



THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
 TUESDAY, SEPTEMBER 11, 2018, AT 3:00 P.M. - MH 275, MOORE HALL, WPCC CAMPUS

OPENING REMARKS

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- Lennon *Recap - NCACCT 2018 Leadership Conference, September 5-7, Asheville*
- Lennon Announcement Annual December Meeting/Dinner
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11. Report from the President

- Spath Faculty Staff Council Report
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- ? Kiser or Helmick ^Approval 2017 Class Visitation Report M
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CLOSED SESSION

- Lennon 12. ^Enter Closed Session (as permitted GS 143-318.11)

FINAL BUSINESS

- Lennon 13. ^Return to Open Session
- 14. Report of Nominating Committee and Election of 2018-19 Officers
- 15. Announcements from Newly Elected Chair
Trustee Standing Committees 2018-19

Next Regular Meeting of Trustees – November 13 @ 3 p.m.
- 16. ^Adjournment

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MINUTES
THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE
TUESDAY, SEPTEMBER 11, 2018, AT 3:00 P.M. -MH 275, MOORE HALL, WPCC CAMPUS

TRUSTEES PRESENT (13):

William E. (Bill) Lennon, Chair
R. Scott Mulwee, Vice Chair
Kimberly B. Kling, Secretary
Dr. Dan DeHart
Rod Harrelson
Bruce A. Hawkins, Sr., Immediate Past Chair
Amy J. Kincaid
C. Malone McNeely
Jonathan Mercer
Lamar Smitherman
Ronnie Thompson
Tea Yang
Isaiah Gordon, Student Trustee

TRUSTEES ABSENT (0):

None

OTHERS PRESENT (13+):

Dr. Michael S. Helmick, President
Rhia Crawford, Vice President, Academic and Student Success
Sandra K. Hoilman, Vice President, Administrative Services and Chief Financial Officer
Kathy F. Durham, Executive Assistant to the President/Trustee Liaison
Susan Berley, Director, Institutional Research and Evaluation
Ann Marie McNeely, Dean, Arts and Sciences
Mabel Lowman, Burke County Clerk of Superior Court
Members and Guests of Amy Kincaid's family
Brandon Pitman, Coordinator/Instructor, Horticulture Technology
Chadwick Wilkes, Facility Services Aide
Laura Davidson, Instructor, English
Donald "Doc" Wilson, Coordinator/Instructor, Physical Education
Tim Pittman, Media Services Administrator

1. Call to Order and Reading of Ethics Statement

Noting a quorum present, Vice Chair Scott Mulwee called the regular meeting of the Trustees of Western Piedmont Community College to order at 3:02 p.m. He 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. Introduction and Recognition of Special Guests

President Michael S. Helmick welcomed those attending meeting including Mabel Lowman, Clerk of Superior Court, Burke County, and family and friends of newly appointed trustee Amy J. Kincaid. He acknowledged Ann Marie McNeely, Dean of Arts & Sciences, who is attending today as an observer as she completes her doctoral studies. Other guests will be recognized during the meeting.

3. Affirmation of Appointed and Student Trustees

Ms. Lowman, Clerk of Superior Court, Burke County, administered oath of office to newly appointed trustees Amy J. Kincaid and Rod Harrelson; reappointed trustee Ronnie Thompson; and

student trustee Isaiah Gordon.

4. Adoption of Regular Agenda

A MOTION was made by Bruce Hawkins, Sr., SECONDED by Lamar Smitherman, and PASSED unanimously to adopt the regular agenda as presented.

5. Approval of Minutes for Regular Meeting – June 12, 2018

A MOTION was made by Kim Kling, SECONDED by Jon Mercer and PASSED unanimously to approve the minutes of the regular meeting held June 12, 2018, as presented.

6. Report from Vice President for Academic & Student Success

Introduction Student Trustee 2018-19

Rhia Crawford, Vice President for Academic and Student Success, introduced Isaiah Gordon as the new SGA president and student trustee for 2018-19. Mr. Gordon thanked Vice President Crawford, President Helmick and the Trustees for their support. He highlighted several recent events including a pizza lunch on August 29. He distributed a schedule of student events for the Fall 2018 semester.

