



**SPECIAL MEETING**  
**THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE**  
 Tuesday, July 16, 2019 at 10:00 a.m.  
 MH-285, MOORE HALL, WPCC MAIN CAMPUS

<b>TIME</b>	<b>AGENDA</b>	<b>PRESENTER</b>
9:00 a.m.	(1) Tour of Property East Campus WPCC	Dr. Michael S. Helmick, President & Staff
10:00 a.m.	(2) Call to Order/Reading of Ethics Statement	Mr. William E. (Bill) Lennon Trustee Chair
10:05 a.m.	(3) Affirmation of Appointed Trustees	Ms. Mabel Lowman Burke County Clerk Superior Court
10:10 a.m.	(4) ▲ Motion to Approve Agenda	Mr. Lennon
10:15 a.m.	(5)* ▲ Motion to Approve Trustee Bylaws to Allow Electronic-conferencing for quorum and voting (Article III – Section 7)	Dr. Helmick Mr. Lennon
10:17 a.m.	(6) NCCCS Guidelines for Presidential Search	NCCCS President Peter Hans Executive Director Bryan Jenkins
<b>BREAK</b>		
10:45 a.m.	(7)* Presidential Search ▲ Motion to Approve Presidential Search Directive	Ms. Sandy Hoilman, Vice President Administrative Services/CFO
11:30 a.m.	(8) Role of Trustee Personnel Committee	Mr. Bruce Hawkins, Sr. Chair, Personnel Committee
<b>WORKING LUNCH @ NOON ROOM MH-275</b>		
Noon	(9) Presidential Profile	Mr. Lennon Ms. Hoilman
12:15 p.m.	(10) Presidential Search Committee (PSC)	Mr. Lennon
<b>PRESENTATIONS ON PROPERTY DEVELOPMENT @ 12:30 P.M. ROOM MH-285</b>		
12:30 p.m.	(11) Presentation on Housing	Alan Wood, President/CEO Burke Development, Inc.
12:45 p.m.	(12)* Presentation by Homes Urban Property Company	Blake Muldrow Development Manager
1:00 p.m.	Discussion/Q & A	Dr. Helmick, College Attorney, BDI City of Morganton, Burke County
<b>BREAK</b>		
1:25 p.m.	(13)* ▲ Approval NCCCS 3-1 P: Disposal of Real Property	Mr. Lennon
1:30 p.m.	(14)* ▲ Approval to Amend NCCCS 3-1: Project 2414 – Moore Hall Renovations MH 275	Mr. Lennon Ms. Hoilman
1:35 p.m.	(15)* ▲ Approval to Amend NCCCS 3-1: Project 2439 – Moore Hall – BLET Renovations	Mr. Lennon Ms. Hoilman
1:35 p.m.	(16)* Closing Remarks / Announcements	Mr. Lennon
1:40 p.m.	(17) ▲ Motion to Adjourn	Mr. Lennon
1:45 p.m.	(18) Tour of BMC, Library (Café & Bistro)	All (Optional)

*\*Supporting Documents within agenda packet*



## MINUTES

### SPECIAL MEETING

#### THE TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

Tuesday, July 16, 2019 at 10:00 a.m.

MH-285, MOORE HALL, WPCC MAIN CAMPUS

#### **TRUSTEES PRESENT (11):**

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 (telephonic)  
Ronnie Thompson  
Tea Yang

Student Trustee - Vacant

#### **TRUSTEES ABSENT (1):**

Lamar Smitherman

#### **OTHER GUESTS**

Johnnie Carswell, Chairman, Burke County Board of Commissioners  
Bryan Steen, County Manager, Burke County  
Mabel Lowman, Burke County Clerk Superior Court  
Bryan Jenkins, CPA, Executive Director of Accountability and State Board Affairs,  
North Carolina Community College System (telephonic)  
Sondra Jarvis, Executive Assistant, NCCCS (telephonic)  
Alan Wood, President/CEO  
Russ Davis, Homes Urban  
Blake Muldrow, Development Manager, Homes Urban  
John Henning, Attorney, Campbell and Shatley  
Kris Caudle, Attorney, Campbell and Shatley  
Alan Wood, CEO/President, Burke Development, Inc.  
Sally Sandy, City Manager, Morganton  
Sonja Marston, City of Morganton  
Phillip Lookadoo, City of Morganton  
Louis Vinay, City Attorney, Morganton

