

OFFICIAL MINUTE BOOK I

BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE

OFFICIAL MINUTES OF THE  
BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA

October 3, 1967

The Board of Trustees of the Cleveland County Technical Institute, a Unit of the Department of Community Colleges held their organizational meeting at noon, October 3, 1967, in the Charles Dining Room.

The appointees of the Cleveland County Board of Commissioners were James F. Cornwell, Spurgeon Hewitt, C. G. Poston, and John F. Schenck, III. The appointees of the Shelby City School Board were J. D. Ellis, Cecil Gilliatt, J. E. Herndon, Jr., and Harry Matthews. Mr. Cornwell and Mr. Ellis were absent.

The invocation was given by Lee C. Phoenix, Superintendent of the Cleveland County Schools.

James B. Petty, President of the Cleveland County Technical Institute opened the meeting and turned the proceedings over to Malcolm Brown, Superintendent of the Shelby City Schools.

The first order of business was the oath of office administered by Paul Wilson, Clerk of Superior Court of Cleveland County. Mr. Brown introduced the people in attendance and pointed out that Don Jones, Superintendent of the Kings Mountain Schools, Mr. Phoenix, Joe Hendrick, County Manager, and he were to be ex-officio members of the Board.

Terms of office were determined by drawing lots and were as follows:

Two years	Mr. Matthews Mr. Poston
Four years	Mr. Ellis Mr. Hewitt
Six years	Mr. Cornwell Mr. Gilliatt
Eight years	Mr. Herndon Mr. Schenck

Mr. Herndon was nominated for chairman by Mr. Matthews and seconded by Mr. Schenck. He was elected by acclamation on motion of Mr. Hewitt and seconded by Mr. Gilliatt.

Mr. Cornwell was nominated for vice chairman by Mr. Hewitt and seconded by Mr. Gilliatt. He was elected by acclamation.

Mr. Petty was nominated and elected by acclamation as secretary of the Board by motion of Mr. Gilliatt and seconded by Mr. Hewitt.

Mr. Brown made a brief survey of the history of the Community College movement and offered advice to the new Board.

Mr. Herndon assumed his duties as chairman.

\*These minutes transferred from temporary Minute Book A, now filed under MINUTES in the offices of the school

Upon a motion by Mr. Matthews and seconded by Mr. Gilliatt, the Board unanimously approved the name: Cleveland County Technical Institute, a Unit of the Department of Community Colleges of North Carolina.

Upon a motion by Mr. Gilliatt and seconded by Mr. Matthews, Mr. Petty and Miss Jane Baxter, Institute bookkeeper, were authorized to sign vouchers drawn in the name of the Institute on the N. C. State Treasury.

There being no further business, the meeting was adjourned.

*J. E. Herndon, Jr.*  
J. E. Herndon, Jr., Chairman

*James B. Petty*  
James B. Petty, Secretary

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OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE SHELBY, NORTH CAROLINA

October 17, 1967

The Board of Trustees of the Cleveland County Technical Institute, a Unit of the Department of Community Colleges met on Tuesday, October 17, 1967, at 7:30 p. m. at the Institute.

Mr. J. E. Herndon, Jr., Chairman of the Board, called the meeting to order for transaction of business. The following members were present: James Cornwell, J. D. Ellis, Cecil Gilliatt, Harry Matthews, C. G. Poston, John Schenck, III, J. E. Herndon, Jr.

The Board discussed procedures for awarding contracts. The Board, on recommendation by James B. Petty and seconded by C. G. Poston, authorized the awarding of contracts to presently employed personnel.

The 1967-68 budget was discussed and presented to the Board. Mr. Gilliatt made a motion to adopt the present budget, and Mr. Matthews seconded it. The motion was carried. Budget revision were presented to the Board Upon a motion made by Mr. Schenck and seconded by Mr. Matthews, the revisions were approved.

The agreement to operate a Practical Nurse Education Program with Cleveland Memorial Hospital was discussed. The agreement was approved by acclamation on motion of Mr. Cornwell and seconded by Mr. Poston.

The Board discussed future building needs and appointed Mr. Herndon, Mr. Cornwell, and James B. Petty to look into possible future facilities at the County Home. This committee will report back to the Board at the next meeting.