Update on Academic and Student Success

Vice President Crawford presented a summary of recent activities in the Academic and Student Success Division. Enrollment numbers are slightly down for Fall 2018 semester. College and Career Promise (CCP) has seen a 16 percent growth as compared to Fall 2017. A new Welding Lab at East Burke will be operational for the Fall semester and has already reached the full capacity of 15 students. She announced planning is continuing to offer a new Mechatronics Academy as a joint venture with the College and Burke County Public Schools. She also invited trustees to attend the 2018 Speakers Forum in early October. Vice Chair Mulwee thanked Ms. Crawford for her report.

7. Report from Vice President for Administrative Services/Chief Financial Officer

Introduction of Employees

Sandy Hoilman, Vice President for Administrative Services and Chief Financial Officer, introduced the following new employees:

Brandon Pitman, Coordinator/Instructor, Horticulture Technology
Laura Davidson, Instructor, English
Donald "Doc" Wilson, Coordinator/Instructor, Physical Education
Chadwick Wilkes, Facility Services Aide

Trustees applauded the new employees and welcomed to the College.

Annual Review of Internal Equipment Audit

Vice President Hoilman presented the annual Internal Equipment Audit which documented no lost items. Trustee Smitherman congratulated Ms. Hoilman on the successful results.

Annual Review of Internal Control Certification

As required annually by the N. C. General Statutes, the EAGLE audit of internal control was conducted in June with no deficiencies noted. (See Trustee file 09-11-18).

Report on Budget Allocations, Transfers, or Reversions – FY 2018

Ms. Hoilman presented the informational report on budget allocations, transfers, and reversions

for FY 2018 as reflected in the agenda packet. **(See Trustee file 09-11-18)**. No Trustee approval is required.

Approval of FY 2018-19 College Budget

Ms. Hoilman stated that the Finance and Investments Committee met on Monday, September 10, 2018, and approved the 2018-19 College budget and MOVED for a SECONDED by Trustees at their regular meeting.

Ms. Hoilman presented a summary of the 2018-19 budget including: **(See Trustee file 09-11-18)**

- Budget approved by the North Carolina Community College System State Board on August 17, 2018.
- WPCC received a 1.5 percent overall increase in budget for 2018-19.
- Salary adjustments included equivalent of 2 percent for all full-time employees effective July 1, 2018, plus 5 bonus days for employees who earn vacation leave.
- Significant Items within the State appropriation included Funding Formula, Performance Funding, Basic skills Funding (state and federal), Management Flexibility Reduction and no tuition increases.

Ms. Hoilman presented trustees with a detailed explanation of major budget sections including a historical Comparative Data worksheet. Trustees asked for more information on the tier funding, categorical funding, and management flex reductions. Ms. Hoilman presented additional facts and figures regarding the budget which illustrated the complex nature of budgeting.

[Trustee Chair William E. (Bill) Lennon joined meeting at 3:46 p.m. and assumed Chair duties at that time.]

Finance and Investments Committee Chair Kim Kling MOVED Trustees to SECOND the 3-part MOTION as follows to:

(1 part of 3) Approve employees employed as of July 1, 2018 be eligible for a salary increase of 2% to be paid from the appropriate funding source during September 2018.

(2 part of 3) Approve employees receive any increase for additional educational attainment as specified in our Policy Manual, to be paid from the appropriate funding source during September 2018 effective July 1st.

(3 part of 3) Approve any remaining salary funds will be utilized in accordance with the maintenance of the College salary plan as appropriate.

A SECOND was made by Ronnie Thompson and the 3-part MOTION PASSED unanimously as presented (above).

