

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, JANUARY 28, 2003

BOARDROOM

A. Opening Prayer

Vice-Chairperson Paul presided and called the meeting to order. Mr. Roy White opened the meeting with a prayer.

B. Pledge of Allegiance

Mr. Ken Ritt led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Vice-Chairperson 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, Vice-Chairperson	Bobby Rex Kornegay
Tommy Cox	Randy McCullen
W. Timothy Haithcock	Bea Lamb
Tommy Jarrett	Patricia Burden
Gwyn Wilson	Robert McAllister, Jr.

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.	Dr. Dan Krautheim
Ken Ritt	Alice Wadsworth
Roy White	Tara Humphries
Joy Ginn	Dr. Kay Albertson
Jack Kannan	Bill Thompson
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. & Mrs. Alton Glenn Smith, Jr., Ms. Marie Lewis and her husband David Earl Lewis, Mr. Paul Compton, Ms. Shannon Vinson, Ms. Robyn Ferguson, Ms. Charlotte Brow, Ms. Tholeathcus Grantham, Mr. Joe McMichael, Mr. Michael McCrae, Ms. Marie Limmen and Mr. James Bynum.

E. Presentation of Resolutions to Retirees - Dr. Wilson presented a resolution and Cleve presented a plaque of appreciation to the following retired employees - Mr. Glenn Smith and Ms. Marie Lewis.

F. Introduction of New Employees

Mr. Roy White introduced the following new employees: Joe McMichael, Michael McCrae and Tholeathcus Grantham. Mr. McMichael began his employment as Director- Business & Industry Center on January 2, 2003. Mr. McCrae began his employment as Adult High School Math Instructor on January 2, 2003 and Ms. Tholeathcus Grantham began her employment as TLC Team Leader on January 2, 2003. Dr. Dan Krautheim introduced the following new employees: Shannon Vinson, Charlotte Brow, James Bynum and Marie Limmen. Ms. Vinson began her employment as Early Childhood Professional Development Counselor on November 1, 2002. Ms. Brow began her employment as History Instructor on January 2, 2003. Mr. Bynum began his employment as SGA Coordinator on January 2, 2003 and Ms. Marie Limmen began her employment as Nursing Instructor on January 21, 2003.

Mr. Bill Thompson then introduced Ms. Robyn Ferguson. Ms. Ferguson began her employment on January 2, 2003 as Grants Development Coordinator.

G. Consideration and Disposition of Minutes

Upon a motion by Ms. Gwyn Wilson and seconded by Ms. Pat Burden, minutes of the November 26, 2002 Board of Trustees meeting were approved as submitted.

H. Special Presentation -

Paul Compton, Department Head for Mechanical and Engineering presented an informative demonstration on Manufacturing Technology Plastics.

I. Report of the Executive Committee - Cleve Paul

Vice-Chairperson Paul reviewed the evaluations of the recent board retreat with the board. Mr. Paul also reminded the board of the 2003 Schedule of Meetings in their books.

J. Report of the Curriculum Committee

Dr. Krautheim reported on behalf of the Curriculum Committee. Dr. Krautheim presented the attached information regarding a new Surgical Technology Program. Upon a motion by Mr. Tim Haithcock and seconded by Mr. Tommy Cox, the program was approved as submitted.

K. Report of the Personnel Committee - Tommy Jarrett

Mr. Tommy Jarrett reported on behalf of the Personnel Committee. Mr. Jarrett announced to the Board that the Personnel Committee was in the editing the Trustee By-Laws and Policies Manual. These documents were reviewed by the board at the Board Retreat and will be distributed to the board for review after all suggested changes are made. Dr. Wilson reminded the board that he had sent a draft of these documents for review to Clay Hines, the attorney for the Community College System, and was waiting for her response.

