

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, SEPTEMBER 23, 2003

BOARDROOM

A. Opening Prayer

Chair Paul presided and called the meeting to order. Matt Bartlett opened with a prayer.

B. Pledge of Allegiance

Mr. Al King led the group with the Pledge of Allegiance.

C. Public Hearing - Pursuant to G.S. 143-64.17B

Chair Paul stated the following: "This is a public hearing on Wayne Community College's intent to enter into a Guaranteed Energy Savings Contract with Johnson Controls, Inc. for upgrade of the College's lighting and water utilities. Branch Banking and Trust Company will finance the project cost (\$509,522.00) and underwriting fees (\$2,547.61) for an amortization period of ten (10) years at an annual interest rate of 4.28%." Mr. Paul opened the floor for comments from the public on the college's intent to award such a contract. There being no comments, the public hearing was closed.

D. Conflict of Interest Statement

The meeting then continued with Chair Paul reading the following statement: "All members of this board are reminded of their duty to avoid conflicts of interest and appearances of conflict. Are there any known conflicts of interest or appearances of conflict of interest with respect to any matters that appear on today's agenda? There were five board members with possible conflicts of interest or appearances of conflicts of interest : Mr. Tommy Jarrett, Mr. Keith Stewart , Mr. Ray Rouse, Mr. Cleve Paul and Mr. Bobby Rex Kornegay noted a possible conflict of interest with the selection of an architect to be voted upon tonight. All members

above-noted will abstain from voting on the items where their possible conflict is involved.

E. Roll Call

Cleve Paul, Chair

Tommy Jarrett, Vice-Chair

Tommy Cox

Gwyn Wilson

Keith Stewart

Bobby Rex Kornegay

Al King

Ray N. Rouse, III

Matt Bartlett, SGA Rep.

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.

Ken Ritt

Roy White

Yvonne Goodman

Jack Kannan

Dr. Dan Krautheim

Alice Wadsworth

Tara Humphries

Joy Ginn

Dr. Kay Albertson

Ms. Phyllis Moore, from the Goldsboro News Argus also attended the meeting.

Mr. Phil Baddour, Board Attorney also attended the meeting.

The following individuals were in attendance for a portion of the meeting:

Ms. Gerald Heath-Braswell, Ms. Penny Nelson, Mr. Steve Howell, Ms. Annette Caldwell, Mr. Michael Everette, Ms. Angela Hobbs, Ms. Beth Spragins, Ms. Leslie Crater, Ms. Shelly Williams and Ms. Debbie Harris.

F. Presentation of Resolutions to Retirees - Dr. Wilson presented a resolution and Cleve Paul presented a plaque of appreciation to Ms. Gerald Heath Braswell. Ms. Braswell retired as Secretary in the Co-Op and Job Placement Office after 27 years of service to WCC.

G. Introduction of New Employees

Mr. Roy White introduced the following new employees in the Continuing Education Division: Mr. Stephen Howell, Ms. Shelly Williams, Annette Caldwell and Ms. Penny Nelson. Dr. Dan Krautheim introduced the following new employees in the Curriculum Division: Mr. Michael Everette, Ms. Angela Hobbs, Ms. Beth Spragins, and Ms. Leslie Crater.

H. Consideration and Disposition of Minutes

Upon a motion by Mr. Al King and seconded by Mr. Keith Stewart, minutes of the July 22, 2003 Board of Trustees meeting were approved as submitted.

I. Special Presentation -

Debbie Harris, Director of EMS presented a report on the EMS/Fire/Law Enforcement programs at WCC.

J. Report of the Executive Committee - Cleve Paul

Chair Paul reported that the Executive Committee met on September 16, 2003 and discussed the agenda for tonight's meeting. Mr. Paul encouraged the Board to review the 2003-2004 Committee List (attached).