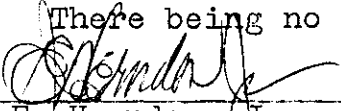
The Civil Rights Compliance Act was discussed by the Board. A motion to comply with the Act was made by Mr. Matthews and seconded by Mr. Poston. The motion was carried by acclamation. The Board authorized Mr. Herndon and Mr. Petty to sign the compliance agreement and to send a letter stating such action. The motion was made by Mr. Elliott and seconded by Mr. Gilliatt. (Copy of this agreement on file and hereby becomes a part of these minutes.)

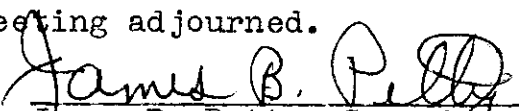
The Board agreed to meet once each quarter on the third Tuesday night in the first month of each quarter. A called meeting may be called when

the need arises by the chairman or a majority of the Board members.

No changes or corrections were made in the previous minutes.

There being no further business, the meeting adjourned.

  
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J. E. Herndon, Jr., Chairman

  
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James B. Petty, Secretary

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OFFICIAL MINUTES OF THE  
BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA

January 23, 1968

TIME AND PLACE OF MEETING

The regular meeting of the Cleveland County Technical Institute, Board of Trustees was held on Tuesday, January 23, 1968 in Mr. Petty's office. The meeting was called to order by the Chairman, Mr. J. E. Herndon, Jr.

ROLL CALL

Trustees Present: J. E. Herndon, Jr., presiding, James B. Petty, Harry Matthews, J. D. Ellis, Cecil Gilliatt, C. G. Poston, John F. Schenck, and J. F. Cornwell. Mr. Spurgeon Hewitt was absent.

READING OF THE MINUTES

The minutes of the October 17, 1967 meeting were approved.

NEW BUSINESS

Approval of Minutes: Upon motion by Mr. John Schenck that the minutes be accepted, motion was seconded by Mr. Cornwell, the minutes were approved unanimously.

Monthly Meeting: The Board decided to meet once a month, on the third Tuesday night at 7:30 p. m. This was not put in a form of a motion, but was unanimously agreed upon by the Board members.

State Budget Transfer: The Board approved of transfer of money in our State Budget, line item #108 Printing and Binding, \$500.00 to be added to this line item. This money will be taken from line #215 Technical Supplies and Materials. The Board unanimously approved this transfer, motion was made by Mr. Ellis, and seconded by Mr. Poston.

Bookstore Budget: The Board reviewed the Bookstore Budget and accepted the policy.

POLICIES FOR THE BOOKSTORE  
of the  
Cleveland County Technical Institute

I. Approval items for sale will be as follows:

1. Texts and Supplementary books for courses.
2. Normal school supplies (pencils, pens, paper, erasers, etc.)
3. Basic tools and instruments for courses (drafting instruments, wrenches, welder's gloves and goggles, safety glasses, etc.)
4. School related sundry items (decals, sweatshirts, pennants, etc.)
5. Replacement parts for auto and small engine repairs as operated under State Board of Education live projects policy #3.037.)

II. Prices for articles sold shall be set by the President or someone designated by him, with prices kept as low as possible consistent with good business practice but without unfair competition with local private businesses.

III. Profits of the bookstore may be used for the benefit of the school at the descretion of the President with each such expenditure reviewed at the next regular board meeting.

A motion to accept this policy was made by Mr. Matthews, and seconded by Mr. Ellis.

Application of Mr. John Martin: After discussion, Mr. Gilliatt made a motion to accept Mr. Martin for employment, Mr. Schenck seconded the motion, the motion was accepted unanimously.

Policies and Function: The Board discussed the functions and policies of the Board and thought this policy would be good for us to follow for the time being. No formal motion was made for adoption of these policies. The policy will be used as they stand until further notice.

County Home Property: The Board discussed the property and decided to talk with County Manager, Joe Hendrick, and Mr. Spurgeon Hewitt about acquiring additional land for the future site for our school. No official action was taken upon this matter until further investigation could be made for additional acreage. It was decided by the Board that 25 or 30 acres presently on the County Home property would be sufficient for the future building needs of our school. No further action was taken at this time.

