

MINUTES
THE TRUSTEES OF WAYNE COMMUNITY COLLEGE
TUESDAY, NOVEMBER 25, 2003
BOARDROOM

A. Opening Prayer

Chair Paul presided and called the meeting to order. Mr. Paul welcomed everyone to the meeting. Tommy Cox opened with prayer.

B. Pledge of Allegiance

Tommy Jarrett led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Chair Paul with 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 no conflicts of interest or appearances of conflicts of interest by the Trustees.

D. Roll Call

Cleve Paul, Chair	Bobby Rex Kornegay
Tommy Jarrett, Vice-Chair	Bea Lamb
Tommy Cox	Keith Stewart
Ray N. Rouse, III	Randy McCullen
Gwyn Wilson	Matt Bartlett

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.
Ken Ritt
Roy White
Joy Ginn
Jack Kannan

Dr. Dan Krautheim
Alice Wadsworth
Tara Humphries
Dr. Kay Albertson
Yvonne Goodman

Ms. Phyllis Moore, from the Goldsboro News Argus and Mr. Phil Baddour, College Attorney also attended the meeting.

The following individuals were in attendance for a portion of the meeting: Mr. Craig Herring, Ms. Dorothy Lee, Mr. Jeff Bright, Ms Naomi Collie and Ms. Carolyn Hill.

E. Introduction of New Employees

Mr. Roy White introduced the following new employees: Mr. Craig Herring and Mr. Jeff Bright. Dr. Dan Krautheim introduced Ms. Dorothy Lee. Mr. Paul recognized Ms. Phyllis Moore, with the Goldsboro News Argus, and thanked her for attending the meeting.

F. Consideration and Disposition of Minutes

Upon a motion by Ms. Gwyn Wilson and seconded by Mr. Tommy Jarrett, minutes of the September 23, 2003 Board of Trustees meeting were approved as submitted.

G. Special Presentation -

Mr. Roy White together with Naomi Collie and Carolyn Hill presented an informative presentation on the Basic Skills "Race 4 Literacy" Program.

H. Report of the Executive Committee - Cleve Paul

Chair Paul presented the attached 2004 Schedule of Holidays to the board. Upon a motion by Mr. Randy McCullen and seconded by Ms. Bea Lamb, the 2004 Holiday Schedule was approved as submitted. Mr. Paul also reminded the Board of the upcoming 2004 Trustee Retreat and encouraged them to review the attached topics for that meeting. Dr. Wilson reviewed the attached agenda for the retreat and encouraged board members to review and notify him as soon as possible of any recommended changes or suggestions.

I. Report of the Building Committee - Ray Rouse

Mr. Ray Rouse reported on behalf of the Building Committee. Mr. Rouse recognized Mr. Ken Ritt who reviewed the attached facilities update. Upon a motion by Mr. Rouse and seconded by Mr. Randy McCullen, the bid for the Storm Water Management Project awarded to Ready Construction was approved as submitted. Upon a motion by Mr. Rouse and seconded by Mr. Bobby Rex Kornegay, the contract was approved for the Student Lounge Renovation. Upon a

motion by Mr. Ray Rouse and seconded by Mr. Keith Stewart, the Board authorized the chairman to accept the lowest acceptable bid and award the contract upon the recommendation of the Building Committee for the Pre-Engineered Metal Building. Mr. Rouse informed the board that the college had been approached about the possibility of having cellular phone tower placed on the property on the back of the campus. The building committee is investigating the possibility of this option.

J. Report of the Finance Committee

Mr. Tommy Cox presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds through October 31, 2003 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Mr. Cox and seconded by Mr. Keith Stewart, the Summary of Expenditures from Discretionary Funds (Attachment No. 4) of the Financial Report) in the amount of \$607.84 were approved unanimously.

Mr. Cox also presented a Fund Authority for the Minority Male Mentoring Initiative Grant. Upon a motion by Mr. Cox and seconded by Ms. Gwyn Wilson the fund authority was approved as submitted.