K. Report of the Building Committee - Ray Rouse

Mr. Ray Rouse reported on behalf of the Building Committee. Mr. Paul reviewed the attached facilities update. The following action items were reviewed and approved:

- 1) Upon a motion by Mr. Ray Rouse and seconded by Mr. Al King, the board authorized the chairman of the board to approve acceptance of the low bid for the storm Water Management Project and awarding of the contract as recommended by the Building Committee.
- 2) Upon a motion by Mr. Ray Rouse and seconded by Bobby Rex Kornegay, the Board of Trustees approved Change Orders GO 008 - GO 010 (attached) as submitted. Mr. Rouse noted that the Building Committee reserves the right to discuss these change orders with the architect to request possible reimbursement from the architects.
- 3) Upon a motion by Mr. Ray Rouse and seconded by Mr. Tommy Cox, the Board of Trustees approved the NCCCS Form 3-1, Tentative Approval of Capital Project for the upgrade of the Campus Energy System.
- 4) Upon a motion by Mr. Ray Rouse and seconded by Mr. Al King, the Board of Trustees approved the selection of the engineering firm, En-Tech, as recommended by the Building Committee as the designer of the energy plant upgrade project.
- 5) Upon a motion by Mr. Ray Rouse and seconded by Ms. Gwyn Wilson, the Board of Trustees approved Partin and Hobbs as the architect for WLC and Dogwood Building Renovations. Mr. Tommy Jarrett and Mr. Bobby Rex Kornegay abstained from voting on this motion.
- 6) Upon a motion by Mr. Ray Rouse and seconded by Mr. Keith Stewart, the Board of Trustees approved a resolution authorizing the filing of an application of Guaranteed Energy Savings Contact authorized by North Carolina General Statute 143-64.17C.
- 7) Upon a motion by Mr. Ray Rouse and seconded by Mr. Bobby Rex Kornegay, the Board of Trustees approved financing arrangements with BB&T for \$509,522 at 4.28% over 10 years. Mr. Tommy Jarrett, Mr. Ray Rouse, Mr. Keith Stewart and Mr. Cleve Paul abstained from voting on this motion.
- 8) Upon a motion by Mr. Ray Rouse and seconded by Ms. Gwyn Wilson, the Board of Trustees approved the location and construction of a new vehicle and equipment storage building and installation of asphalt paving. Mr. Bobby Rex Kornegay expressed his appreciation to the Wayne County Board of Commissioners for funding this most needed project.

L. Report of the Finance Committee

Mr. Tommy Cox presented the Summary of Financial Reports which included the County and

State Expenditures, Institutional Funds through August 31, 2003 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Tommy Cox and seconded by Mr. Ray Rouse, the Summary of Expenditures from Discretionary Funds (Attachment No. 4) of the Financial Report) in the amount of \$2,887.32 were approved unanimously.

Mr. Cox reviewed the attached Budget Resolution and the attached College Budget form DCC 2-1. Upon a motion by Mr. Cox and seconded by Ms. Gwyn Wilson, the Budget Resolution for 2003-2004 and the College Budget form DCC 2-1 were approved as submitted.

Mr. Cox also reviewed the attached proposal from College Bookstores of America. Upon a motion by Mr. Cox and seconded by Mr. Ray Rouse, the proposal from College Bookstores of America to assume the operations of the WCC Bookstore was approved as submitted.

Mr. Cox then reviewed the Summary of Foundation Activities and Events (attached) and the Foundation Budget Report. Mr. Jack Kannan distributed Foundation Fund Drive Pledge Cards to each board member present and encouraged their participation in this years Fund Drive.

M. Trustee Comments and Concerns

There were none noted.

N. Report of the President on Special Items - Ed Wilson

Dr. Wilson thanked past Chair Ray Rouse for his dedicated services to the WCC Board of Trustees for the past two years. He also thanked the board for allowing his 6-week sabbatical he enjoyed this summer and thanked Dan Krautheim and the staff for filling in for him.

- 1) Dr. Wilson began his report by presenting the attached enrollment reports for curriculum and continuing education.
- 2) Dr. Wilson presented the attached Personnel Report. This report reflected eleven new employees, one retirement, four resignations, seven position vacancies and three change of positions.
- 3) Dr. Wilson discussed the attached 2003 Diversity Report. This report reflects the data for the full-time employees of the college effective September 1, 2003.

