

**Roanoke-Chowan Community College  
Board of Trustees Meeting  
Jernigan Building Board Room  
March 28, 2023**

**Agenda**

**MISSION:** Roanoke-Chowan Community College, a member of the North Carolina Community College System and located in Hertford County, is a public, two-year institution of higher education offering associate degrees, diplomas, certificates, college and career readiness, and customized business and industry training in a variety of delivery modes promoting public service, transfer, and workforce development for a diverse student body, leading them to contribute to the vitality of an increasingly global community.

**Vision:** Roanoke-Chowan Community College will be a world-class educational institution positively changing the lives of those served.

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|--|--|
| <b>I. Call to Order</b>  | Mr. Ronald Gatling<br>Board Chair      |
| <b>II. Roll Call</b>   | Mrs. Tarsha Bush-Dudley<br>Board Clerk |
| <b>III. Invocation</b>   |  |
| <b>IV. Identification of Conflicts or Potential Conflict of Interest</b> | Mr. Gatling                            |
- “At this time, I would like to remind the Board that our officers are subject to the State Government Ethics Act. This imposed several duties on all of us, including the duty to avoid conflicts of interest and the appearance of conflicts of interest. Any member who has a known conflict of interest or is aware of the appearance of a conflict of interest with respect to any matter coming before the Board should disclose that to us now. Anyone who determines, during the course of this meeting, that they have a conflict of interest or that there is an appearance of a conflict of interest in any matter that comes before the Board should let me know that at the appropriate time.”**
- |  |                        |
|--|------------------------|
| <b>V. Mission Statement Review</b>       | Mr. Gatling            |
| <b>VI. Introduction of New Employees</b> | Dr. Murray J. Williams |

**VII. Approval of the Agenda**

Mr. Gatling

**VIII. Approval of Board Meeting Minutes**  
February 28, 2023, Board Meeting Minutes

Mr. Gatling

**IX. Committee Reports**

A. Finance

Finance Report Update

Mr. Andre Lassiter  
Finance Chair  
Dr. LaToya Wiley

**X. President's Report**

Dr. Williams

**XI. Closed Session**

Mr. Gatling

**XII. Adjournment**

Mr. Gatling



**BOARD OF TRUSTEES MEETING**  
**Freeland Building Community Room**  
**February 28, 2023**  
**7 p.m.**

**Call to Order:** Chair Gatling called the meeting to order at 7:00 p.m.

**Oath of Office Ceremony:** The Oath of Office was administered to Mrs. Catherine Wilson by Magistrate Alton Williams.

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

**Trustee Attendance:**

<b><u>Trustee Name</u></b>	<b><u>Absent/Present</u></b>
Ronald Gatling (Chair)	Present
Jeri Pierce (Vice-Chair)	Present
Wendy Ruffin-Barnes	Present
Mary Harrell	Present
Albert Vann	Present
Andre Lassiter	Absent
Jean Matthews	Present
Betty Pugh	Absent
Otis Smallwood	Absent
Renee Tyler	Present
Geneva Riddick-Faulkner	Present
Catherine Wilson	Present

**Staff Present:** Dr. Murray Williams (President), Dr. Jaime Woods (Vice-President of Instruction & Student Services), Dr. LaToya Wiley (Vice President, Administrative & Fiscal Services), Dr. Tanya Oliver (Associate Vice President of Student Services), Ms. Stephanie Benson (R-CCC Executive Vice President), (Tarsha Bush-Dudley (Board Liaison)

**Others Present:** None

**Invocation:** Given by Trustee Vann,

**Conflict of Interest Statement:** Read by Chair Gatling. None were noted.

**Mission Statement Review:** Vice Chair Pierce reviewed the R-CCC Mission Statement with the Trustees.



**BOARD OF TRUSTEES MEETING**  
**Freeland Building Community Room**  
**February 28, 2023**  
**7 p.m.**

**Approval of the Agenda:**

- On a motion by Trustee Matthews and seconded by Trustee Harrell the Board approved the February 28, 2023, agenda.

**Approval of Board Meeting Minutes:**

- On a motion by Trustee Harrell and seconded by Trustee Riddick-Faulkner, the Board approved the January 31, 2023, Board minutes.

**Committee Reports:**

**Finance Committee:**

- Dr. Wiley gave an overview of the Financial Reports for January 2023.
- On a motion by Trustee Vann and seconded by Trustee Pierce the Board approved the Financial Reports for January 2023.

