

## MINUTES

### THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, NOVEMBER 23, 2004

#### A. Opening Prayer

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

#### B. Pledge of Allegiance

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

#### C. Conflict of Interest Statement

The meeting was opened by Chair Jarrett 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.

Mr. Jarrett read a letter from Cleve Paul, former Chair of the Board of Trustees, thanking the board for the plaque he received from the board.

Mr. Jarrett also read part of a letter from the North Carolina Board of Ethics indicating that the evaluation of the statement of economic interest had been performed on Joanne Roberts and no conflict of interest was noted nor potential conflict of interest.

#### D. Roll Call

Tommy Jarrett, Chair

Ms. Bea Lamb

Mr. Keith Stewart

Ms. Gwyn Wilson

Mr. Bobby Strickland

Ms. Uvette Johnson, SGA Rep.

Mr. Randy McCullen

Mr. Tommy Cox

Dr. Michael Gooden

Ms. Pat Burden

Ms. Joanne Roberts

The following staff members were in attendance:

Ms. Yvonne Goodman

Mr. Roy White

Mr. Ken Ritt  
Ms. Tara Humphries  
Ms. Joy Ginn

Ms. Alice Wadsworth  
Dr. Kay Albertson  
Dr. Edward H. Wilson, Jr.

The following individuals were in attendance for a portion of the meeting: Shirley Jones and Susan Stovar-Faison.

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

#### **E. Presentation of Resolution -**

Dr. Edward H. Wilson, Jr. presented Ms. Shirley Jones with a resolution recognizing her retirement. Mr. Tommy Jarrett also presented Ms. Jones with a plaque for her services rendered at WCC.

**F. Introduction of New Employee -** Mr. Roy White introduced Susan Stover-Faison, Career State Case Manager to the board.

#### **G. Consideration and Disposition of Minutes**

**Upon a motion by Mr. Randy McCullen and seconded by Dr. Mike Gooden, minutes of the September 28, 2004 Board of Trustees meeting were approved as submitted.**

#### **H. Special Presentation -**

Ms. Yvonne Goodman presented an informative presentation on Student Services/Financial Aid. (see attached handouts)

#### **I. Report of the Executive Committee - Tommy Jarrett**

There was no report given.

#### **J. Report of the Curriculum Committee - Mr. Keith Stewart**

Mr. Keith Stewart reported for the Curriculum Committee. The Curriculum Committee met on November 16<sup>th</sup>. Mr. Stewart presented the attached information concerning the proposal of the Emergency Preparedness Technology program. **Upon a motion by Mr. Stewart and seconded by Dr. Michael Gooden, the Emergency Preparedness Technology Program was approved as submitted.** Mr. Stewart also presented the attached Level-Two Instructional Service Area Agreement. **After discussion and upon a motion by Mr. Stewart and seconded by Dr. Michael Gooden, the Level-Two Instructional Service Area Agreement between Wayne Community College and James Sprunt Community College were approved as submitted.**

#### **K. Report of the Building Committee –**

Mr. Ritt reported on behalf of the Building Committee following the attached facilities update.

#### **L. Report of the Finance Committee**

Ms. Gwyn Wilson presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds with Fund Balances and Changes and Transfers through October 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 \$4,059.70 were approved unanimously. Ms. Wilson also reviewed the attached Fund Authority and upon a motion by Ms. Gwyn Wilson and seconded by Mr. Randy McCullen this Fund Authority was approved as submitted.** Ms. Wilson also reported to the board that the Finance Committee met on November 16, 2004 and reviewed of the attached Investment Policy and the Usage of Bookstore Profits together with the Policy for Use of Bookstore Profits. After this annual review was completed, the Finance Committee recommended no changes to either policy.

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.

#### **M. Trustee Comments and Concerns**

Mr. Jarrett congratulated Dr. Wilson on his recent recognition at the System Office Day of Recognition for the President of the Year Award. Mr. Jarrett also suggested to the board members that anyone with ideas of topics for the upcoming retreat to submit them to Joy as soon as possible.

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

Dr. Wilson thanked everyone for attending the Day of Recognition Ceremony in Raleigh. Dr. Wilson also thanked the Administrative Council of the College for their recent contribution to the Foundation in his honor.

1) Dr. Wilson then began his report by presenting the attached Personnel Report. This report reflected six new employees, one resignation and one death. The report also reflected two retirements and five position vacancies.

2) Dr. Wilson then presented the attached enrollment report for curriculum programs.

Dr. Wilson also informed the board that the Finance Auditors had recently completed their financial audit of the college. A report to the board will be presented at the March meeting.

**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 7:00 p.m.**

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**TOMMY JARRETT, CHAIR**

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