Dr. Wilson also reminded the board of the attached 2004 Schedule of Events and Trustee Roster. He encouraged members to take the Schedule of Events with them to mark their calendars and he also asked the members to review their information on the Trustee Roster and notify Joy of any necessary changes.

Dr. Wilson then discussed the attached Collaborative Agreement between Lenoir Community College and Wayne Community College for the Global Logistics Technology degree program. Upon a motion by Ms. Gwyn Wilson and seconded by Mr. Al King the Collaborative Agreement was approved as submitted.

Dr. Wilson discussed some of the recent grants awarded to Wayne Community College and some donations by Goldsboro Rescue Squad and others.

Mr. Phil Baddour noted changes he made to the previously approved attached “Guaranteed Energy Savings Contract”. These two changes were: Paragraph 1 insert “Johnson Controls, Inc.” after the word Contract. The other change was on the last page of the contract in the last paragraph, after the word “resolution“ insert “and upon approval the proper officers of WCC are authorized to execute the contract with Johnson Controls, Inc.” Upon a motion by Mr. Keith Stewart and seconded by Mr. Bobby Rex Kornegay, the revised Guaranteed Energy Savings Contract was approved as discussed.

O. Report of the SGA President - Matt Bartlett

Matt Bartlett presented the board with an informative report of the activities of the Student Government Association.

P. Closed Session - In Accordance with G.S. 143-318-11(6)

Upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Tommy Cox , it was unanimous to meet in closed session for the purpose of considering the qualifications, competence, performance, character, fitness, conditions of appointment of public officer or employee.

The meeting returned to open session and there was no further business, upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Tommy Jarrett, the meeting adjourned at 7:40 p.m.

**CLEVE PAUL
CHAIR**

**EDWARD H. WILSON, JR.
SECRETARY**

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, SEPTEMBER 28, 2004

A. Opening Prayer

Chair Jarrett presided and called the meeting to order. Mr. Tim Haithcock opened with a prayer.

B. Pledge of Allegiance

Ms. Uvette Johnson led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Chair Jarrett with the following statement: AAll members of this board are reminded of their duty to avoid conflicts of interest and appearances of conflict. Are there any known conflicts of interest or appearances of conflict of interest with respect to any matters that appear on today=s agenda? There were no conflicts of interest or appearances of conflicts of interest by the Trustees.

Mr. Jarrett read a thank you card from Ms. Burden to the board.

D. Special Presentations

Dr. Wilson recognized the Senator John Kerr and Representative Louis Pate and presented them with a plaque in appreciate of their services to the North Carolina Community College System.

Dr. Wilson and Chair Tommy Jarrett presented Mr. Ray Rouse and Mr. Cleve Paul with a plaque in appreciation for their services rendered as former Chairs of the WCC Board of Trustees.

E. Administering Oath of Office

Pam Minshew, Deputy Clerk of Court, administered the Oath of Office to Tommy Cox, Bobby Strickland, Uvette Johnson , Tim Haithcock and JoAnn Roberts.

F. Roll Call

Tommy Jarrett, Chair	Mr. Randy McCullen
Mr. Al King	Ms. Bea Lamb
Mr. Keith Stewart	Dr. Michael Gooden
Ms. Gwyn Wilson	Mr. Tim Haithcock
Mr. Bobby Strickland	Ms. Joanne Roberts
Ms. Pat Burden	Mr. Tommy Cox
Ms. Uvette Johnson, SGA Rep.	

The following staff members were in attendance:

Mr. Jack Kannan	Ms. Yvonne Goodman
Mr. Ken Ritt	Ms. Alice Wadsworth
Ms. Tara Humphries	Dr. Kay Albertson
Ms. Joy Ginn	Ms. Carolyn Walston
Dr. Edward H. Wilson, Jr.	Ms. Robin Smith

The following individuals were in attendance for a portion of the meeting: Ms. Pam Minchew, Mr. Ray N. Rouse, III, Mr. Cleve Paul and wife, Evelyn, Mr. Jim Ruwaldt, Ms. Tracy Schmeltzer, Ms. Margaret Robertson, Ms. Mary Tucker, Ms. Letitia Rawlinson , Ms. Beth Spragins, Ms. Kathryn Spicer, Ms. Joanne Roberts husband and daughter, Rep. Louis Pate and Senator John Kerr.