L. Report of the Building Committee - Cleve Paul

Mr. Cleve Paul reported on behalf of the Building Committee. Mr. Paul reviewed the attached facilities update. Mr. Ritt then discussed the Guaranteed Energy Savings (Performance Contracting) proposals. Mr. Ritt informed the board that the building committee had discussed the proposals and was recommending to the board that Johnson Controls, Inc. be selected as the contractor for the Guaranteed Energy Savings. Mr. Randy McCullen made a motion to select Johnson Controls, Inc. as a Performance Contractor for the purpose of developing a Guaranteed Energy Saving Project Agreement and Investigating Financing the motion was seconded by Mr. Bobby Rex Kornegay and passed unanimously.

M. Report of the Finance Committee - Gwyn Wilson

Ms. Gwyn Wilson presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds through December 31, 2002 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Ms. Wilson and seconded by Ms. Pat Burden, the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report) in the amount of \$153.24 were approved unanimously.

Ms. Wilson also informed the board that the Finance Committee met on January 21, 2003 and performed their required annual review of the attached Policy for Use of Bookstore Operating Profits and Investment Policy.

Ms. Wilson then reviewed the Summary of Foundation Activities and Events (attached) and the Foundation Budget Report.

N. Trustee Comments and Concerns

Ms. Wilson thanked Dr. Wilson for his recent presentation to the Kiwanas and commended him on a job well done!

O. 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 thirteen new employees, two retirements, four resignations, and three position vacancies.
- 3) Dr. Wilson reviewed the attached Equipment Audit Report for fiscal year 2001-2002. The staff was commended for a positive report.
- 4) Dr. Wilson reviewed the attached College Tech Prep Articulated Agreement for the Automotive Technology Program with Pitt County Schools. Upon a motion by Mr. Tim Haithcock and seconded by Mr. Tommy Cox, the Agreement was approved as submitted.
- 5) Dr. Wilson reviewed the Annual Internal Audit Report for Continuing Education and Basic Skills. No exceptions were noted.

There being no further business, the meeting was adjourned at 7:15 p.m.

**CLEVE PAUL,
VICE-CHAIRPERSON**

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

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, MARCH 25, 2003

BOARDROOM

A. Opening Prayer

Chairperson Rouse presided and called the meeting to order. Mr. Jack Kannan opened the meeting with a prayer.

B. Pledge of Allegiance

Dr. Dan Krautheim led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Chairperson Rouse 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

Ray N. Rouse, III Chairperson
Tommy Cox
W. Timothy Haithcock
Tommy Jarrett
Cleve Paul
Al King

Bobby Rex Kornegay
Randy McCullen
Bea Lamb
Patricia Burden
Keith Stewart

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.
Alice Wadsworth
Roy White
Joy Ginn
Jack Kannan

Dr. Dan Krautheim
Yvonne Goodman
Tara Humphries
Dr. Kay Albertson
Bill Thompson

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:

Ms. Ludia Burden and her husband, Ms. Mable Almond and her two daughters, Ms. Lisa Phelps, Mr. Norman Crumpacker and Ms. Diane Joyner.

E. Presentation of Resolutions to Retirees - Dr. Wilson presented a resolution and Ray Rouse presented a plaque of appreciation to the following retired employees - Ms. Ludia Burden and Ms. Mable Almond.

F. Introduction of New Employees

Dr. Dan Krautheim introduced the following new employees, Ms. Diane Joyner and Mr. Norm Crumpacker. Ms. Joyner began her employment with WCC on January 6, 2003 as a Math Instructor. Mr. Crumpacker began his employment with WCC on January 2, 2003 as a Business/Accounting Instructor. Mr. Roy White introduced the following new employee, Lisa Phelps. Ms. Phelps began her employment on January 2, 2003 as an English Instructor in the Adult High School Program..

G. Consideration and Disposition of Minutes

Upon a motion by Mr. Tim Haithcock and seconded by Mr. Tommy Cox, minutes of the January 28, 2003 Board of Trustees meeting were approved as submitted.

H. Special Presentation - Michelle Turnage

Michelle Turnage, Director of Educational Support Technologies, presented an informative update on the Distance Education Program.