**Board Chair's Report**

- Chair Gatling recognized Trustee Matthews and Trustee Pugh for having a birthday in the month of February and presented them with a video and a cake.
- Chair Gatling stated the next Trustee to be highlighted on the R-CCC Trustee Spotlight is Trustee Otis Smallwood.
- Chair Gatling welcomed Trustee Wilson and allowed her an opportunity to speak.
- Chair Gatling stated the 2023 Spring Retreat for the R-CCC Board of Trustees is scheduled to take place on March 17-18, 2023, in Norfolk, VA. Information regarding the meeting location is forthcoming.
- Chair Gatling reminded the Trustees to submit the President's Evaluation Form to Mrs. Dudley.
- Chair Gatling stated the Trustee Self Evaluation Forms are to be submitted to Mrs. Dudley by April 1, 2023.

**President's Report:**

- Dr. Williams informed the Trustees of two resignations she has received that were not included in the Board packet.
  - a. Carrie Douglas-Director of Accounting- Last Day of Employment-3/20/2023
  - b. Kimberly Harrell- Associate Dean of Academic Affairs-Last Day of Employment-5/31/2023



**BOARD OF TRUSTEES MEETING**  
**Freeland Building Community Room**  
**February 28, 2023**  
**7 p.m.**

- Dr. Williams highlighted the following events for February/March 2023:
  1. Congressman Don Davis had a townhall meeting on the campus of R-CCC on Tuesday, February 21, 2023.
  2. On March 6, 2023 Representative Bill Ward will visit the campus of R-CCC.
  3. On March 9, 2023 Senator Mark Hammock will visit the campus of R-CCC. Dr. Williams stated the College is asking for \$23, 000,000. She stated \$15,000,000 will be utilized for the Health Sciences Building and the remaining \$8,000,000 will be used to renovate the Industrial Skills Trade Building.
- Dr. Williams discussed the findings of the audit conducted on the 58 Community Colleges and gave information on how R-CCC plans to resolve the issues. The College will respond by March 27, 2023.

**Closed Session:**

- There was no closed session for this meeting.

**Adjournment:**

- On a motion by Trustee Vann and seconded by Trustee Harrell the meeting adjourned at 7:49 p.m.

  
Board Chair

  
Prepared by Board Clerk



**DECISION**

**TO:** The Roanoke-Chowan Community College Finance Committee  
**FROM:** Murray J. Williams, Ed.D., President, Roanoke-Chowan Community College  
**DATE:** March 6, 2023  
**RE:** Approval for FY2022-2023 Monthly (February 2023) Budget

**PURPOSE:**

To obtain Board approval of the College’s FY2022-2023 Monthly (February) Budget.

**FACTS:**

1. State Funds

- The College’s budget is \$7,938,859.
- Through February 28, 2023, the College expended \$4,379,843.16 of the College’s budget. These expenses equate to 55.17% of the FY2022-2023 budget. By February 28, 2023, the College’s expenditures should be at 67% (8/12 of the annual budget or \$5,319,035.53). Areas that have expended more than 67% include Financial Services, Information Systems, and Adult Basic Education, and the areas that have low spending offset these areas. Financial Services spending includes consulting services for FY22 (billed in January 2023). Information Systems spending includes service agreement payments paid once annually and there are reimbursements pending. Spending and funding in this area is under review. Adult Basic Education spending is high, but it should normalize as we are streamlining personnel to optimize attendance to reduce overall cost. Categorical spending is low (20.84% YTD spending), and we are working to use the funds as intended. We are in the process of prioritizing equipment purchases for the year (over \$73k in encumbrances as of 2/28/23). The allocation of state budget for FY23 follows:

Baseline/Formula Budget	\$	6,837,595
Equipment Carryfwd		110,760
Inst. Resources Carryfwd		9,408
Adult Learner Pilot Carryfwd		2,415
Budget Stablization Carryfwd		623,462
NC Apprenticeship Expansion		24,000
Longleaf Commitment		46,983
Longleaf Complete		9,382
Child Care Grant Carryfwd		2,910
Golden LEAF Scholars		31,543
Short-Term Workforce Training Grant		21,426
Summer Accelerator Grant		11,981
LCCCCG - Outreach and Advising Project		48,539
Economic Impact Grant FY23		62,500
Finish Line Grant		25,315
Workforce Resilience - (GEER II)		35,569
Longevity		35,071
<b>Total State Budget</b>	<b>\$</b>	<b>7,938,859</b>

2. County Funds

- The county budget is \$1,239,945.
- Through February 28, 2023, the College expended \$833,080.81 of the appropriated county budget. These expenses equate to 67.19% of the FY2022-2023 budget, which is consistent with the expected spend rate through February 28, 2023. By February 28, 2023, the College's expenditures should be at 67% (8/12 of the annual budget or \$830,763.15). General Administration spending is low (33.50%) because we have insurance payments due later in the year. Also, our capital spending is at 94.30% as we have completed projects including the community room flooring, windows at the Industrial Skills building, and a bathroom upfit (touchless) in the Student Services Center. The allocation of county budget for FY23 remains as follows:

Executive Management	\$	26,723
General Administration		167,315
Plant Operations		888,607
Plant Maintenance		32,300
Buildings and Grounds		125,000
Total County Budget	\$	1,239,945

3. Institutional Funds

- Revenues as of February 28, 2023, are \$73,159.32. Expenses as of February 28, 2023, are \$35,196.54. Cash balance as of February 28, 2023, is \$660,624.47.
- Other institutional funds:
  - Foundation balance as of February 28, 2023, is \$231,977.
  - Overhead receipts balance as of February 28, 2023, is \$42,574.00.
  - State Shortfall Reserve revenue and cash balance as of February 28, 2023, is \$265,792.93.
  - Fees Shortfall revenue and cash balance as of February 28, 2023, is \$64,176.66

**DECISION:**

After review and discussion, the Finance Committee recommends sending the February 2023 Finance Reports to the full Board for review and approval.

**Roanoke-Chowan Board of Trustees Financial Report  
as of February 28, 2023  
for the March 2023 Board of Trustees Meeting**

State Funds	Budget	Expenses	Balance	Percent Expended
Institutional Support				
Executive Management	1,001,976.00	654,626.15	347,349.85	65.33%
Financial Services	421,046.00	313,885.37	107,160.63	74.55%
General Admin.	554,815.00	279,774.39	275,040.61	50.43%
Information Systems (Admin.)	362,997.00	341,998.95	21,058.05	94.20%
Curriculum Instruction	2,696,745.00	1,401,671.43	1,295,073.57	51.98%
Continuing Education				
Occupation Education Instruction	506,962.00	320,139.38	186,822.62	63.15%
Occupational Support	149,857.00	97,260.27	52,596.73	64.90%
Adult Basic Education/ESL	106,873.00	77,932.29	28,940.71	72.92%
Project Skill Up				
Small Business Center	158,123.00	10,043.65	148,079.35	0.00%
Business and Industry Support (Customized Training)	54,798.00	40,955.70	13,842.30	6.35%
NC Apprenticeship Expansion	24,000.00	-	24,000.00	0.00%
Academic Support				
Library/Learning Center	234,773.00	146,908.84	87,864.16	62.57%
Curriculum Admin.	124,901.00	57,701.10	67,199.90	46.20%
Continuing Education Admin.	274,552.00	155,095.91	119,456.09	56.49%
Student Support				
Student Services	553,508.00	329,545.25	223,962.75	59.54%
Child Care	28,020.00	19,803.00	8,217.00	70.67%
Golden Leaf Scholars	31,543.00	-	31,543.00	0.00%
Education Relief - GEER Scholarship				
Longleaf - GEER	46,983.00	9,817.67	37,165.33	20.90%
Longleaf Complete	9,382.00	-	9,382.00	0.00%
Short-Term Workforce Dev Grant	21,426.00	-	21,426.00	0.00%
Summer Accelerator Grant	11,981.00	10,652.00	1,329.00	88.91%
LCCCG - Outreach and Advising Project	48,539.00	11,479.07	48,539.00	0.00%
Economic Impact Grant FY23 - Expanding Community College	62,500.00	11,479.07	51,020.93	18.37%
Finish Line Grant	25,315.00	18,497.28	6,817.72	73.07%
Workforce Resilience (GEER II)	35,569.00	-	35,569.00	0.00%
Capital				
Equipment	357,267.00	70,686.08	286,580.92	19.79%
Instructional Resources	34,408.00	11,429.38	22,978.62	33.22%
<b>Total State</b>	<b>7,938,859.00</b>	<b>4,379,843.16</b>	<b>3,559,015.84</b>	<b>55.17%</b>

Notes:

1. Shaded areas are categorical funds which must be expended as required by the appropriation.



Roanoke-Chowan Board of Trustees Financial Report  
as of February 28, 2023  
for the March 2023 Board of Trustees Meeting

