015,419 in capital improvement projects, which include:

- Skilled Trades Solution Center utilizing NC Connect Bonds, County, and Golden Leaf
- Emergency Services Training Center relocation funded with State SCIF funds
- HVAC renovations in J Building using HEERF funds

She concluded the College Budget report by sharing the total opening college budget for FY2023 is $23,082,928.

Trustee Smitherman inquired if there were funds allocated in the budget to repair the wall on campus that is structurally compromised. Ms. Hoilman stated that while no funds are allocated for the repairs within the budget, the wall is being closely monitored. She also said there might be funds available from the county budget or institutional funds to cover the expense of hiring an engineer to assess the wall.

A MOTION was made by Alan LeCroy, SECONDED by Malone McNeely, and PASSED unanimously to approve the College Budget FY2022-2023.

Report on Budget Transfers, Allocations, or Revisions – FY2023

Ms. Hoilman presented the informational report of budget transfers, allocations, and reversions for the FY2023 as reflected in the agenda packet. Highlights included:

- System Office Funding: $14,014,839
- System Office Grants: $208,055
- Male Minority Mentoring Initiative: $38,069
- Faculty Retention & Recruitment: $34,945
- Safety Regional Trainer: $147,025
- Customized Training Projects: $12,495 (Synergy Labs, Leviton, & Valdese Weavers)
- Other State Allocations and Carryforward: $1,342,195

Ms. Hoilman continued her presentation with a brief recap on WPCC Budgeted FTE:

- 512 student hours equals one FTE
- WPCC's funding is based on the prior year or the average of the two previous years' enrollment.
- FY 2021 and FY2022 – CARES, HEERF & ARP funds covered the loss of revenue
- FY 2023 – Budget Stabilization funds from the state cover the loss of revenue

- FY 2024 – Based on projections of potential loss revenue will either use institutional funds and/or reduce expenses.

Finally, she ended her report with an update on the Federal and State COVID-19 Relief Packages that have been awarded:

- State - $1,336,669
- State Financial Assistance Awarded Directly to Students - $327,842
- Grants - $20,000
- Department of Education (DOE) - $4,363,875
- DOE Financial Assistance Awarded Directly to Students - $3,203,876
- Total Funding Awarded specifically due to COVID-19 - $9,883,345

This report is for informational purposes only. No Trustee approval is required.

9. **Report from Trustee Representative**

Lisa Miller, Western Piedmont Foundation Executive Director provided the update in the absence of Trustee Representative, Ronnie Thompson. Highlights included:

- The Annual Meeting was held August 18, 2022.
- Outgoing Directors, Kim Kling and Randy Loftis were recognized and thanked for their service.
- Carrie Mull was appointed as the new President for 2022-2023.
- Ronnie Thompson presented Outstanding Staff Member of the Year to Karla Lanier at WPCC Convocation on August 26, 2022.
- The Foundation closed out FY22 with $260,255 in donations.

Western Piedmont Foundation Annual Giving Campaign

Ms. Miller shared that the Board of Directors approved a fundraising goal of $192,000 for FY2022-2023. She informed the Trustees that the Directors and Trustees Campaign is currently in process. Ms. Miller thanked the trustees for annually leading the way with their financial support. She ended her report by handing out information on the Annual Campaign.

10. **Update from WPCC Trustee Chair**

Trustee Meeting Schedule 2023 (January – December)

A MOTION was made by Bruce Hawkins, SECONDED by Tea Yang, and PASSED unanimously to adopt the 2023 Regular Meeting Schedule as presented.

Selection of WPF Trustee Representative by Chair

Chair Kincaid announced that Trustee Ronnie Thompson had completed his service as Trustee Representative to the Western Piedmont Foundation. She asked if anyone would like to fill that position to let her know before the next WPF Executive Committee Meeting on October 7.

Reminder: Trustee Holiday Dinner – Thursday, December 15, 2022, at 6:00 p.m.; First Baptist Church, Morganton

Chair Kincaid announced a five-minute break to the trustees AT 4:25pm. The meeting to resume at 4:30 pm.

11. Report from the President

Dr. Welch introduced newly appointed student trustee Skyler Durham. Mr. Durham will graduate in May 2023 with an Associate in Arts and an Associate in Applied Science in Paralegal Technology. Skyler aspires to attend Law School and become a corporate litigator.