I. Report of the Executive Committee - Ray N. Rouse, III

Mr. Rouse informed the Committee that the Executive Committee met on March 18, 2003 to review the agenda for this meeting.

J. Report of the Personnel Committee - Tommy Jarrett

Tommy Jarrett reported on behalf of the Personnel Committee. Mr. Jarrett reviewed the drafts of the Board of Trustees By Laws and Policies Manuals. Mr. Jarrett reviewed the suggested changes to the ByLaws that were offered by Mr. Phil Baddour. After discussion by the Board and upon a motion by Mr. Tommy Jarrett and seconded by Mr. Keith Stewart, the board unanimously approved the attached Policies Manual and adopted the policies enclosed as submitted . After discussion by the Board and upon a motion by Mr. Tommy Jarrett and seconded by Mr. Tommy Cox, the board unanimously approved the amended Bylaws as distributed.

K. Report of the Building Committee - Cleve Paul

Mr. Cleve Paul reported on behalf of the Building Committee. Mr. Paul reviewed the attached facilities update. Mr. Paul also reviewed the attached Change Orders for the WCC Preschool Construction Project. After review and discussion and upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Randy McCullen, these Change Orders were approved as submitted. Mr. Paul then discussed the attached Project Development Agreement. After review and discussion and upon a motion by Mr. Cleve Paul and seconded by Ms. Pat Burden, this Agreement was approved as submitted, contingent upon the County Commissioners endorsement of this Agreement at their April 8 meeting. After discussion of the Stormwater Management Project, and upon a motion by Mr. Cleve Paul and seconded by Mr. Tim Haithcock, it was unanimously approved to fund the \$10,000 cost of preparation of bid documents, surveys, and project management costs for this project.

L. Report of the Finance Committee -

In the absence of Ms. Gwyn Wilson, Finance Committee Chairperson, Ms. Bea Lamb, asked Ms. Wadsworth to present the Financial Report. Ms. Wadsworth presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds through February 28, 2003 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Mr. Keith Stewart and seconded by Mr. Tommy Cox, the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report) in the amount of \$2,991.50 were approved unanimously.

Ms. Wadsworth also informed the presented the attached Fund Authorities. Upon a motion by Mr. Cleve Paul and seconded by Mr. Randy McCullen these Fund Authorities were approved as submitted.

Dr. Wilson then reviewed the Summary of Foundation Activities and Events (attached) and the Foundation Budget Report.

M. Trustee Comments and Concerns

Ms. Burden announced to the Board that she had attended the Annual Trustee Seminar on March 17 in Research Triangle Park and thoroughly enjoyed the seminar.

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

1) Dr. Wilson began his report by presenting the attached enrollment report for curriculum programs. Dr. Wilson also presented an enrollment report for continuing education programs.

2) Dr. Wilson presented the attached Personnel Report. This report reflected three new employees, two retirements, one resignation, and three position vacancies.

3) Dr. Wilson reviewed the attached requests for approval of ABE, GED & Comp. Ed programs

located in Immured Settings and new courses at Seymour Johnson Air Force Base. Upon a motion by Mr. Cleve Paul and seconded by Mr. Tommy Jarrett, these programs and courses were approved as submitted.

4) Dr. Wilson also reminded the Board of the upcoming graduation ceremonies on May 8 and 9 at 6:30 p.m.

There being no further business, the meeting was adjourned at 7:30 p.m.

O. Report of the SGA President

In the absence of Mr. McAllister, Ms. Yvonne Goodman reported that the Student Government Association is planning the annual Spring Fling for April 15 from 12:00 noon until 3:00 p.m. The SGA is also planning the annual Awards Banquet for April 3. Trustees are invited to each of these events.

P. Unfinished Business

There was none to report.

Q. New Business

Mr. Rouse brought before the Board a request from Dr. Edward Wilson to begin a sabbatical leave for 6 weeks beginning June 18, 2003. Dr. Wilson would like to have the option to request the remaining 6 weeks of this sabbatical leave at a later date. Upon a motion by Mr. Tim Haithcock and seconded by Mr. Tommy Jarrett, the sabbatical leave with pay for Dr. Wilson was approved unanimously.