Mr. Cox then presented a Fund Authority for the Wayne Community College Forestry Demonstration Lab Project. Upon a motion by Mr. Cox and seconded by Mr. Ray Rouse, the fund authority was approved as submitted.

Mr. Cox also advised the board that the Finance Committee met on November 18, 2003 and reviewed the Investment Policy (Policy 04-03) and the Usage of Bookstore Profits Policy. No changes were recommended in these policies.

Mr. Cox then reviewed the Summary of Foundation Activities and Events (attached) and the Foundation Budget Report. Mr. Cox recognized Jack Kannan who reviewed the activities of the Foundation.

K. Trustee Comments and Concerns

Mr. Matt Bartlett questioned the temporary location of Student Activities Area during the upcoming renovation. Dr. Wilson reported that the Administrative Council will meet on Monday, December 1 to discuss this and will respond to the SGA. Mr. Keith Stewart reported that he, Mr. Jarrett and Ms. Wilson attended the recent Trustee Leadership Seminar in Research Triangle Park.

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

1) Dr. Wilson began his report by presenting the attached enrollment report for curriculum programs.

2) Dr. Wilson presented the attached Personnel Report. This report reflected six new employees, two retirements, four resignations, one change of position and five position vacancies.

Dr. Wilson announced the success of the WIA project at Wayne Community College. He commended Richard Darden and his staff on their recent awards and the \$5,000 incentive the program received.

Dr. Wilson announced that Tommy Walston, a former graduate of the Turfgrass Management Program at WCC and a current groundskeeper for the Kinston Indians was recently awarded the honor of the National Class A Sports Turfgrass Manager of the Year.

Dr. Wilson commended the Financial Aid office for the recent report which combined all the financial aid awarded to WCC students for 2002-03. Over 1812 students received over \$4.8 million.

Dr. Wilson announced that Wayne Community College had submitted an application in conjunction with Southeastern Community College for a grant to participate in an exchange program to bring business folks from Moldova.

Dr. Wilson invited the board members to attend the December 16th Christmas Social luncheon. Invitations will be mailed.

Dr. Wilson announced that Wayne Community College and East Carolina University are beginning to work on Teacher Education Programs. This will allow junior and senior year students to complete their degree at WCC. East Carolina has hired Debbie Grady who will be located on campus to head up this program.

M. Report of the SGA President - Matt Bartlett

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

N. Unfinished Business

There was no unfinished business noted.

O. New Business

There was no new business noted.

P. Closed Session - Pursuant to G.S. 143-318.11(6)

Upon a motion by Mr. Tommy Jarrett and seconded by Mr. Randy McCullen, 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 upon a motion by Ms. Bea Lamb and seconded by Mr. Ray Rouse, Dr. Kay Albertson was approved as the Vice President for Academic Affairs.

Q. Adjournment

There being no further business, the meeting adjourned at 7:10 p.m.

**CLEVE PAUL
CHAIR**

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

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

**TUESDAY, MARCH 23, 2004
6:00 P.M.**

BOARD ROOM

A. Opening Prayer

Chair Cleve Paul presided. The meeting was called to order and Mr. Tommy Cox opened this meeting with a prayer.

B. Pledge of Allegiance

Mr. Tommy Jarrett led the group with the Pledge of Allegiance.

Mr. Paul opened the business of the meeting with 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 with respect to any matters that appear on today's agenda?" There were no conflicts of interest or appearances of conflict of interest by the Trustees.

C Roll Call

The following trustees were in attendance:

Cleve Paul, Chair

Tommy Jarrett, Vice-Chair

Pat Burden

Tim Haithcock

Randy McCullen

Al King

Bobby Rex Kornegay

Bea Lamb

Tommy Cox

Keith Stewart

Gwyn Wilson

Matt Bartlett, SGA Representative

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.	Bill Thompson
Ken Ritt	Jack Kannan
Joy Ginn	Tara Humphries
Dr. Dan Krautheim	Roy White
Alice Wadsworth	Dr. Kay Albertson
Yvonne Goodman	

The following individual was also in attendance:

Ms. Phyllis Moore, from the Goldsboro News Argus and Mr. Phil Baddour, College Attorney also attended the meeting.