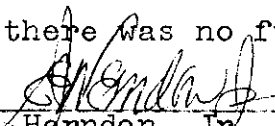
Committees Appointed: Mr. Herndon appointed the following committees:

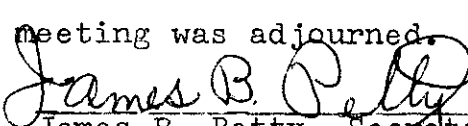
- Trade and Industry Committee - Harry Matthews, Chairman
- Business Committee, Cecil Gilliatt, Chairman
- Agriculture Committee, J. D. Ellis, Chairman
- Building and Grounds Committee, Spurgeon Hewitt, Chairman

Other members of these committees will be appointed at a later date.

ADJOURNMENT

As there was no further business, the meeting was adjourned.

  
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 J. E. Herndon, Jr., Chairman

  
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 James B. Petty, Secretary

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OFFICIAL MINUTES OF THE  
 BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
 SHELBY, NORTH CAROLINA

February 20, 1968

## TIME AND PLACE OF MEETING

The regular monthly meeting of the Cleveland County Technical Institute Board of Trustees was held on Tuesday, February 20, 1968 in the office of the President, Mr. Petty. The meeting was called to order at 7:30 p. m. by the Chairman of the Board, Mr. J. E. Herndon, Jr.

## ROLL CALL

Trustees present: J. E. Herndon, Jr., presiding, Harry Matthews, J. D. Ellis, Cecil Gilliatt, Spurgeon Hewitt, James B. Petty, C. G. Poston and J. F. Schenck. Trustees Absent: J. F. Cornwell.

## READING OF THE MINUTES

The minutes of the January 23, 1968 meeting were approved.

## NEW BUSINESS

Basic Adult Budget: Upon the motion of Mr. Harry Matthews that the budget be accepted, motion was seconded by Mr. J. D. Ellis, the budget was approved unanimously.

## OLD BUSINESS

Local Budget: A copy of the local budget with the carry-over money allotted to line items was reviewed by the trustees. There were no changes suggested or changes made. The budget will be sent to the Shelby City School Board for final approval.

State Budget Transfer: as follows:

<u>Code</u>	<u>Line Item Classification</u>	<u>Expenditures</u>
221	Salary - Instructional Supervision	(4,502.23)
322,332	Salary - Teachers (Extension)	4,502.23
215	Supplies and Materials - Technical	( 150.00)
245	Supplies and Materials	150.00

Motion to accept the State Budget Transfer was made by Mr. Spurgeon Hewitt, seconded by Mr. Cecil Gilliatt, the Budget was accepted unanimously.

Bookstore Budget: The Bookstore Budget was reviewed by the Board and is being placed in the minutes with no corrections, as directed by the Board.

County Home Property: There was a general discussion followed by a report made by a committee composed of Mr. Hewitt, Mr. Hendrick and Mr. Petty. After investigating the possibility of buying additional acreage adjoining the County Home property, it was found that the land is too expensive for purchase at this particular time, and it was the Board's decision not to buy this property. The Board also discussed the possibility of using land behind the Cleveland County Fairgrounds. This is to be investigated and reported on at the next meeting of the Board of Trustees. No official action was taken on accepting or rejecting the present County Home Property. It was decided that this property by itself would be too small for the campus of the school. The Committee was advised to investigate other property in the general area which would be large enough in acreage to accommodate the needs of Cleveland County

Technical Institute. Mr. Herndon will call a special meeting as soon as the information is gathered on a site suitable in acreage for the Institute.

ADJOURNMENT

The meeting was adjourned.

*J. E. Herndon, Jr.*  
J. E. Herndon, Jr., Chairman

*James B. Petty*  
James B. Petty, Secretary

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OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA

March 26, 1968

TIME AND PLACE OF MEETING

The regular monthly meeting of the Cleveland County Technical Institute, Board of Trustees was held on Tuesday, March 26, 1968 in the office of the President. In the absence of our Chairman, Mr. J. E. Herndon, Jr., Mr. Harry Matthews served as temporary Chairman.

ROLL CALL

Trustees Present: Harry Matthews, Presiding, Spurgeon Hewitt, Cecil Gilliatt, C. G. Poston, J. D. Ellis, and Malcolm Brown. Mr. James Cornwall, Mr. J. E. Herndon, Jr., and Mr. John Schenck were absent.