Ms. Hoilman informed Trustees that the 2018 – 19 budget does authorize community colleges to offer employees the opportunities to cash in special bonus leave benefits that have accrued if certain requirements are met; however, colleges are not required to do so. Due to State, County and Institutional budget concerns, the College Administration is recommending that the Trustees not approve offering this option. **Finance and Investments Committee Chair Kim Kling MOVED Trustees to SECOND the MOTION to not APPROVE offering employees the option to cash in special bonus leave. A SECOND was made by Bruce Hawkins, Sr., and the MOTION PASSED unanimously as presented.**

Finance and Investments Committee Chair Kim Kling MOVED Trustees to SECOND the MOTION to APPROVE the Fiscal Year 2018 - 2019 College Budget as presented. A SECOND was made by Malone McNeely, and the MOTION PASSED unanimously as presented.

Report on Budget Allocations, Transfers, or Reversions – FY 2019

Ms. Hoilman presented the informational report on budget allocations, transfers, and reversions for FY 2019 as reflected in the agenda packet. (See Trustee file 09-11-18). No Trustee approval is required.

Approval of Disposal of Surplus items

A MOTION was made by Jonathan Mercer, SECONDED by Ronnie Thompson and PASSED unanimously to approve disposal of surplus items as presented.

Ms. Hoilman added that she had received a recent request from the Burke County Literacy Council for furniture needs. Trustees had previously approved of disposing of room dividers. A MOTION was made by Scott Mulwee, SECONDED by Lamar Smitherman and PASSED unanimously to give the Burke County Literacy Council room dividers that were previously approved for disposal as surplus.

Update on Facilities

As requested by Trustee Malone McNeely, Ms. Hoilman presented an update on the request from WPCC to the general contractor for liquidated damages due to the delayed opening of the Mechatronics Building. Ms. Hoilman said a negotiated compromise was reached decreasing the number of delayed days 42 to 25.5 days. It was also determined that a portion of the requirements originated from the local inspector which was not combined with the request. The final reduction in costs was \$25,500. Ms. Hoilman acknowledged that the College reached resolution; however, the recovery was lower than requested. Trustee McNeely commended Ms. Hoilman for her efforts to recoup funds.

Ms. Hoilman presented a brief summary of projects at the College including an update on the H Building. Work is underway for the Café in Phifer Hall. She announced that the Door Renovation for Access Control project had been awarded to SAMS Smith Addressing Services. One factor with the selection was the door access and camera utilization now in place at Johnson Community College. The contract does not cover replacement doors which may be needed once work begins. This contract will cover all exterior doors.

Approval to Transfer funds to Project 2165 (H building) from Project 2414 (Moore Hall)

A MOTION was made by Lamar Smitherman, SECONDED by Ronnie Thompson and PASSED unanimously to approve the transfer of \$122,315 from Project 2414 (Moore Hall Renovations) to Project 2165 (H Building). Ms. Hoilman thanked Trustees for considering this request that will allow H Building renovations to continue in a timely manner.

Following the conclusion of Ms. Hoilman's report, Chair Lennon requested a 10-minute break.

[Break at 4:25 p.m.; meeting resumed at 4:36 p.m.]

8. Discussion WPCC Parcels of Land

Approval to Proceed with Options to Develop Property on the eastern side of the main WPCC campus

At the request of Jon Mercer, Committee Chair for Trustee Buildings and Ground Committee, Dr. Helmick shared information regarding development of college property. When meeting on August 24, the Committee also reviewed the latest plans for the Broughton ReUse Study dated June 22, 2018. Mr. Alan Wood, CEO Burke Development, Inc. and Lee Kiser, Dean, Workforce Development and Continuing Education, also met with the Committee to discuss the critical housing need in Burke County and how the eastern part of the main WPCC campus may be a viable option to meet the demand and also to utilize property that is not benefiting the college. Dr. Helmick reminded trustees that the approval to sell college property would have to come from the trustees. Funds received by the sale of property would divert back to WPCC. Mr. Mercer commented that this may be an opportunity for the College to stimulate the economy by providing land for development. Discussion focused on development of Phases 1 and 4 (of the Broughton ReUse Study), including the Old Colony House, and the K Building. It was noted that development by other District partners could potentially land lock WPCC property on the Eastern portion of the campus and the college will have to make efforts to not let this happen. Chair Lennon added that trustees are the fiduciary agent for the property. Ms. Hoilman said that once the trustees approve any property sale, approval from the State Board of Community Colleges (SBCC) would be required.