There being no further business, the meeting adjourned at 7:30 p.m.

RAY N. ROUSE, III
CHAIRPERSON

EDWARD H. WILSON, JR.
SECRETARY

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, MAY 27, 2003

A. Opening Prayer

Chairperson Rouse presided and called the meeting to order. Roy White opened with a prayer.

B. Pledge of Allegiance

Bill Thompson led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Chairperson Rouse 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 conflict of interest by the Trustees.

D. Roll Call

The following Trustees were in attendance:

Ray Rouse, Chairperson	Bobby Rex Kornegay
Tommy Jarrett	Randy McCullen
Tim Haithcock	Tommy Cox
Bea Lamb	Keith Stewart
Gwyn Wilson	Cleve Paul
Al King	

The following staff members were in attendance:

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

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

Phyllis Moore, Goldsboro News Argus
Ms. Shelia Hamilton & her husband
Mr. & Mrs. Malcolm Shearin
Ms. Lisa Cordell

Mr. Gaston Dell'Oca

E. Presentation of Resolutions

Resolutions for retirement were presented to the following employees: Shelia Hamilton, a retired Dental Secretary and Malcolm Shearin, retired Director of Media. Dr. Wilson then recognized Ms. Lisa Cordell a 2003 WCC Nursing Graduate. Ms. Cordell recently received the New Century Scholarship for North Carolina at the AACC Annual Meeting.

F. Consideration and Disposition of Minutes

Upon a motion by Tommy Jarrett and seconded by Tim Haithcock of the March 25, 2003 Board of Trustees meeting were approved as submitted.

G. Special Presentation - Gaston Dell'Oca

Mr. Gaston Dell'Oca presented an informative report on the Adult Education Program Study of the Basic Skills Program at WCC.

H. Report of Executive Committee

Mr. Rouse reported that the Executive Committee met on May 20, 2003 to review the agenda for this board meeting. There was no further report from that meeting. Mr. Rouse requested that Tim Haithcock and Bobby Rex Kornegay serve on the nominating committee for presenting the 2003-2004 slate of officers at the July Board Meeting.

I. Report of Curriculum Committee - Keith Stewart

Keith Stewart reported on behalf of the curriculum committee. Mr. Stewart presented the attached Curriculum Program Terminations and the attached Curriculum Program Application. Upon a motion by Keith Stewart and seconded by Al King, the Terminations and Program Application were approved as submitted.

J. Report of the Building Committee - Cleve Paul

Mr. Cleve Paul presented the attached Facilities Update. Mr. Paul reported to the board that the Building Committee met on May 13, 2003. Mr. Paul brought the following items to the board for approval as a result of the May 13 Building Committee meeting:

- 1) Naming of the buildings: The Childcare Center will be named Oak, the Continuing Education Building will be named Walnut and the Building 1 (multi-purpose building) will be named Spruce). Upon a motion by Bobby Rex Kornegay and seconded by Gwyn Wilson these building names were approved as submitted.
- 2) Upon a motion by Tim Haithcock and seconded by Randy McCullen the board unanimously approved authorization of the college to advertise for architectural services for the renovation of the Wayne Learning Center (WLC), Dogwood and Pine Buildings.

3) Upon a motion by Tommy Cox and seconded by Keith Stewart, the Board of Trustees unanimously approved the authorization of the Board Chairperson to sign construction change orders upon recommendation of the Building Committee. The Building Committee will report on approved change orders at the next board meeting. Change Orders exceeding available contingency will require full board approval.

Upon a motion by Bobby Rex Kornegay and seconded by Randy McCullen the attached Change Orders were approved as submitted.

K. Report of the Finance Committee

Gwyn Wilson reported on behalf of the Finance Committee. Ms. Wilson presented the attached Summary of Financial Reports which included the County and State Expenditures, Institutional Funds with Individual Balances and Changes and Transfers through April 30, 2003 and a summary of Expenditures from Discretionary Funds. Upon a motion by Gwyn Wilson and seconded by Tim Haithcock, the Summary of Expenditures from Discretionary Funds (Attachment No. 5 of the Financial Report) in the amount of \$1,030.26 was unanimously approved as submitted.