Student Government Association Report

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

Blood Drive (September 13)
Constitution Day (September 16)
Fall Festival (October 5)
SGA State-wide Conference (October 14-16)
Jam-BOO-ree & Screen on the Green (October 28)

Faculty Staff Council Report

Dr. Welch presented the Faculty Staff Council report in the absence of Matt Childres, Chair of the Faculty Staff Council. Highlights from the report are:

- Updated Faculty Staff Council bylaws were recently approved
- They have reviewed the new process for Performance-based funding bonuses.

New Business the Council is working on:

- Faculty Workload Procedures: Remote work one day a week
- New Attendance Taking Procedures
- Student Transportation Issues

Report from Vice President for Student Success and Support Services

Enrollment Report

Vice President Berley provided a report on enrollment for Fall 2022. Ms. Berley reported that headcount was up slightly from last fall, with the headcount enrollment at 1797. She shared that the highest growth in headcount has been in the dually enrolled CCP students. This fall, the CCP headcount is 512. Ms. Berley, however, shared that FTE was slightly down because the CCP students typically do not take as many credit hours as a traditional curriculum student. She shared that the biggest concern is the 2.5% decline in traditional students, and WPCC is working on growing the number of traditional students.

Ms. Berley shared good news concerning recent Burke County high school graduates that are enrolled at WPCC. Enrollment of recent Burke County high school graduates is up from 16% last year to 19% this year. WPCC has a goal to have that percentage up to 25% by the year 2025. There will continue to be more targeted outreach to current BCPS seniors to help drive that enrollment percentage.

Through a recent partnership with Sinclair Broadcast Group, WPCC's social media and search engine marketing are growing. The social media campaigns allow us to track the number of people seeing the ads, the engagement percentages, and the demographic groups we are reaching.

Ms. Berley continued by sharing that WPCC had a secret shopper hired by the NCCCS to test our enrollment process. We received great feedback from the exercise and good constructive feedback on our website. We are currently working with an outside consultant on website design.

Ms. Berley stated that the marketing department has been increasing its marketing and outreach in different languages. She concluded by showing a calendar created to target community events.

Report from Vice President for Academic Affairs & Workforce Development

Dr. Cindy Davies, Vice President for Academic Affairs and Workforce Development, began her report by sharing an update on the 2022 State Performance Measures. The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled during the previous year and serves to inform colleges and the public about the performance of the 58 community colleges. This report is used for accreditation purposes. The College's goal is to meet or exceed the Excellence level on all performance measures. This year shows WPCC meeting or exceeding the excellence level for 3 of the 7 Performance Measures.

Dr. Davies stated that the College is committed to using these measures to gauge its success in using learner-centered teaching strategies as included in WPCC's Strategic Plan.

Approval to Terminate AFA Theatre Program

Dr. Davies continued her update by requesting approval to terminate the A.F.A. Theatre Program and its related Career & College Promise Pathway. She shared that the program has had low enrollment since the previous full-time instructor retired. Two CCP students are enrolled in the pathway. The students will be contacted about selecting a different pathway; however, WPCC will create opportunities for them to complete the program if needed. Once approved SACSCOC will be notified.

A MOTION was made by Scott Mulwee, SECONDED by Lamar Smitherman, and PASSED unanimously to Terminate Academic Program – Associates in Fine Art Theatre Program, as presented.

Approval 2021 Class Visitation Report

Dr. Davies shared the visitation report for Trustee approval.

A MOTION was made by Bruce Hawkins, SECONDED by Tea Yang, and PASSED unanimously to approve the 2021 Class Visitation Report as presented.

Report from Vice President for Administrative Services/Chief Financial Officer

Annual Review of Internal Equipment Audit

Vice President Hoilman presented the annual Internal Equipment Audit, which documents missing, lost, or stolen items. For fiscal year 2022, there were six items documented as missing. That represents .44% of WPCC's total assets and 0.07% of total costs. Ms. Hoilman informed the Trustees that the WPCC goal is to be less than 1% of total inventory or total costs. WPCC continues to meet the goal of control over assets.

Annual Review of Internal Control Certification

Vice President Hoilman said that under the EAGLE Program (Enhancing Accountability in Government through Leadership and Education), the College and all state agencies must conduct an annual internal control assessment of financial reporting and compliance. WPCC has certified that the review was completed as of June 30, 2022, with no deficiencies to disclose.

This is an informational item; no action is required by Trustees.

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. **(See Trustee File 09-13-22)**. No Trustee approval is required.

Approval of Disposal of Surplus items

A MOTION was made Bill Simmons, SECONDED by Alan LeCroy, and PASSED unanimously to approve the disposal of Surplus items.