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

Mr. & Mrs. Mike Saylor, Mr & Mrs. Doug Royal, Ms. Barbara Russo, Ms. Susan Lambert, Mr. Andrew Rose and Ms. Fran Dennis.

D. Presentation of Resolutions

Dr. Wilson and Mr. Paul presented a resolution for retirement and plaque to Mr. Mike Saylor and Mr. Doug Royal for their services rendered to Wayne Community College.

E. Introduction of New Employees

Mr. Roy White introduced Mr. Andrew Rose to the board. Dr. Kay Albertson then introduced the following new employees: Ms. Susan Lambert, Ms. Barbara Russo and Ms. Fran Dennis.

F. Consideration and Disposition of Minutes

Upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Randy McCullen, minutes of the November 25, 2003 meeting were approved as submitted.

G. Report of the Executive Committee

Mr. Paul reminded the board of the upcoming Board Retreat scheduled for March 29, 2004 at Billies in Goldsboro. Mr. Paul also reminded the board of the Legislative Breakfast on March 24, at 8:00 a.m.

H. Report of the Building Committee

Mr. Ken Ritt reported on behalf of the Building Committee.

1) Upon a motion by Mr. Tim Haithcock and seconded by Mr. Keith Stewart, the change order P001 in the amount of \$17,975 for Storm Water Management Plan was approved as submitted.

2) Upon a motion by Mr. Randy McCullen and seconded by Mr. Bobby Rex Kornegay, the board approved to accept the low bid from Group III of Kinston, NC for the Student Lounge Renovation Project as submitted.

3) Upon a motion by Mr. Al King and seconded by Ms. Pat Burden, the Board authorized the Chair to accept construction bids upon recommendation of the Building Committee for the Energy Plant Upgrade.

5) Upon a motion by Mr. Keith Stewart and seconded by Mr. Randy McCullen, the board authorized the Board Chair to accept construction bids for the Continuing Education Building upon recommendation of the Building Committee.

6) Upon a motion by Mr. Tim Haithcock, and seconded by Mr. Keith Stewart, the board approved the selection of the Architect as recommended by the Building Committee for the Multi-Purpose Technology Building.

7) Upon a motion by Mr. Randy McCullen and seconded by Mr. Tim Haithcock, the Board approved the acceptance of the low bid and awarding of the contract to Johnson and Russell Construction, Inc. as recommended by the Building Committee and Chair for the vehicle storage building.

I. Report of the Finance Committee

Mr. Tommy Cox presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds through February 29, 2004 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Mr. Bobby Rex Kornegay and seconded by Ms. Gwyn Wilson, the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report in the amount of \$2,799.61 were approved unanimously. Mr. Cox also reviewed the attached Fund Authorities. Upon a motion by Ms. Gwyn Wilson and seconded by Mr. Al King, the attached Fund authorities were approved as submitted.

Dr. Wilson then reviewed the attached letter regarding the college's internal audit report. There being no audit exceptions, Dr. Wilson and the board commended Alice Wadsworth and her staff on a job well done.

Mr. Cox also reviewed the Summary of Foundation Activities and Events (attached) and the Foundation Budget Report. Mr. Cox recognized Jack Kannan who reviewed the activities of the Foundation. The board then commended Mr. Kannan for a job well done.

J. Trustee Comments and Concerns

There were none noted.

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

1. Dr. Wilson began his report by presenting the attached enrollment reports.
2. Dr. Wilson also presented the attached Personnel Report. This report reflected eight new employees, two resignations, four change of positions and six position vacancies.
3. Dr. Wilson reviewed the attached program approval for a new Criminal Justice Concentration, Critical Incident Management. Upon a motion by Mr. Keith Stewart and seconded by Ms. Gwyn Wilson, the Critical Incident Management Concentration was approved as submitted
4. Dr. Wilson also reviewed the attached proposed Curriculum Program, Termination for Human Services Technology/Gerontology. Upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Tim Haithcock, the board unanimously approved the termination for the Human Services Technology/Gerontology Concentration.
5. Dr. Wilson presented the attached annual Internal Audit Report for Spring Semester 2003. No irregularities were noted.
6. Dr. Wilson also reported on the annual equipment audit (see attached).
7. Dr. Wilson encouraged the board members to be thinking of topics for presentations for the board meetings.