READING OF THE MINUTES

The minutes of the February 20, 1968 meeting were approved.

NEW BUSINESS

Teachers and Administrators 1968-69: Mr. Gilliatt made the motion that the list as presented to the Board be approved, Mr. Ellis seconded the motion, all the names on the list was accepted unanimously.

Board of Trustees Dues: The Board agreed to set aside \$100, in the local budget for the purpose of belongings to the N. C. Department of Community Colleges Board of Trustees. This is a State organization and is affiliated with the national organization. This will be placed in the local budget beginning July first. Motion to accept this was made by Mr. Hewitt, seconded by Mr. Gilliatt, the motion was unanimously approved.

Miscellaneous: The general practice is that the chief administrative officer appoint advisory committees for different areas of studies. A list of advisory people for the Supervisory Development Committee was presented to the Board as a matter of information and these men will be officially appointed.

Plans and Building Needs: Vince Outland from the Department of Community Colleges, discussed the aspects of land for a permanent site for our campus. At 3 p. m. Mr. Outland, Mr. Hewitt, Mr. Joe Hendrick, and Mr.

Petty toured several sites that are suitable for our Institution. Mr. Outland commented about several of these sites, but did not make any specific recommendations. He felt that the Board should analyze these areas, and give characteristics and details to analyze each tract of land. A definite decision will be forthcoming, and the Board recommended this committee to further investigate these sites and get the details in order that the Board have more information to make a definite decision on this.

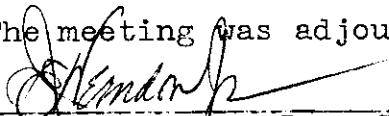
It was a very informative discussion, and I think it will be a great help to the Board in selecting our future campus site.

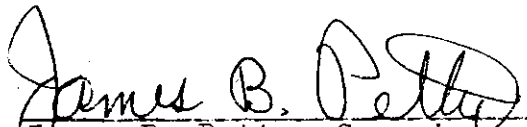
OLD BUSINESS

Bookstore Budget: The bookstore budget was reviewed by the Board and is being placed in the minutes with no corrections.

ADJOURNMENT

The meeting was adjourned.

  
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J. E. Herndon, Jr., Chairman

  
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James B. Petty, Secretary

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OFFICIAL MINUTES OF THE  
BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
May 21, 1968

TIME AND PLACE OF MEETING

The regular monthly meeting of the Cleveland County Technical Institute, Board of Trustees was held on Tuesday, May 21, 1968 in the office of the President. The meeting was called to order at 7:30 p. m. by the Chairman, Mr. J. E. Herndon, Jr.

ROLL CALL

Trustees Present: Mr. Cecil Gilliatt, Mr. Harry Matthews, Mr. James B. Petty, Mr. C. G. Poston, Mr. James Cornwell, and Mr. J. E. Herndon, Jr. Mr. J. D. Ellis, Mr. Spurgeon Hewitt, and Mr. John Schenck were absent.

READING OF THE MINUTES

The minutes of March 26, 1968 were approved.

NEW BUSINESS

Local Budget: The budget was reviewed, no changes were made. The local budget will be presented to the Shelby School Board.

State Budget: After reviewing the budget, item by item, a general discussion was held. A motion was made by Mr. Gilliatt to accept the State Budget and Mr. Poston seconded the motion. It was accepted unanimously.



Basic Adult Education Budget: A motion to release \$2,500 of unobligated money to the State was made by Mr. Poston; seconded by Mr. Matthews. It was accepted unanimously.

Revision: The transfer in the budget of \$300 from line item #334 (Travel-Extension Supervision) to line item #324 (Travel-Extension Teachers.) A motion was made by Mr. Matthews; seconded by Mr. Cornwell. It was accepted unanimously.

New Curriculums: were approved by the Board as follows:

- |                   |                          |
|-------------------|--------------------------|
| Accounting        | Farm Machinery Mechanics |
| Auto Body Repair  | Industrial Management    |
| Child Care Worker | Radio and T V Servicing  |

Work Schedule: The work schedule for employees was discussed, and a copy of the schedule was given to the Board of Trustees.