**OTHERS PRESENT (8)**

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  
Stacey Sholar, Director, Director, Western Piedmont Foundation  
Kristi Farley, Coordinator, Academic Programs  
Tina Stewart, Network/Computer Support Technician

**1. Tour of Property East Campus WPCC**

Preceding the official meeting, trustees were invited to tour the college's East Campus property. This tour was led by Dr. Michael S. Helmick, President, and Ms. Sandy Hoilman, Vice President for Administrative Services / Chief Financial Officer, and Rhia Crawford, Vice President for Academic and Student Success. Trustees attending were Trustee Chair Bill Lennon, Trustees Bruce Hawkins, Ronnie Thompson, Tea Yang, Kim Kling, Malone McNeely. Staff and faculty assisting were Lee Kiser, Dean, Workforce Continuing Development, and Stoney Story, Coordinator, Building Construction, and Zeb Graham, Chief of Security and S.

**2. Call to Order/Reading of Ethics Statement**

Trustee Chair Lennon called the meeting to order at 10:00 a.m. and welcomed those in attendance. Mr. Lennon declared a quorum and acknowledged Trustee Jon Mercer was participating telephonically. Mr. Lennon 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.

**3. Affirmation of Appointed Trustees**

Ms. Mabel Lowman, Clerk of Superior Court, Burke County, administered the oath of office to reappointed trustees William E. (Bill) Lennon, R. Scott Mulwee, and C. Malone McNeely.

*[Trustee Rod Harrelson arrived 10:10 a.m.]*

**4. Motion to Approve Agenda**

A MOTION was made by Dr. Dan DeHart, SECONDED by Bruce Hawkins, and PASSED unanimously to approve the agenda for today's meeting as presented.

**5. Motion to Approve Trustee Bylaws to Allow Electronic-conferencing for quorum and voting Article III – Section 7**

Dr. Helmick referenced a request by Trustees during the June 11, 2019 regular Trustee meeting for Administration to present a proposal to amend Trustee Bylaws to allow electronic conferencing for quorum and voting (as shown below). The proposal was drafted by Administration and approved by college attorneys. This temporary amendment will allow Trustees to conduct meetings in a timely manner so progress may continue with current initiatives facing WPCC over the next year, including the Facilities Master Plan and Presidential Search.

A MOTION was made by Ronnie Thompson, SECONDED Scott Mulwee, and PASSED unanimously to amend the Trustee bylaws as stated below:



**Article III. Meetings, Section 7. Quorum ( c )**

***For the period of July 1, 2019 to June 30, 2020, for the purposes of a quorum and participation in any meeting of the Board of Trustees, Trustees will be considered to be present at any specially called meeting of the Board and may vote on any matter arising therein if participating by telephone or by other electronic means. Provided, however, such Trustee so participating must be able to hear and to be heard directly; proxy voting or other participation by email, text, or other electronic means shall not be permitted.***

Following the approval of the motion, Dr. Helmick invited Trustee Jon Mercer to continue the meeting with voting privileges.