L. Report of the SGA President - Matt Bartlett

Mr. Bartlett gave an informative report on the activities of the Student Government Association. Some of the upcoming items he discussed were:

- * April 15, 2004 between 12:00 and 3:00 - Spring Fling – Election of SGA Officers
- * April 22, 2004 Who's Who Banquet
- * April 17, 2004 between 4:00 and 5:30 p.m. a Gospel Concert

M. Unfinished Business

There was no unfinished business to report.

N New Business

There was no new business to report.

There being no further business, the meeting adjourned at 6:55 p.m.

CLEVE PAUL, CHAIR

EDWARD H. WILSON, JR., SECRETARY

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, JULY 27, 2004

A. Opening Prayer

Vice-Chair Jarrett presided and called the meeting to order. Mr. Keith Stewart opened with a prayer.

B. Pledge of Allegiance

Dr. Michael Gooden led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Vice-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.

D. Roll Call

Tommy Jarrett, Vice-Chair
Al King
Keith Stewart
Gwyn Wilson

Randy McCullen
Bea Lamb
Dr. Michael Gooden

The following staff members were in attendance:

Jack Kannan
Ken Ritt
Tara Humphries
Joy Ginn

Ken Ritt
Alice Wadsworth
Dr. Kay Albertson

The following individuals were in attendance for a portion of the meeting: Mr. Bobby Rex Kornegay and Mr. Mark Johnson.

Mr. Phil Baddour, Board Attorney and Ms. Phyllis Moore of the Goldsboro News Argus also attended the meeting.

Mr. Jarrett informed the Board that Ms. Pat Burden had recently undergone knee replacement surgery and it was the consensus of the Board to send a plant and card to Ms. Burden from the Board.

E. Introduction of New Employee

Ms. Alice Wadsworth introduced Mr. Mark Johnson. Mr. Johnson began his employment as Accountant/Equipment Coordinator on July 12, 2004.

F. Report of Nominating Committee – Randy McCullen

Mr. Randy McCullen reported on behalf of the nominating committee of the Board. **Upon a motion by Mr. McCullen and seconded by Mr. Al King, the following slate of officers for the Wayne Community College Board of Trustees for the 2004-2005 year were approved as submitted:**

Tommy Jarrett – Chair
Tommy Cox – Vice Chair
Edward H. Wilson, Jr. – Secretary
Joy Ginn – Assistant Secretary

G. Consideration and Disposition of Minutes

Upon a motion by Mr. Keith Stewart and seconded by Dr. Michael Gooden, minutes of the May 25, 2004 Board of Trustees meeting were approved as submitted.

H. Special Presentation -

Dr. Kay Albertson presented an informative presentation of the College Lumina Grant and SACS Quality Enhancement Plan. (see attached)

The Board then moved to the atrium to present Mr. Bobby Rex Kornegay, former trustee with a resolution and plaque honoring him as Trustee Emeritus. The Board then returned to the Board

Room for the remainder of the meeting.

I. Report of the Executive Committee -

There were no items to report

J. Report of the Building Committee

Mr. Ken Ritt reported on behalf of the Building Committee. Mr. Ritt presented the attached facilities update. **Upon a motion by Mr. Randy McCullen and seconded by Mr. Keith Stewart, Change Order #4 for the Student Lounge Renovation project in the amount of \$250.80 was unanimously approved.**