Ms. Wilson also reviewed the Update of Activities and Events of the Foundation of Wayne Community College.

L. Trustee Comments and Concerns - Bobby Rex Kornegay questioned Dr. Wilson regarding the problem previous problems with mowing on campus and Dr. Wilson informed him that those problems were resolved when the college was able to purchase a new tractor.

Cleve Paul questioned the possibility of WCC supporting the Biotechnology Programs Initiatives of the State. Dr. Wilson responded that planning was in process to prepare WCC for training employees for these companies.

M. Report of the President on Special Items

Dr. Wilson began his report by reviewing the attached Personnel Report indicating five new employees, three resignations and thirteen new position vacancies.

Dr. Wilson presented the attached Enrollment Summary for Curriculum. This report indicated an overall increase in headcount.

Dr. Wilson then presented the attached letter regarding our recent Financial Audit. This audit showed no instances of noncompliance and no weaknesses in internal control considered reportable under professional standards for audits. He complimented Ms. Wadsworth and her staff.

Dr. Wilson presented the attached contract between Wayne Community College and Mitchell's Academy. Upon a motion by Gwyn Wilson and seconded by Tommy Cox, the contract was approved as submitted.

Dr. Wilson presented the attached letter from the Department of Veterans Affairs from the recent May 8, 2003 VA audit. No discrepancies were found in these records. Dr. Wilson complimented Ms. Goodman and her staff.

Dr. Wilson then presented the attached Cooperative Program Agreement with Wayne

Community College and the Wayne County Public Schools. Upon a motion by Tommy Jarrett and seconded by Cleve Paul, this Cooperative Program Agreement was approved as submitted.

Dr. Wilson presented the Tech Prep Agreement. This is an Agreement reviewed and presented annually to the board. Upon a motion by Randy McCullen and seconded by Keith Stewart, the Tech Prep Agreement was approved as submitted.

Dr. Wilson presented the attached Tech Prep Articulated Credit Agreements between WCC and Brunswick County Schools, Currituck County Schools and Wayne County Schools for the Automotive Technology Programs. Upon a motion by Tim Haithcock and seconded by Randy McCullen the Agreements were approved as submitted.

Dr. Wilson then reminded the Board that there was a copy of the Renaissance 2003 and Campus Voice available on the table if anyone would like one. Dr. Wilson also informed the Board that the By-Laws and Policies Manual was complete and everyone had a copy to take with them. Dr. Wilson reminded the Board of the upcoming National Association of Community College Trustees Meeting to be held September 17-21, 2003. Anyone interested in attending should contact Dr. Wilson, Joy or Robin as soon as possible.

Dr. Wilson also announced the Dental Hygiene graduates received a 100% passing rate on the National Board Exams.

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

Upon a motion by Keith Stewart and seconded by Tim Haithcock 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, the meeting adjourned at 7:30 p.m.

RAY N. ROUSE, III
CHAIRPERSON

EDWARD H. WILSON, JR.
SECRETARY

MINUTES

THE TRUSTEES OF WAYNE COMMUNITY COLLEGE

TUESDAY, JULY 22, 2003

A. Opening Prayer

Chairperson Rouse presided and called the meeting to order. Mr. Roy White opened with a prayer.

B. Pledge of Allegiance

Mr. Roy White led the group with the Pledge of Allegiance.

C. Conflict of Interest Statement

The meeting was opened by Chairperson Rouse 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. Administering Oath of Office

Pam Minshew, Deputy Clerk of Court, administered the Oath of Office to Randy McCullen, Tommy Jarrett and Keith Stewart. Mr. Randy McCullen was reappointed by the County Commissioners, Mr. Tommy Jarrett was reappointed by the Governor and Mr. Keith Stewart was reappointed by the Board of Education. Matt Bartlett was also appointed to the board as the SGA representative. Because Mr. Bartlett was unable to attend, he will be sworn in at a later date.