**6. NCCCS Guidelines for Presidential Search**

At 10:17 a.m. a video conference began with Bryan W. Jenkins, CPA, Executive Director of Accountability and State Board Affairs, North Carolina Community College System, and Sondra Jarvis, Executive Assistant, NCCCS. He presented a PowerPoint presentation "Community College President Selection Process: An Overview." **(See Trustee file 07-16-19)**

During this presentation, Mr. Jenkins stressed that selecting a new president was the most important duty that a board could undertake. He added that the North Carolina Community College System Office, State Board of Trustees, and the Trustees of Western Piedmont Community College would work as a 3-part team as they move forward with the selection process. Each part plays a vital role:

TRUSTEES	SYSTEM OFFICE	SBCC
<ul style="list-style-type: none"><li>• Elects a President, subject to SBCC approval</li></ul>	<ul style="list-style-type: none"><li>• Establishes salary from State funds</li></ul>	<ul style="list-style-type: none"><li>• Approves the Presidential Candidate</li></ul>
	<ul style="list-style-type: none"><li>• Conducts supplemental reference checks on finalists</li></ul>	
	<ul style="list-style-type: none"><li>• Provides technical assistance, as requested</li></ul>	

The Presidential Selection Process 1C SBCCC 300.1 begins with the NCCCS President or designee meeting with WPCC Trustees (which is being held today through videoconferencing) and ends with the Trustees recommending its final selection to the System President for approval by the SBCC at its next meeting. Mr. Jenkins said the 3 - 5 finalists names are forwarded to the System Office for supplemental checks with results provided to WPCC by himself or Ms. Jennifer Haygood, Chief of Staff.

WPCC Trustees will conduct a locally designated process to recruit and evaluate candidates. They must consider general input from college and community stakeholders and Trustees must consider more than one candidate unless SBCC waives this requirement. If Trustees decide to use a Presidential Search firm, there must be a Request for Proposal posted at a 10-day minimum and the consultant must meet qualifying criteria as specified by G.S. 115D-20(1).

WPCC Trustees will develop a job description which would include role/expectations, desired attributes, minimum qualifications and public/stakeholder input. The position would be advertised in appropriate

publications. The screening of applications method would need to be defined; NCCCS recommends that the Search Committee have the opportunity to review all applications received. Confidentiality is required at all times.

The following are recruitment recommendations for the finalists to Trustees; 1) Finalists interviews will be in the same format including interview questions, 2) the public, stakeholders, and college employees should be part of this process. During this stage, background and reference checks will be conducted. The overall goal is to position the future president for success.

The WPCC Chair will be asked to sign a form certifying that the following pre-defined checks have been completed:

-Social Security Number verification, Criminal history check, Civil litigation history check, Educational verification, Employment verification, and personal history check.

As the process moves forward, SBCC reviews and provides feedback on finalists for WPCC Trustee consideration. Trustees share names and resumes with the System President at least 10 business days prior to SBCC Personnel Committee meeting. The System Office recommends submitting 2 – 3 vetted finalists in case alternative finalists are needed. The System Office conducts a review and presents the findings to SBCC Personnel Committee. SBCC authorizes the System President to share SBCC's assessment of finalists and authorizes the Trustees to hold a final vote.

Mr. Jenkins said Terms of Employment Considerations should be negotiated prior to final action by SBCC. Community Colleges may want to enter into a contract. Presidents must participate in the Teachers' and State Employment Retirement System (TSER).

His presentation concluded followed by Q/A. Mr. Jenkins said WPCC has an outstanding reputation and that Dr. Helmick has allowed ample time for a new president to be selected. He said Dr. Helmick will be a "great leader to succeed".

The video conference ended at 11:01 a.m. followed by a 5 minute break. The meeting resumed at 11:11 a.m.

## **7. Presidential Search**

### **Motion to Approve Presidential Search Directive**

Chair Lennon said he, along with Bruce Hawkins, Chair of the Trustee Personnel Committee, had reviewed information regarding the Presidential Search. He asked Ms. Hoilman to share more details. Ms. Hoilman said Trustees had the following three options regarding the direction of the Presidential Search:

- Direct Selection of finalist (highly discouraged)
- Internal Search (time consuming)
- External Search (attracts local, regional, and national quality applicants)

**A MOTION was made by Mr. Hawkins, as Chair of the Trustee Personnel Committee, and SECONDED BY Mr. Mulwee, to move forward with a Request for Proposal to secure the services of an external search consultant to conduct the search for the next President for Western Piedmont Community College.**

Brief discussion continued regarding the timeline and funding for an external presidential search firm. Ms. Hoilman assured Trustees that proposals would be due by July 29 and forwarded to the Personnel Committee for review. The Personnel Committee is scheduled to meet on August 1 to narrow to 2 firms and both would be invited to present to the trustees at a special meeting mid-August. Funds totaling \$40,000 have been earmarked FY2020 for the fee and other costs such as travel, advertising, and meals.