Vacancies: Vancancies for the coming year are as follows: Counselor, Librarian, Business Teacher and Secretary.

The position of secretary has been filled.

OLD BUSINESS

Bookstore Budget: was reviewed by the Board and is being placed in the minutes with no corrections.

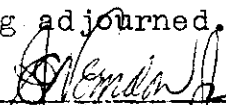

Tour of Facilities: was omitted. Time did not permit visitations of the plant.

Visiting: A visit to Caldwell Technical Institute in Lenoir was discussed by the Board. This is to be worked out, and a report made to the Board before the next meeting.

Executive Session: Was held for the possibilities of a new location for the institution.

ADJOURNMENT

Meeting adjourned.

	
J. E. Herndon, Jr., Chairman	James B. Petty, Secretary
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OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
June 18, 1968

TIME AND PLACE OF MEETING

The regular monthly meeting of the Cleveland County Technical Institute, Board of Trustees was held on Tuesday, June 18, 1968 at Alston Bridges Barbecue. The supper meeting was called to order at 6:00 p. m. by the Chairman, Mr. J. E. Herndon, Jr.

ROLL CALL

Trustees present: Cecil Gilliatt, C. G. Poston, Spurgeon Hewitt, John B. Martin, J. E. Herndon, Jr., James B. Petty, and D. J. Gold. Harry Matthews and John Schenck, III were absent.

READING OF THE MINUTES

The minutes of the May 21, 1968 meeting were approved.

BUSINESS

Contracts: The Board approved contracts for a business teacher, Miss Brenda Halyburton, and a counselor, Mr. Alvin M. Sherlin. A motion was made by Mr. Hewitt; seconded by Mr. Poston. It was accepted unanimously.

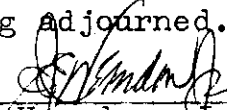
Budget Revision: The Budget Revision for Basic Adult Education was approved. A motion was made by Mr. Hewitt; seconded by Mr. Ellis. It was accepted unanimously.

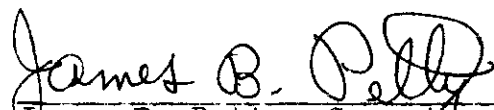
The Bookstore Budget: Is being placed in the minutes.

Visitation: The Board visited the Caldwell Technical Institute. The trip was very successful in giving the Board an idea of how to approach our building program in Cleveland County.

ADJOURNMENT

Meeting adjourned.

  
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J. E. Herndon, Jr., Chairman

  
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James B. Petty, Secretary

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OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
July 16, 1968

TIME AND PLACE OF MEETING

The regular monthly meeting of the Cleveland County Technical Institute, Board of Trustees, was held on Tuesday, July 16, 1968 in the office of the President. The meeting was called to order at 7:30 p. m. by the Chairman, Mr. J. E. Herndon, Jr.

ROLL CALL

Trustees present: Cecil Gilliatt, Harry Matthews, James B. Petty, Spurgeon Hewitt, C. G. Poston, James Cornwell, J. E. Herndon, Jr., J. D. Ellis, Joe Hendrick, Ex Officio, and Malcolm Brown, Ex Officio. Mr. John Schenck was absent.

READING OF THE MINUTES

In a motion made by Mr. Cecil Gilliatt, and seconded by Mr. Harry Matthews the Board unanimously approved, with no corrections, the minutes of the

June 18, 1968 meeting.

NEW BUSINESS

Budget Transfer: The motion to accept the transfer from the Administrative Salary Allotment to the Supervisory Allotment in the amount of \$708.00 was made by Mr. Hendrick. Mr. Gilliatt seconded the motion and it was unanimously approved by the Board.

OLD BUSINESS

Bookstore Budget: The budget was approved as written, and hereby becomes a part of these minutes. This budget is for both June and July.

Visiting: The trip to Caldwell Technical Institute was discussed by the Board. All were pleased with the visit and thought their buildings and layout would make an ideal situation for our County.

Executive: Mr. Harry Matthews made a motion that we formally petition the County Board of Commissioners for the County Home property to be used for the permanent site of the Cleveland County Technical Institute. Mr. James Cornwell seconded the motion. After varied discussion the Board voted unanimously to request the Commissioners to make the County Home property the permanent location for Cleveland County Technical Institute.

