

ROANOKE-CHOWAN COMMUNITY COLLEGE

Board of Trustees Meeting
November 27, 2018
7:00 p.m.
Jernigan Building Boardroom

Call to Order: Chairwoman Pierce called the meeting to order at 7:03 p.m.

Roll Call: Roll call was done by Tarsha Bush-Dudley.

Trustee Attendance:

<u>Trustee Name</u>	<u>Absent/Present</u>	<u>Arrival Time</u>	<u>At what point did the Trustee enter on the agenda?</u>
Jeri Pierce (Chair)	Present	7:00 p.m.	Beginning
Ronald Gatling (Vice-Chair)	Absent		
Wendy Ruffin-Barnes	Present	7:00 p.m.	Beginning
Dr. Kashi Bazemore	Present	7:00 p.m.	Beginning
Rev. Daniel Smith	Present	7:00 p.m.	Beginning
Andre Lassiter	Absent		
Kimberly Turner	Present	7:00 p.m.	Beginning
Jean Matthews	Present	7:00 p.m.	Beginning
James Eure	Absent		
Mary Harrell-Sessoms	Absent		
Bradley Peacock (SGA)	Present	7:00 p.m.	Beginning

Staff Present: Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Board Clerk), Belinda Smith (Comptroller), Nicole Boone (Human Resources Coordinator), LaTonya Nixon (Dean of Student Services), Charles Purser (Dean of Continuing Education), Dr. Adriane Leche (Dean of Curriculum), William Wright (Recruiter)

Others Present: Bonnie Jones, Oscar Jones, Patricia Ferguson, Vivian Saunders, Monica Lassiter, Beverly Trent, Ron Roberson, Stanley Lee, Julie Terry

Invocation: Given by Trustee Smith.

Oath of Office: Mrs. Claudia Richardson was given the Oath of Office by Hertford County Magistrate Linda Futrell.

Conflict of Interest Statement: Read by Chairwoman Pierce. None were noted.

Approval of the Agenda:

- On a motion by Trustee Trent and seconded by Trustee Ruffin-Barnes the Board approved the November 27, 2018 agenda.

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Approval of Minutes:

- On a motion by Trustee Ruffin-Barnes and seconded by Trustee Bazemore the Board approved the October 23, 2018 regular session minutes.

Finance Committee

- On a motion by Trustee Bazemore and seconded by Trustee Turner the Board approved the October 2018 Month End Report.
- On a motion by Trustee Smith and seconded by Trustee Ruffin-Barnes the Board approved the budget transfer requests.

Personnel Committee:

- On a motion by Trustee Trent and seconded by Trustee Bazemore the Board approved the full-time Dean, Administrative & Fiscal Services (CFO).
- On a motion by Trustee Trent and seconded by Trustee Smith the Board approved the Director of Small Business Center.
- The R-CCC Organizational Structure was presented to the Board for review. No vote was needed.

Policy & Quality Assurance Committee:

- Policies (4-9) were sent via email to each Trustee. On a motion by Trustee Bazemore and seconded by Trustee Ruffin-Barnes the policies were approved.
- On a motion by Trustee Turner and seconded by Trustee Bazemore the Board approved the FY 2019-20 Academic Calendar with the following correction noted by Trustee Ruffin Barnes:
 1. Put an "s" on student and enrollment.

Buildings & Grounds Committee

- On a motion by Trustee Trent and seconded by Trustee Matthews the Board voted to approve the floor plan schematics for the NC Connect Bond project.

Board Chair's Report:

- Chairwoman Pierce acknowledged the Trustee birthdays for the month of October.
- Chairwoman Pierce welcomed Trustee Trent to the R-CCC Board of Trustees.
- She also stated that there will be a Trustee Retreat held during the months of November or December. More information regarding a date and time is forthcoming.

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President's Report

- **Dr. Elliott asked Mr. Peacock to come forth and give an overview of the Student Government activities that have taken place during the month of October.**
- **Mr. William Wright presented a power point presentation on recruitment. Trustee Gatling inquired about the official headcount for fall 2018. Dr. Elliott stated there are 765 students enrolled with a total FTE of 263.89. Trustee Gatling asked that a breakdown of full and part-time students be presented to the Trustees.**
- **Dr. Leche presented a power point presentation on performance measures. She stated the information that was presented was based upon the 2011 cohort.**

Closed Session

- **On a motion by Trustee Gatling and seconded by Trustee Harrell-Sessoms the Board went into closed session to discuss a personnel and legal matter at 9:02 p.m.**

Open Session

- **On a motion by Trustee Ruffin-Barnes and seconded by Trustee Harrell-Sessoms the Board approved Mrs. Joanne Johnson-Shaw as the full-time Executive Administrative Assistant to the President.**
- **On a motion by Trustee Ruffin-Barnes and seconded by Trustee Eure the Board approved the new organizational structure of the Academic Affairs Department to include Jeanette Pellegrin filling the vacant lead faculty position for the Fine Arts and Sciences Department.**
- **On a motion by Trustee Ruffin-Barnes and seconded by Trustee Bazemore the Board approved the new organizational structure of the Academic Affairs Department to include Peter Pellegrin, filling the vacant lead faculty position for the English, Math, and Health/Physical Education Department.**
- **On a motion by Trustee Bazemore and seconded by Trustee Harrell-Sessoms the Board approved Mrs. Fannie Pugh to serve as Division Director for College Transfer, General Education and Public Services.**

Announcements

- **Trustee Harrell-Sessoms announced the Candidate Forum hosted by Delta Sigma Theta that is scheduled to take place on Thursday, October 25, 2018 at 7 p.m. in the Jernigan Building Auditorium.**

Adjournment

- **On a motion by Trustee Bazemore and seconded by Trustee Eure, the meeting adjourned at 9:59 p.m.**