**The MOTION PASSED unanimously as previously stated above.**

#### **8. Role of Trustee Personnel Committee**

Ms. Hoilman said the first role for the Trustee Personnel Committee would be to review proposals for presidential search firm. Their selection of the two finalists is scheduled on August 1 with a plan to ask those two to present to the full board with a vote to select the Presidential Search Consultant in mid-August.

Chair Lennon noted that Trustee Standing Committee assignments are typically appointed in late September which may change the roster of committee members. Mr. Lennon shared his observations of the timeline and discussed with trustees the need for their participation in several different areas over the next 6 to 9 months. He said that hiring the new president will be the number one priority for the trustees.

Ms. Hoilman said the Personnel Committee would have a presence on the Presidential Search, with the full board making the decision on the final make-up of the Search Committee.

Mr. Lennon noted that as the list of applicants narrow and the finalists are identified, it will be critical to have involvement with the spouse and family. The family has to be "sold" on the area and will be a part of the community.

#### **9. Presidential Profile**

During the working luncheon Bryan Steen, Burke County Manager and Johnnie Carswell, Chairman, Burke County Board of Commissioners joined the group. Ms. Hoilman spoke of the Presidential Profile that will be further defined by the Presidential Search consultant. She had a brief discussion of the comparison of other President's compensation package.

She also shared information regarding qualifications of the President using the current job description for Dr. Helmick. Areas that may be highlighted are education, community college experience, and management experience.

Ms. Hoilman suggested Trustees reflect on the role of the President, Opportunities and Challenges facing WPCC, ideal characteristics, and qualifications. Discussion followed with Trustees offering their preferences. Topics ranged from salary incentives, county supplement, cell phone expense, and other optional benefits.

Trustees agreed that the preferred candidate would: have North Carolina Community College experience, have completed an earned doctorate, and would be required to reside in Burke County. Ms. Hoilman added that the presidential search consultant would also be actively involved with finalizing the Presidential Profile.

**10. Presidential Search Committee (PSC)**

Ms. Hoilman completed her discussion by soliciting names/affiliations from Trustees as possible committee members for the Presidential Search Committee.

The Trustees offered the names of a number of internal and external potential committee members – all of whom have a strong bond with WPCC and want to see the college prosper. The preliminary roster totals 18; however, that number could change based on the search consultant recommendations. Ms. Hoilman suggested a maximum of 20 total.

Trustees (5)

Internal (7)

External (6)

**Trustee input included:**

Trustee Personnel Committee 5 members – Trustees

County Government

Chamber of Commerce

Economic Dev.

Education: NCSSM / BCPS

Healthcare

Industry (Meridian)

Education: BCPS (board member)

Civic Leaders

Former WPCC trustees

Western Piedmont Foundation

**11. Presentation on Housing**

Following lunch, the afternoon session of the Trustee meeting began at 12:34 p.m. Dr. Helmick recognized the following guests for this part of the meeting:

John Henning and Kris Caudle, Attorneys, Campbell and Shatley

Alan Wood, CEO/President, Burke Development, Inc.