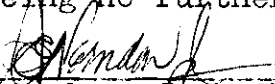
Term of Office: The term of office for the Board of Trustees was discussed. A motion to re-elect the chairman, vice-chairman, and the Secretary-treasurer for another year in office was made by Mr. Gilliatt. The motion was seconded by Mr. Poston and unanimously approved by the Board.

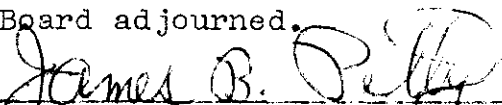
Sale of School Car: The sale of the school car, a 1967 Ford Station Wagon, was discussed by the Board. An offer of \$1,750.00, made by Mrs. Louise Dubesko, was discussed. Mr. Harry Matthews made a motion that we accept the \$1,750.00 offer made by Mrs. Dubesko. Mr. Spurgeon Hewitt seconded the motion and it was unanimously approved by the Board.

Purchase of School Car: The Board approved the purchase of a 1968 Plymouth Fury Sedan for \$2,006.00 from O'Neal Motors, Raleigh, North Carolina. A motion to purchase this car was made by Mr. Matthews and seconded by Mr. Hewitt. The Board unanimously approved the motion.

ADJOURNMENT

There being no further business the Board adjourned.

  
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J. E. Herndon, Jr., Chairman

  
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James B. Petty, Secretary

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OFFICIAL MINUTES OF THE  
BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
July 22, 1968

TIME AND PLACE OF MEETING

A called meeting of the Cleveland County Technical Institute Board of

Trustees was held on Monday, July 22, 1968 at 7:00 p. m. at the Institute.

ROLL CALL

Trustees present: Cecil Gilliatt, C. G. Poston, Spurgeon Hewitt, J. E. Herndon, Jr., John Schenck, Harry Matthews, Jim Cornwell, and J. D. Ellis. Ex Officio members Malcolm Brown and Joe Hendrick were also present.

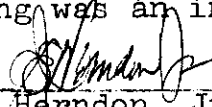
BUSINESS

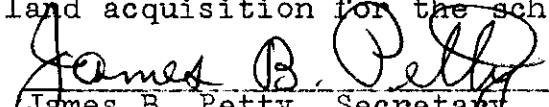
Contract: The Board approved a contract for Mrs. Lallage Carouthers as instructor in Practical Nursing. The motion was made by Joe Hendrick and seconded by C. G. Poston.

ADJOURNMENT

There being no further business the Board adjourned.

Following the business meeting a dinner meeting was held with the following members of the Cleveland County Board of Commissioners: Hugh Dover, Charles Greene, Coleman Goforth, and Spurgeon Hewitt. The purpose of the meeting was an informal discussion of land acquisition for the school.

  
J. E. Herndon, Jr., Chairman

  
James B. Petty, Secretary

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OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
September 17, 1968

TIME AND PLACE OF MEETING

The monthly meeting of the Board of Trustees of Cleveland County Technical Institute met in regular session on Tuesday, September 17, 1968, at 7:30 p. m. in the office of the President. No meeting was held in August due to vacation conflicts of Board members.

The meeting was called to order by the Chairman, Mr. J.E. Herndon, Jr., and the group was led in prayer by Mr. James Petty.

ROLL CALL

Trustees Present: J. E. Herndon, Jr., presiding; Harry Matthews, J. D. Ellis, Spurgeon Hewitt, James B. Petty, J. F. Cornwell, John Schenck, III, C. G. Poston, Cecil Gilliatt, Joe Hendrick, Ex Officio, and Walter B. Thomas, Ex Officio. Mr. Jack Creech, reporter for the Shelby Daily Star, Mr. Tom McIntyre, editor of the Cleveland Times, and Mr. Jack Gold, Administrative Assistant of Cleveland County Technical Institute were also present.

READING OF THE MINUTES

On a motion made by Mr. Spurgeon Hewitt and seconded by Mr. C. G. Poston, the minutes of the previous meeting were unanimously approved with no

corrections.