Jon Mercer MOVED that the Trustees of WPCC instruct the staff of the college to continue to work on creating and soliciting options for the development of the eastern portion of the college campus including the two tracts of land designated as Phase I and Phase IV in the DFI study entitled "Place Making for Regional Impact: The Broughton district WPCC Update" [dated 06-22-18]. As part of the staff's consideration care should be taken to include the WPCC property that adjoins the designated tracts in the DFI study to ensure that the college has access to all of its property without having to cross other property lines. Ronnie Thompson SECONDED and the MOTION PASSED unanimously as presented (above).

9. Report from Trustee Representative

Western Piedmont Foundation Annual Giving Campaign

Ronnie Thompson, Trustee Representative to WPF, presented highlights of the Board of Directors Business Meeting and Annual Dinner held on August 28, 2018 at the Morganton Community House. New officers and directors were announced. At that meeting it was agreed that the annual golf tournament hosted by the Foundation would not be held in 2019 due to conflicts with the Mimosa course improvements during early May and other factors. Instead, the Foundation will be concentrating its efforts to establish and strengthen donor and corporate relationships.

Mr. Thompson reminded Trustees that today (September 11) is the final day for the Trustee appeal and invited all to participate in this important effort.

10. Update from WPCC Trustee Chair

Trustee Meeting Schedule 2019 (January – December)

A MOTION was made by Ronnie Thompson, SECONDED by Tea Yang, and PASSED unanimously to approve the 2019 Trustee Regular Meeting Schedule as presented

Recap - NCACCT 2018 Leadership Conference, September 5-7, Asheville

Chair Lennon, several trustees and Dr. Helmick recently attended the NCACCT 2018 Leadership Conference held in Asheville in early September. Talks centered on regionalism, cohesiveness, and unity. Thursday luncheon keynote speaker was Dr. Belle Wheelan, President, Southern Association of Colleges and Schools Commission on Colleges.

Announcement Annual December Meeting/Dinner - Thursday, December 13, First Baptist, Morganton

As announced.

11. Report from the President

Faculty Staff Council Report

Dr. Helmick welcomed Mike Spath as the new Faculty Staff Council Chair. Mr. Spath thanked the Trustees for their support, especially to the Annual Giving Campaign. FSC will continue to contribute ideas to Marketing as this has become a campus priority. He reported that the recent "Community College Round Up" with employees from WPCC, CVCC and Caldwell participating on August 13 in Hickory was successful. Dr. Helmick added the idea originated with CVCC President Garrett Hinshaw and work will continue to identify opportunities for the area colleges to increase their collaboration. Partnerships are the key to the future.

Chair Lennon complimented Mr. Spath on his enthusiasm and dedication to WPCC students, administration, faculty, and staff.

Update on Workforce Development

Dr. Helmick reported that customized training continues to accelerate thanks to the efforts of Rick Furse. Pending grant approval, a Regional Apprenticeship Center is being planned with CVCC taking the lead and the State covering the expenses for administering.

Approval 2017 Class Visitation Report

A MOTION was made by Jon Mercer, SECONDED by Dr. Dan DeHart and PASSED unanimously to approve the 2017 Class Visitation Report as presented.

Report on 2018 Performance Measures for Student Success

Ms. Susan Berley, Director of Institutional Research and Evaluation, presented a summary of the 2018 Performance Measures for Student Success. There are 7 different indicators and this year WPCC was 1 of 6 community colleges in NC that met or exceeded the excellence level of 4 or more performance measures. (Basic Skills, Credit Math Success, Credit English Success and First Year Progression). The College will continue striving for excellence in the remaining areas, however, there were no indicators that fell beyond the "baseline level".

Annual Review and Confirmation of College Mission Statement

A MOTION was made by Dr. Dan DeHart, SECONDED by Scott Mulwee, and PASSED unanimously to confirm the College Mission Statement:

Western Piedmont Community College's mission is to provide accessible, high-quality education that improves lives and promotes growth in our community.