E. Roll Call

Ray N. Rouse, III, Chairperson
Al King
Bea Lamb
Keith Stewart
Pat Burden

Randy McCullen
Tommy Jarrett
Bobby Rex Kornegay
Tim Haithcock
Gwyn Wilson

The following staff members were in attendance:

Dr. Dan Krautheim
Ken Ritt

Jack Kannan
Alice Wadsworth

Roy White
Joy Ginn

Tara Humphries

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

Mr. Phil Baddour, Board Attorney, Ms. Phyllis Moore of the Goldsboro News Argus, Ms. Pam Minshew, Deputy Clerk of Court, Ms. Peggy Womble, Mr. Gene Smith, Ms. Gina Rouse, Mr. Craig Foucht and Mr. Harold Warren

F. Introduction of New Employees

Mr. Roy White introduced Mr. Harold Warren, who began his full-time employment with WCC on July 1, 2003 as Basic Skills Records Specialist. Dr. Dan Krautheim introduced Gina Rouse and Craig Foucht. Ms. Rouse began her full-time employment with WCC as a Child Care Center Director on July 7, 2003. Mr. Foucht began his employment on July 14, 2003 as Automotive Instructor.

G. Consideration and Disposition of Minutes

Upon a motion by Tim Haithcock and seconded by Tommy Jarrett, minutes of the May 27, 2003 Board of Trustees meeting were approved as submitted.

H. Special Presentation -

Mr. Gene Smith and Ms. Peggy Womble presented a power-point presentation of the 2003 Camp Exploration Summer Program.

I. Report of the Executive Committee - Ray Rouse

Chairperson Rouse reported that the Executive Committee met on July 15, 2003 and discussed the agenda for tonight's meeting.

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 Bobby Rex Kornegay and seconded by Randy McCullen, the attached Resolution Acknowledging the Execution and Delivery by the Wayne Community College Board of Trustees of A Guaranteed Energy Savings Contract was approved to be submitted to the County Commissioners. Mr. Ritt then reviewed Change Order #G008 in the amount of \$4,383 for the Dental Clinic Renovation. Upon a motion by Mr. Randy McCullen and seconded by Mr. Keith Stewart this Change Order was approved as submitted. Mr. Ritt also discussed Change Orders #6 and #7 from the Child Care Center. Upon a motion by Mr. Tim Haithcock and seconded by Ms. Gwyn Wilson, these Change Orders were approved as submitted.

K. 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 June 30, 2003 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Ms. Gwyn Wilson and seconded by Keith Stewart , the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report in the amount of \$695.47 was approved unanimously. Ms. Wilson also reviewed the attached Fund Authorities and upon a motion by Ms. Wilson and seconded by Ms. Pat Burden these Fund Authorities were approved as submitted.

L. Trustee Comments and Concerns

Mr. Rouse advised the Board that the Wayne Community College 2003 Fast Facts Card was updated and had been distributed to each member of the board.

Mr. Rouse also welcomed Ms. Phyllis Moore, from the Goldsboro News Argus to the Board Meeting.

M. Report of the President on Special Items - Dan Krautheim

In the absence of Dr. Wilson, Dr. Dan Krautheim briefed the board on the following:

- 1) Dr. Krautheim began his report by presenting the attached Personnel Report. This report reflected 9 new employees, 2 resignations, 5 change of positions and 12 position vacancies.
- 2) Dr. Krautheim then presented the attached enrollment reports for curriculum and continuing education.
- 3) Dr. Krautheim reviewed the NCCCS Performance Measures & Standards.

Dr. Krautheim then presented Mr. Ray Rouse with a gift from the Board of Trustees for his service as Chairman of the Board.

N. Report of the Nominating Committee - Tim Haithcock

Mr. Haithcock reported on behalf of the nominating committee and presented the following slate of officers for the 2003-2004 year.