#### NEW BUSINESS

The resolution to the State Board of Education was brought up for discussion. The Board felt that it was now time to petition the State Board of Education for transfer of the Extension Unit to an independent Institution or from a contract to a chartered institution. The Board felt that this was a sound move and that we should go ahead and petition the State Board of Education, the Advisory Budget Commission, and the Governor for the approval of this matter, and our tentative plans are now to go to the people with a vote for capital outlay and for a tax levy to maintain the operation of the Institution. Mr. Matthews made the motion to do this, Mr. Ellis seconded, and the motion carried unanimously. It was also recommended that the Secretary of the Board of Trustees write a letter stating the position of the Board to the State Board of Education.

The Group Insurance, hospitalization plan, was explained by Mr. Gold and the Board members asked several questions, followed by a general discussion. Mr. John Schenck, III made a motion that we approve this hospital plan for the School and Mr. C. G. Poston seconded the motion. The Board unanimously approved the motion.

#### OLD BUSINESS

The Adult Basic Education Budget was explained in detail. After discussing the budget, Mr. Cecil Gilliatt made a motion to accept the budget as presented, Mr. Harry Matthews seconded the motion and it was approved by the Board.

The Special Accounts including the Bookstore, Self-supporting Class Fees, Adult Basic Education Funds, Janitor Salary, and Student Activity Fees were discussed by the Board. All of these accounts will be placed under a special account and will be administered under this special account. After some discussion the Board felt that this was the soundest way to handle the different accounts. Mr. C. G. Poston made a motion that we accept this recommendation from the President James Petty; Mr. J. D. Ellis seconded the motion and it was approved.

The County Home Property was again discussed by the Board as a possible site for the permanent location for Cleveland County Technical Institute. A report by the County Commissioners was given. The County Commissioners feel at this time that the Institution should seek further to find land with more acreage, but Mr. Joe Hendrick, reporting for the Commissioners, also made the statement that the Institution could use the property or any of the buildings for any use at this time. The Board felt that this acreage would be too small for the Institution. After hearing Mr. Hendrick's report, a committee was appointed by the Chairman, Mr. J. E. Herndon, Jr. for a planning committee. This committee consists of Mr. J. D. Ellis, Mr. Spurgeon Hewitt, Mr. John Schenck, III, Mr. Joe Hendrick, and Mr. James Petty. This committee was to study in detail the requirements and bring back to the Board the detailed plans for getting ready for the bond issue in the spring of 1969 and for finding a suitable site for the Institution.

#### ADJOURNMENT

There being no further business the Board adjourned.

*J. E. Herndon, Jr.*  
J. E. Herndon, Jr.

*James B. Petty*  
James B. Petty, Secretary

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OFFICIAL MINUTES OF THE  
BOARD OF TRUSTEES

CLEVELAND COUNTY TECHNICAL INSTITUTE  
SHELBY, NORTH CAROLINA  
October 15, 1968

TIME AND PLACE OF MEETING

The monthly meeting of the Board of Trustees of Cleveland County Technical Institute met in regular session on Tuesday, October 15, 1968 at 7:30 p. m. in the office of the President.

The meeting was called ot order by Mr. Harry Matthews in the absence of the Chairman and the Vice-Chairman, and the group was led in prayer by Mr. James Petty, President.

ROLL CALL

Members present: Harry Matthews, presiding, Cecil Gilliatt, C. G. Poston, Spurgeon Hewitt, J. D. Ellis, and James B. Petty. Mr. Noel Lykins, Director of Student Personnel, was also present. J. F. Cornwell, J. E. Herndon, Jr., and John F. Schenck, III were absent.

READING OF THE MINUTES

On a motion made by Mr. C. G. Poston, and seconded by Mr. Spurgeon Hewitt, the minutes of the previous meeting were approved as written.

NEW BUSINESS

Trustees' First Annual Meeting: Mr. Petty read a letter inviting the Board of Trustees to the First Annual Trustees' Meeting to be held in Raleigh, on Friday, October 18, 1968. It was decided that no one from our Board of Trustees would be able to attend this year's meeting due to prior obligations.

Student Activity Fee: Mr. Cecil Gilliatt made a motion that a student activity fee be collected from the students up to \$5.00 per quarter, which would include year book, athletic fees (exclusive of football), and miscellaneous student activities. Mr. Spurgeon Hewitt seconded the motion and it carried unanimously. This money is to be used strictly for student activities.