Update on Facilities

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

- The President's Office Suite and the Dr. Clay Richardson Medical Assisting Simulated Office are both completed.
- The tennis court parking lot and the new visitor parking lot across from the flag pole are completed.
- F Building HVAC still in progress – continued equipment delays
- Regional Skilled Trades Solution Center – Progressing well

Trustee Kim Kling exited the meeting; 5:11 p.m.

- Roof Replacement in Hildebrand and Rostan Halls – waiting on the materials to come in.
- Emergency Services Training Center – currently waiting on the due diligence for the site selection (title search, soil bearings, environmental site assessments).

Annual Review and Confirmation of College Mission Statement

A MOTION was made by Alan LeCroy, SECONDED by Tea Yang, and PASSED unanimously to confirm the College Mission Statement:
Western Piedmont Community College unites with all people in our community to identify and achieve their goals through an innovative, high quality educational experience.

Acceptance of NCCCS Compliance Review FY2021-2022

Dr. Welch presented the FY 2022 Compliance Review to the Trustees. He noted a minor error was caught on how hours were being reported. System office staff provided coaching and training to help our employees with this error during July 2022.

A MOTION was made by Rod Harrelson, SECONDED by Scott Mulwee, and PASSED unanimously to accept the NCCCS Compliance Review FY2021-2022, as presented.

First Reading: Revision to Policy 05.04.040 Use of Student Work

Dr. Welch informed the Trustees this policy is regarding intellectual property. It states that the College can use students' work but cannot sell it. This policy will be brought forth for a vote at the next Trustee meeting in November.

Adoption of Section 2 Administration Policies

A MOTION was made by Malone McNeely, SECONDED by Rod Harrelson, and PASSED unanimously to adopt Section 2 Administration Policies as presented.

Adoption of Personal Observance Leave Policy 03.02.015

A MOTION was made by Tea Yang, SECONDED by Bruce Hawkins, and PASSED unanimously to adopt the Personal Observance Leave Policy 03.02.015 as presented.

Review of Trustee Self-Evaluation Procedure 01.01.010B

Dr. Welch presented the Procedure for Trustee Self-Evaluation to the Trustees. SACSCOC requires the trustees to have a procedure in place regarding their self-evaluation process.
Since this is a procedure, no vote is required.

Update of Presidential Activities

As noted in the agenda packet.

Dr. Welch also shared that he recently spoke at the Morganton City Council meeting. He will also speak at the Town of Valdese Council and Hildebran Council in the next few weeks. He also shared that he is the NCCCP Association's Technology Committee Chair. And finally, he informed the Trustees of his upcoming travel to Iowa for the Rural Community College Alliance conference.

Event Calendar

As referenced in the agenda packet.

Notes and Communications

As referenced in the agenda packet.

12. **Enter Closed Session, if needed. (as permitted GS 143-318.11(6)**
No closed session needed.

13. **Report of Nominating Committee and Election of 2022 - 23 Officers**

Chair Kincaid asked Scott Mulwee, Chair of the Nominating Committee, to present the nomination for the Slate of Officers for the 2022-2023 year. Mr. Mulwee stated that the Nominating Committee members were Bruce Hawkins, Lamar Smitherman, and Scott Mulwee.

Mr. Mulwee presented the following names for consideration:

Chair: Amy Kincaid
Vice Chair: Rod Harrelson
Secretary: Malone McNeely

A MOTION was made by Bill Simmons to close nominations and approve the Secretary as presented. The motion PASSED unanimously by a show of hands to elect Malone McNeely as Secretary for 2022-2023.

A MOTION was made by Bruce Hawkins to close nominations and approve the Vice Chair as presented. The motion PASSED unanimously by a show of hands to elect Rod Harrelson as Vice Chair for 2022-2023.

A MOTION was made by Scott Mulwee to close nominations and approve the Chair as presented. The motion PASSED unanimously by a show of hands to elect Amy Kincaid as Chair for 2022-2023.

Committee Chair Mulwee thanked the Nominating Committee for their hard work and congratulated the 2022-2023 Slate of Officers.

Announcements from Newly Elected Chair

Ms. Kincaid said she was thrilled and honored to be Chair for a second year. She thanked everyone for their support.

Trustee Standing Committees 2022 – 2023 (Assignments to be issued by September 28.)

Next Regular Meeting of Trustees – November 8 @ 3 p.m.
As announced.

Adjournment

The meeting was adjourned by Chair Kincaid at 5:30 p.m.

Amy J. Kincaid

Amy J. Kincaid, Chair

Stacey Sholar

Stacey Sholar, Trustee Liaison

Date Approved: November 8, 2022