Cleve Paul, Chairperson
Tommy Jarrett, Vice-Chairperson
Secretary, Edward H. Wilson, Jr.
Assistant Secretary, Joy Ginn

O. Election of Officers

Upon a motion by Mr. Keith Stewart and seconded by Mr. Randy McCullen, the slate of officers for 2003-2004 was accepted as presented.

Mr. Rouse thanked the board for allowing him to serve as Chairman. He then turned the meeting over to Vice-Chairperson Tommy Jarrett.

Mr. Jarrett accepted the position of Vice-Chairperson and thanked Mr. Rouse for his service and dedication to Wayne Community College and its Board.

There being no further business, the meeting adjourned at 7:15 p.m.

RAY N. ROUSE, III
CHAIRMAN
SECRETARY

DAN KRAUTHEIM FOR
EDWARD H. WILSON, JR.,

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

Bobby Rex Kornegay
Al King
Ray N. Rouse, III
Matt Bartlett, SGA Rep.

Keith Stewart

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, 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.	Dr. Dan Krautheim
Ken Ritt	Alice Wadsworth
Roy White	Tara Humphries
Joy Ginn	Dr. Kay Albertson
Jack Kannan	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, JANUARY 27, 2004

Meeting canceled due to inclement weather.

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	Bobby Rex Kornegay
Tommy Jarrett, Vice-Chair	Bea Lamb
Pat Burden	Tommy Cox
Tim Haithcock	Keith Stewart
Randy McCullen	Gwyn Wilson
Al King	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, MAY 25, 2004

6:00 P.M.

BOARD ROOM

A. Opening Prayer

Vice-Chair Tommy Jarrett presided. The meeting was called to order and Matt Bartlett opened this meeting with a prayer.

B. Pledge of Allegiance

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

C. Conflict of Interest Statement

Mr. Jarrett 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.

D. Roll Call

The following trustees were in attendance:

Tommy Jarrett, Vice-Chair	Bobby Rex Kornegay
Bea Lamb	Al King
Tommy Cox	Keith Stewart
Tim Haithcock	Gwyn Wilson
Randy McCullen	Dr. Michael Gooden
Matt Bartlett, Past-SGA Representative	
Uvette Johnson, New SGA Representative	

The following staff members were in attendance:

Dr. Edward H. Wilson, Jr.	Bill Thompson
Ken Ritt	Jack Kannan
Robin Smith	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:

Ms. Sujatha Chittilla and Ms. Silvia Judd.

E. Administering Oath of Office

Robin Smith, Notary Public administered the Oath of Office to Dr. Michael Gooden. Dr. Gooden was appointed by the Wayne County Board of Education to complete the term of Ray Rouse.

F. Introduction of New Employees

Dr. Kay Albertson introduced Ms. Silvia Judd to the board. Mr. Roy White then introduced Ms. Sujatha Chittilla.

G. Special Presentation – Dr. Dan Krautheim

Dr. Krautheim presented an informative presentation on the new Web Advisor.

H. Consideration and Disposition of Minutes

Upon a motion by Mr. Bobby Rex Kornegay and seconded by Ms. Gwyn Wilson, minutes of the March 23, 2004 meeting were approved as submitted.

I. Report of the Executive Committee

Mr. Jarrett reviewed the attached results from the recent Board Retreat.

J. Report of the Building Committee

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

Upon a motion by Mr. Tim Haitcock and seconded by Mr. Randy McCullen, Change Orders 1-3 were approved as submitted for the Student Lounge Renovation Project.

Upon a motion by Mr. Randy McCullen and seconded by Mr. Keith Stewart, the board approved the low bidders, Install, Inc. and Triple R Electric as contractors of the Energy Plant Upgrade project and the use of \$56,000 of county capital funds for replacement of two cooling towers.

Upon a motion by Mr. Bobby Rex Kornegay and seconded by Ms. Gwyn Wilson, the board approved the construction bid from Daniels and Daniels for \$3,949,050 and the addition of \$105,000 of bond funds and \$20,000 of Energy Office funds to the Continuing Education Center project budget.