Duties of Student Personnel Director: Mr. Lykins gave the following report pertaining to his duties as Student Personnel Director at Cleveland County Technical Institute:

1. High school visitation and participation in College and Career Day
2. Interviewing of prospective students
3. Counseling with currently enrolled students
4. Maintaining student records
5. Processing monthly reporting on VA students and processing student draft deferments

6. Advertising
7. Publication of catalog and periodical brochures
8. Supervising registration each quarter
9. Planning and coordination graduation exercises
10. Liason for all student services, such as: ring sales, yearbook, and student organizations.
11. Exchange of correspondence with other schools - catalogs, transcripts, or other information

FALL QUARTER ENROLLMENT: Mr. Lykins also reported the following enrollment for the fall quarter:

Teacher Aide (meeting at the County Office Building)- 21  
 Automotive Mechanics - 37  
 Practical Nursing - 31  
 Welding - 24  
 Executive Secretary - 29  
 Accounting and Business Administration - 20  
 Mechanical Drafting - 21  
 Auto Body Repair - 10

Total Curriculum enrollment for Fall Quarter - 193

Approval of Survey for Status Change: Upon motion made by Mr. Hewitt, and seconded by Mr. Poston, the Board unanimously approved sending the survey questions, which have been answered, to the State Board of Education, Department of Community Colleges, Raleigh, North Carolina. These questions were submitted by the State Board of Education and have been answered as follows:

#### SURVEY FOR CHANGE TO CHARTER STATUS

1. What advantage will come from the appointment, by the Governor, of four additional trustees from the County or contiguous counties?

Answer:

The addition of four trustees from the County will give wider representation and broaden the effectiveness of the institution in planning a comprehensive program to effectively meet the needs of the adult population.

The institution would be able to more effectively relate to industry with additional trustees.

With the continued growth of the institution the addition of new board members will be an asset in telling the story of the Cleveland County Technical Institute to the people in Cleveland County.

2. In securing local financial support and in any other way in providing needed educational services, what disadvantages now exist that can be traced to the lack of independence from the local sponsoring board of education? Also, what disadvantages does the local sponsoring board of education find in the existing relationship? Do these disadvantages outweigh any advantages that may now exist?

Answer:

Based on more than three years experience it has been found that, while an excellent working relationship has existed between the

Institute and the Shelby Administrative Unit, a measure of difficulty has existed due to the awkward arrangement pertaining to local funds. These disadvantages are revealed in the necessity for two sets of records for difficulty in taking discounts on payments, and related matters.

There is an obvious disadvantage in securing local support in the requirement for three boards' approval of budgets. A recurring possibility of the conflict between them to the detriment of the educational program will continue to exist under the present arrangement.

3. What advantage will come from having the voters of the administrative area approve the local financial support required?

Answer:

Approval of required local support by the people of Cleveland County would enable the Institute to develop long range plans. Approval would also provide for the growth and development of the institution.

Specifically, it would show approval and support of the educational objectives of the Institute. The County Commissioners levying taxes for the Institute could do so knowing that they acted within the will of the people.

With a continuing tax levy, growth and development of the Institute would be assured since this would be the true measure of the citizens' desire that its money be invested in this educational institution.

4. What local financial support is anticipated beyond the level of local support now provided, including the necessary facilities?

Answer:

The Trustees of the Institute are presently planning to ask the voters of Cleveland County to approve a permanent tax levy up to five cents per hundred dollars valuation for current expense. It is not felt that a levy this large would be necessary at the present time, but would leave room for growth. Local current expense money is now approximately one cent per hundred dollars. A bond issue of \$850,000 is felt to be necessary for capital outlay. Construction costs will be financed from local and other sources.

5. What evidence is there that the local support required can be afforded without hurting the local support of the public schools?

Answer:

The County is in excellent financial condition. As of June 30, 1968 the County owes approximately \$4,000,000 in bonded indebtedness. The taxable property in the County is \$250,000,000.

The Trustees of the Institute and the local school boards are cooperatively planning a tax levy and bond issue program for the total educational needs of the County. Supporting statements for Cleveland County Technical Institute have been made by the Boards of Education and County Commissioners. A number of civic organizations have made statements of support for the Institute also.