K. Report of the Finance Committee

Ms. Alice Wadsworth presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds with Fund Balances and Changes and Transfers through June 30, 2004 and a Summary of Expenditures from Discretionary Funds. **Upon a motion by Ms. Gwyn Wilson and seconded by Ms. Bea Lamb, the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report in the amount of \$ 918.42 was approved unanimously. Ms. Wadsworth also reviewed the two 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. Wadsworth then presented the Summary of Bad Debts for approval by the Board for write-off. **Upon a motion by Mr. Keith Stewart and seconded by Ms. Gwyn Wilson, the Summary of Bad Debts were approved for write-off as submitted.** Ms. Wadsworth then presented the attached Specific Fees and Student Activity Fee Review for Fiscal Year 2004-2005. The following fees were discussed: 1) Uniform Fee for Dental Students of \$50.00 annually; 2) Applied Music Fee of \$250.00 per semester per course and 3) Student Activity fee of \$32.00 per year for a full-time student and \$8.00 per semester for students enrolled in less than six (6) credit hours. **Upon a motion by Dr. Michael Gooden and seconded by Mr. Al King, these fees were approved as submitted.**

Chair Jarrett then recognized Mr. Jack Kannan to report on the activities of the Foundation. Mr. Kannan reviewed the attached Update of Activities and Events of the Foundation of Wayne Community College.

L. Trustee Comments and Concerns

There were no comments or concerns noted.

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

1) Dr. Wilson began his report by presenting the attached Personnel Report. This report reflected one new employee, one resignation (one deceased), one retirement and four position

vacancies.

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

3) **Dr. Wilson presented the attached 2005 Holiday Schedule. Upon a motion by Mr. Al King and seconded by Ms. Gwyn Wilson, the schedule was approved as submitted.**

4. Dr. Wilson presented the attached Public Safety Course Agreement with Wayne Community College and Wayne County Public Schools. **Upon a motion by Mr. Keith Stewart and seconded by Mr. Randy McCullen, the agreement was approved as submitted.**

5. Dr. Wilson then presented the attached Executive Summary of Wayne Community College's Quality Enhancement Plan. **After discussion of this plan and upon a motion by Ms. Gwyn Wilson and seconded by Dr. Michael Gooden the board approved the Quality Enhancement Plan of Wayne Community College as submitted.**

6. Dr. Wilson reported on the attached Internal Audit of the Continuing Education/Basic Skills classes. There were no irregularities noted. Dr. Wilson also presented the attached letter reporting on the curriculum program audit for 2002-2003. There were no exceptions noted.

7. Dr. Wilson informed the Board that the college had received approximately \$23,800 for a Professional Development Grant.

8. Dr. Wilson also reminded the board of the upcoming Trustee Meetings. He encouraged any trustee wishing to attend to please contact Joy as soon as possible.

9. Dr. Wilson commended the staff of the Student Services Division for another Program Audit (attached) with no recommendations.

10. Dr. Wilson announced that the college had received approximately \$52,250 for a Career Start Project with the Dept. of Health & Human Services of Social Services.

11. Dr. Wilson invited the Board to attend the upcoming August 11 Faculty/Staff Convocation beginning at 8:30 a.m.

12. Dr. Wilson encouraged the Board to take the Catalog and Student Handbook with them for their review. He also encouraged them to visit the College Website at www.waynecc.edu.

Upon a motion by Mr. Al King and seconded by Ms. Gwyn Wilson, the meeting was adjourned to closed session pursuant to G.S. 143-318.11(6).

Upon a motion by Mr. Al King and seconded by Mr. Keith Stewart, the meeting returned to open session.

Upon a motion by Ms. Gwyn Wilson and seconded by Dr. Michael Gooden, the method of

billing for Mr. Phil Baddour was approved as outlined in the attached letter. It was the consensus of the board for Mr. Baddour to prepare a formal document highlighting the terms of this letter.

Upon a motion by Dr. Michael Gooden and seconded by Mr. Al King it was unanimously agreed to recognize Mr. Bobby Rex Kornegay with the award of Trustee Emeritus.

There being no further business and upon a motion made by Dr. Michael Gooden and seconded by Mr. Al King, the meeting adjourned at 7:25 p.m.

TOMMY JARRETT, CHAIRMAN

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