Annual Review of Specific Fees

A MOTION was made by Bruce Hawkins, Sr., SECONDED by Kim Kling, and PASSED unanimously to approve specific fees as presented. (See Trustee file 09-11-18).

Notifications from State Board of Community Colleges

Informational only.

Update of Presidential Activities

Event Calendar

Informational only.

Notices and Communications

Informational only.

Dr. Helmick concluded his report by sharing several updates on the College. On August 30 a group from EdNC, John Belk Endowment, and Golden LEAF Foundation toured WPCC and met several faculty, staff, administration, and students, including CCP students. EdNC promotes local education and others across the State and is led by Nation Hahn. They are currently focusing on the 58 NC community colleges. Future funding from the Belk Endowment and other resources may be solicited to address regional needs. The group that visited WPCC was very impressed with the college, especially with the level of support by the local manufacturing companies.

Dr. Helmick said he is optimistic with enrollment and is confident WPCC is moving in the right direction. Marketing continues to be a priority and the College now has a supply of WPCC labeled bottled water for advertising. WPCC is continuing its partnership with the Work In Burke initiative by Burke Development, Inc., as well as BPIE. Having Suzanne Crawford join WPCC as a part-time liaison with BCPS and WPCC has been very promising.

On September 5th Dr. Helmick and Vice President Hoilman met with NCSSM and several other entities regarding the Hopewell/Burkemont Intersection on September 5 at WPCC. The need for sidewalks to be included with the final project was voiced.

12. Enter Closed Session (as permitted GS 143-318.11)

A MOTION was made by Ronnie Thompson at 5:43 p.m., SECONDED by Scott Mulwee, and PASSED unanimously to enter CLOSED Session.

13. Return to Open Session

A MOTION was made by Ronnie Thompson at 5:48 p.m., SECONDED by Tea Yang, and PASSED unanimously to return to OPEN Session. During CLOSED Session the Closed Session minutes from the June 12, 2018 meeting were approved.

14. Report of Nominating Committee and Election of 2018-19 Officers

Nominating Committee Chair Bruce Hawkins presented the following slate of officers for 2018 – 19:

William E. (Bill) Lennon, Chair
R. Scott Mulwee, Vice Chair
Kimberly (Kim) Kling, Secretary

A MOTION was made by Dr. Dan Dehart to close nomination and approve the officers [Chair] as presented. The MOTION was SECONDED by Ronnie Thompson and PASSED unanimously to elect William E. (Bill) Lennon as Chair for 2018-19.

A MOTION was made by Dr. Dan Dehart to close nomination and approve the officers [Vice Chair] as presented. The MOTION was SECONDED by Ronnie Thompson and PASSED unanimously to elect R. Scott Mulwee as Vice Chair for 2018-19.

A MOTION was made by Dr. Dan Dehart to close nomination and approve the officers [Secretary] as presented. The MOTION was SECONDED by Ronnie Thompson and PASSED unanimously to elect Kimberly (Kim) Kling as Secretary for 2018-19.

15. Announcements from Newly Elected Chair

Mr. Lennon is looking forward to the coming year and thanked Trustees for their confidence by approving him to serve another term as Chair.

Trustee Standing Committees 2018-19

Chair Lennon announced the Trustee Standing Committee assignments for 2018-19 and thanked Trustees for sharing their talents and expertise. He recognized two WPCC alumni – Amy Kincaid and Tea Yang - for their service as Trustees.

Chair Lennon acknowledged today was the 17th anniversary of 9/11 and requested a Moment of Reflection.

Next Regular Meeting of Trustees – November 13 @ 3 p.m.

As announced.

16. Adjournment

A MOTION was made by Kim Kling, SECONDED by Scott Mulwee and PASSED unanimously to adjourn the meeting at 5:58 p.m.



William E. Lennon, Chair



Kathy F. Durham, Trustee Liaison

Date Approved: November 13, 2018