Ms. Phyllis Moore of the Goldsboro News Argus also attended the meeting.

G. Introduction of New Employees

Dr. Kay Albertson introduced the following new employees – Mr. Jim Ruwaldt , Ms. Mary Tucker and Ms. Tracy Schmeltzer. Ms. Carolyn Walston introduced the following new employees – Ms. Letitia Rawlinson and Ms. Margaret Robertson.

H. Consideration and Disposition of Minutes

Upon a motion by Ms. Gwyn Wilson and seconded by Mr. Al King , minutes of the July 27, 2004 Board of Trustees meeting were approved as submitted.

I. Special Presentation -

Beth Spragins and Ms. Kathryn Spicer presented an informative presentation new Advising Center. (see attached handouts)

J. Report of the Executive Committee - Tommy Jarrett

Mr. Jarrett encouraged the board to review and take home the attached 2004-2005 Committee List and also the Roster of Trustees.

K. Report of the Building Committee – Mr. Tim Haithcock

Mr. Haithcock, Chair of the Building Committee recognized Mr. Ken Ritt. Mr. Ritt reported on behalf of the Building Committee following the attached facilities update.

L. Report of the Finance Committee

Ms. Gwyn presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds with Fund Balances and Changes and Transfers through August 31, 2004 and a Summary of Expenditures from Discretionary Funds. **Upon a motion by Ms. Gwyn Wilson and seconded by Ms. Pat Burden, the Summary of Expenditures from Discretionary Funds (Attachment No. 4) of the Financial Report in the amount of \$ 681.70 was approved unanimously. Ms. Wilson also reviewed the four attached Fund Authorities and upon a motion by Ms. Gwyn Wilson and seconded by Dr. Michael Gooden these Fund Authorities were approved as submitted.** Ms. Wilson reviewed the attached Budget Resolution and the attached College Budget form DCC 2-1. **Upon a motion by Ms. Gwyn Wilson and seconded by Dr. Gooden, the Budget Resolution for 2004-2005, the letter of information from County and the College Budget form DCC 2-1 were approved as submitted.**

Ms. Wilson then reported on the activities of the Foundation. Ms. Wilson reviewed the attached Update of Activities and Events of the Foundation of Wayne Community College. Mr. Jack Kannan then distributed the pledge cards to all members of the board and encouraged their support.

M. Trustee Comments and Concerns

Mr. Jarrett welcomed Mr. Bobby Strickland and Ms. Joann Roberts to the board.

N. Report of the President on Special Items – Dr. Edward H. Wilson, Jr.

Dr. Wilson also welcomed Mr. Strickland and Ms. Roberts to the board.

1) Dr. Wilson began his report by presenting the attached Personnel Report. This report reflected eight new employees, three resignations eight position vacancies and two change of positions.

2) Dr. Wilson then presented the attached enrollment reports for curriculum and continuing education.

3) Dr. Wilson reviewed the attached 2005 Diversity Report with the board.

4) Dr. Wilson informed the board that the 2005 Board Retreat is upcoming and information would be mailed regarding possible dates for the retreat.

5) Dr. Wilson also informed the board of an October 19 reception honoring Dr. Zealey at Goldsboro Country Club at 6:30 p.m. Invitations will be forthcoming.

6) Dr. Wilson distributed to the board the 2005 Board Planning Strategic Planning Guide.

O. Report of the SGA President – Uvette Johnson

Ms. Johnson reported on the upcoming activities of the Student Government Association and encouraged all board members to attend any meetings or activities.

There being no further business, the meeting adjourned at 7:20 p.m.

TOMMY JARRETT, CHAIR

EDWARD H. WILSON, JR., SECRETARY