Blake Muldrow and Russ Davis, Urban Homes

Sally Sandy, City Manager, Morganton

Sonja Marston, City of Morganton

Phillip Lookadoo, City of Morganton

Louis Vinay, Attorney, City of Morganton

Bryan Steen, Burke County Manager

Johnnie Carswell, Chairman, Burke County Board of Commissioners

Dr. Helmick asked Alan Wood, CEO/President, Burke County Development to address the current state of housing availability in Burke County. He informed the group that based on the research done by a housing assessment firm as of six months ago, there was a projected need of 2,800 housing units in the \$150,000 to \$300,000 price range. The profit margin on this size house is small and this is why builders tend to not build in this price range. Mr. Wood also addressed the new rental units at Alpine Mills and stated 1,300 additional rental units are needed. Catalyst for this growth are the new Broughton

Hospital, NCSSM, and a general economic development upswing. Mr. Lennon thanked Mr. Wood for sharing his findings.

## **12. Presentation by Homes Urban Property Company**

Two representatives from Homes Urban, Russ Davis and Blake Muldrow, presented a proposal to the Trustees regarding property development on the WPCC campus. Mr. Davis became familiar with WPCC after meeting Alan Wood, BDI. Homes Urban is based in Greenville, SC. His firm identifies and builds projects within a certain price range. Currently, millennials prefer to rent and baby boomers are transitioning to rentals after being home owners for most of their adult lives. His research and experience indicates that these markets are underserved. His firm can put together an investment group and financing that will develop housing at the current market rate. The proposed apartments will be market rate, upscale units designed to attract the previously mentioned demographic.

Mr. Muldrow presented site plan for 168 units for Phase I and remainder in Phase II. Plans would be to repurpose the barn at the front of the property currently used by the BRIDGE program and the Silo barn. The plans call for a maximum of 20 units to an acre that fit well with the topography. Amenities would include 7 buildings in the first phase and 3 in Phase II. Construction time is 15 months from closing. Mr. Davis added that they would like to complete the project by the Summer of 2021 with construction beginning in March of 2020. It was determined that access to adjacent properties would not be hampered. Projected rent for the units would range from \$800 for a 1 bedroom to \$1,400 for 3 bedroom.

City officials were questioned about Morganton's ability to provide the water and sewer for this project. Ms. Sandy said there was water capacity, but sewer capacity and access would be a challenge.

Mr. Davis talked about the advantages of the Opportunity Zone bringing equity into this identified project. Homes Urban plans to put a 42 year loan; and he would personally be a part of the investment. When questioned about his track record, he replied that with 14,000 built apartments units, he has never had one to go back to the bank.

He was also asked what 3 things make the project exciting. He replied (1) absolutely beautiful site (2) Access to hospital and Broughton and (3) attraction of the reusable vintage buildings including the Silo and other barns. He added this area presents a market that hasn't had new buildings in 16 years. He ended his proposal by stating that *"We will work hard to make sure we are doing the right thing."* Homes Urban exited the meeting at 1:09 p.m.

## **Discussion/Q & A**

Attorney John Henning distributed a packet of information regarding proposal. He values working with Ms. Hoilman. Regarding the Homes Urban proposal, he stated that the easiest property disposal is a sale as opposed to the college trying to be a partner in the enterprise. He walked Trustees through the process of a sale and discussed what WPCC would have to follow as the legal minimum. First, the college will need to declare the property surplus and have the SBCC agree. Once the SBCC approves the request to surplus the property, then WPCC would accept the offer by signing the Letter of Intent (LOI). Following the signing of the LOI by the President the college will advertise for upset bids. Assuming no one presents an acceptable upset bid then Homes Urban can begin their due diligence period. At the completion of the specified due diligence process the Trustees may sign a contract to sell the property assuming the contract is acceptable.



Mr. Henning indicated that the college should satisfy itself that Homes Urban will build what they have stipulated before signing the sale contract, but he stressed that once the college receives the funds for the property they will not retain control over the property. He did note that it is highly unlikely that Homes Urban would build something other than what they propose as a number of agencies will be working with them to regulate the building.

Discussion by John Henning ended at 1:25 p.m. followed by a short break.

**13. Approval NCCCS 3-1 P: Disposal of Real Property**

The meeting reconvened at 1:35 p.m. by Chair Lennon. Ms. Hoilman said the earlier presentations had been very informative.