Upon a motion by Ms. Gwyn Wilson and seconded by Mr. Tim Haithcock, the board approved the transfer of \$105,000 from the Building 2 (Multi-Purpose Building) project and the amended NCCCS 3-1.

*Dr. Gooden noted the incorrect date on the last page of the Facilities Update should be December 29, 2003 rather than December 29, 2004.

K. Report of the Finance Committee

Mr. Tommy Cox presented the Summary of Financial Reports which included the County and State Expenditures, Institutional Funds through April 30, 2004 and a Summary of Expenditures from Discretionary Funds. Upon a motion by Mr. Tim Haithcock and seconded by Ms. Gwyn Wilson, the Summary of Expenditures from Discretionary Funds (Attachment No. 5) of the Financial Report in the amount of \$1,817.43 were approved unanimously.

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.

L. Trustee Comments and Concerns

Mr. Jarrett commented that he felt honored to be a part of WCC's graduation. The speech was wonderful and it was touching to see the mother of the handicapped student honored. Ms. Bea Lamb commented on the SGA banquet, it was a humbling experience to see the accomplishments of the students; she recommends everyone attend next year.

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

1. Dr. Wilson began his report by presenting the attached enrollment report.(there was a mistake noted on page 2 under the Business, the 43% should be a decrease not an increase)
2. Dr. Wilson also presented the attached Personnel Report. This report reflected two new employees, one resignation, one change of position and two position vacancies.
3. Dr. Wilson then reviewed the attached College Tech Prep Articulated Credit Agreement for Automotive Technology with Whiteville City Schools to Wayne Community College. Upon a motion by Mr. Keith Stewart and seconded by Mr. Tommy Cox, the Tech Prep Agreement was approved as submitted.
4. Dr. Wilson reviewed the attached Cooperative Program Agreement between the Wayne County Schools and Wayne Community College. Upon a motion by Mr. Keith Stewart and seconded by Mr. Randy McCullen, the Cooperative Program Agreement was approved as submitted.

5. Dr. Wilson also discussed with the board the annual contract between Wayne Community College and Mitchell's Academy. There being no change in the contract from the previous year and upon a motion by Mr. Randy McCullen and seconded by Mr. Al King, the contract between Wayne Community College and Mitchell's Academy was approved as submitted.

N. Report of the SGA President - Matt Bartlett

Mr. Bartlett introduced Uvette Johnson, who was elected the new SGA President and will begin her term in the Fall semester.

O. Unfinished Business

There was no unfinished business to report.

P. New Business

There was no new business to report.

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

Upon a motion by Mr. Keith Stewart 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. There being no further business and upon a motion by Mr. Bobby Rex Kornegay and seconded by Mr. Al King the meeting adjourned at 7:40 p.m.

TOMMY JARRETT, VICE-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: 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

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.

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: 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 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. Al King

Mr. Keith Stewart

Ms. Gwyn Wilson

Mr. Bobby Strickland

Ms. Pat Burden

Ms. Uvette Johnson, SGA Rep.

Mr. Randy McCullen

Ms. Bea Lamb

Dr. Michael Gooden

Mr. Tim Haithcock

Ms. Joanne Roberts

Mr. Tommy Cox

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

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

The following staff members were in attendance:

Ms. Yvonne Goodman	Mr. Roy White
Mr. Ken Ritt	Ms. Alice Wadsworth
Ms. Tara Humphries	Dr. Kay Albertson
Ms. Joy Ginn	Dr. Edward H. Wilson, Jr.

The following individuals were in attendance for a portion of the meeting: Dr. 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 Dr. Shirley Jones with a resolution recognizing her retirement. Mr. Tommy Jarrett also presented Dr. Jones with a plaque for her services rendered at WCC.

F. Introduction of New Employee - Mr. Roy White introduced Susan Stover-Faison, Career Start 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 16th. 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.

TOMMY JARRETT, CHAIR

EDWARD H. WILSON, JR., SECRETARY