The next item on the agenda was Approval NCCCS 3-1 P: Disposal of Real Property. Ms. Hoilman said prior to the disposal of real property trustees, in an official action, must first determine that the use of the property is unnecessary or undesirable to the purposes of the college. After making this determination, Trustees must submit a request to secure State Board approval to disposing of the property.

**A MOTION was made by Scott Mulwee, SECONDED by Ronnie Thompson, to submit NCCCS 3 – 1 P requesting State Board approval prior to disposing of the property.**

Following the motion, Trustees continued discussion of tax value, appraisal, upset bid, and return of proceed sales to capital budget projects at the College. Also discussed was the need to relocate the Building Construction program. Mr. Harrelson reported the tax value for the 169.3 AC was \$7.9M. Ms. Hoilman added that part of the acreage is in the flood plain. It was estimated 6 to 8 week delay in receiving an appraisal. The issue of asbestos in the barn was discussed; the attorney would add strong language that the College is not responsible for any issues with the property after the sale if finalized. Dr. Helmick said \$50,000 goes into escrow.

Trustee and Buildings and Grounds Committee Chair Jon Mercer commented on the presentation; he personally feels this would be a great opportunity for the College and also to ease the housing shortage described earlier by Alan Wood. Dr. Helmick said the College was not obligated to sell by signing the LOI; it is not an offer to purchase just the beginning of the process.

**Following discussion, the MOTION PASSED unanimously as stated above to request SBCC approval to dispose of the property.**

**After further consultation with John Henning, a MOTION was made by Rod Harrelson and SECONDED by Ronnie Thompson and PASSED unanimously to authorize the president to sign the Letter of Intent subject to legal review and satisfactory revisions and proceed with the Upset Bid process.**

**Mr. Henning and Mr. Caudle exited meeting at 1:53 p.m.**

**14. Approval to Amend NCCCS 3-1: Project 2414 –Moore Hall Renovations MH 275**

Ms. Hoilman informed Trustees that construction bids were higher than anticipated for Moore Hall Renovations MH 275 with only two contractors bidding: Carmel Contractors and V. Stewart McKee. The College is requesting approval to amend NCCCS 3 – 1 by increasing project by \$99,755 or 48%.

**A MOTION was made by Scott Mulwee, SECONDED by Ronnie Thompson, and PASSED unanimously to amend NCCCS 3-1: Project 2414 Moore Hall Renovation as presented.**

**15. Approval to Amend NCCCS 3-1: Project 2439 – Moore Hall – BLET Renovations**

Ms. Hoilman informed Trustees construction bids were higher than anticipated for Project 2439 – Moore Hall – BLET Renovations with only two contractors bidding: V. Stewart McKee and Wilkie Construction. The College is asking approval to amend the project by \$27,450 or 31%.

**A MOTION was made by Ronnie Thompson, SECONDED by Scott Mulwee, and PASSED unanimously to amend NCCCS 3-1 Project 2439 – Moore Hall – BLET Renovations as presented.**

**16. Closing Remarks / Announcements**

Chair Lennon said Trustees would look back on this day as being monumental due to the actions taken that will impact the College.

Dr. Helmick shared that he is working with a small group in the community to have seminars on-site at WPCC in January, February and March on Symbols of the South. He will share more information as plans develop.

Mr. Lennon reminded Trustees of the upcoming Leadership NCACCT Seminar in Wilmington August 21 – 23.

Following adjournment, Trustees are invited to have a campus tour to view Burke Middle College's newly renovated facility on the main campus with other sites of interest.

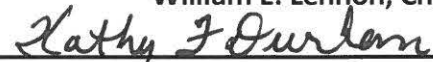
**17. Motion to Adjourn**

**A MOTION was made by Malone McNeely, SECONDED by Scott Mulwee and PASSED unanimously to adjourn the meeting at 2:03 p.m.**

**18. Tour of BMC, and Café**



William E. Lennon, Chair



Kathy F. Durham, Trustee Liaison

Date Approved: September 10, 2019