Budget Allocations	Allocations @		Difference
	01/31/23	02/28/23	
Baseline/Formula Budget	6,837,595.00	6,837,595.00	-
Equipment Carryfwd	110,760.00	110,760.00	-
Inst. Resources Carryfwd	9,408.00	9,408.00	-
Adult Learner Pilot Carryfwd	2,415.00	2,415.00	-
Budget Stabilization Carryfwd	623,462.00	623,462.00	-
Project Skill Up	-	-	-
GEER Scholarships	-	-	-
NC Apprenticeship Expansion	24,000.00	24,000.00	-
Longleaf Commitment	46,983.00	46,983.00	-
Longleaf Complete	9,382.00	9,382.00	-
Child Care Grant Carryfwd	2,910.00	2,910.00	-
Golden LEAF Scholars	31,543.00	31,543.00	-
Short-Term Workforce Training Grant	21,426.00	21,426.00	-
Summer Accelerator Grant	11,981.00	11,981.00	-
LCCCG - Outreach and Advising Project	48,539.00	48,539.00	-
Economic Impact Grant FYZ3 - Expanding Community College	62,500.00	62,500.00	-
Finish Line Grants - Emergency Grant for Students	25,315.00	25,315.00	-
Workforce Resilience - (GEER II)	35,569.00	35,569.00	-
Longevity	35,071.00	35,071.00	-
	<u>7,938,859.00</u>	<u>7,938,859.00</u>	-

Roanoke-Chowan Board of Trustees Financial Report  
as of February 28, 2023  
for the March 2023 Board of Trustees Meeting  
County Funds

	Budget	Expenses	Balance	Percent Expended
<b>Institutional Support</b>				
Executive Management	26,723.00	18,085.65	8,637.35	67.68%
General Administration	167,315.00	56,107.90	111,207.10	33.53%
<b>Plant Operation and Maintenance</b>				
Plant Operation	888,607.00	619,099.75	269,507.25	69.67%
Plant Maintenance	32,300.00	21,910.54	10,389.46	67.83%
<b>Capital</b>				
Buildings and Grounds	125,000.00	117,876.97	7,123.03	94.30%
<b>Total County</b>	<b>1,239,945.00</b>	<b>833,080.81</b>	<b>406,864.19</b>	<b>67.19%</b>

**Institutional Funds**

	Revenues as of 2/28/23	Expenses as of 2/28/23	Cash Balance as of 2/28/23
<b>College Revenue Generating Funds</b>			
Course Specific Fees	17,905.00	4,231.34	203,100.84
Self Supporting	5,019.55	1,608.40	21,773.67
Instructional Technology fees	14,521.09	-	171,857.53
Student Activity Fees	17,226.64	11,589.18	55,166.27
Transcripts	2,085.00	-	39,885.43
CAPS	9,786.12	4,126.02	110,141.59
Bookstore	-	-	9,801.13
Vending	3,917.64	8,331.51	1,677.18
Food Service	-	-	32,189.09
Student Insurance	2,493.28	1,914.73	11,766.79
Graduation	205.00	3,395.36	3,264.95
<b>Total College Revenue Generating Funds</b>	<b>73,159.32</b>	<b>35,196.54</b>	<b>660,624.47</b>

**Note:**

- College Revenue Generating Funds are accounts where expenses are paid from projected revenues and actual cash balance.
- Bookstore and Vending balances include HEERF (loss revenue) funds.

**Roanoke-Chowan Board of Trustees Financial Report  
as of February 28, 2023  
for the March 2023 Board of Trustees Meeting**

	Revenues as of 2/28/23	Expenses as of 2/28/23	Cash Balance as of 2/28/23
<b>Other Institutional Funds</b>			
<i>Foundation</i>	1,565,000	206,400	231,977,000
<i>Overhead Receipts</i>	-	-	42,574,000
<i>State Shortfall Reserve</i>	-	-	265,792,993
<i>Fees Shortfall</i>	-	-	64,176,666
<b>Current Grants</b>	<b>Budget</b>	<b>Expenses</b>	<b>Budget Balance</b>
<i>Cares Act HEERF 3 Federal Funds</i>	1,198,568.00	1,039,421.44	159,146.56
<i>Pell (Estimated)</i>	1,100,000.00	792,109.59	307,890.41
<i>SEOG</i>	36,455.00	33,677.00	2,778.00
<i>Work Study</i>	35,563.00	22,615.00	12,948.00
<i>Trio Grant</i>	355,036.00	209,929.26	145,106.74
<i>Golden Leaf - Southern Northampton Advancement Project</i>	410,000.00	136,426.97	273,573.03
<i>Golden Leaf - Universal Training Center</i>	368,200.00	110,266.84	257,933.16

**Notes:**

1. Grants must be expended according to the rules of the grant and can not be overexpended.
2. Any funds remaining is not earned by the college and must be returned to the Grantor.
3. HEERF Expenses include all drawdowns of federal funds, including loss revenues.

## Upcoming Campus Events (You are Invited!)

- Business and Industry Roundtable, 9:00 a.m. (3/30/23).
- Honors Convocation - 11:30 am, Auditorium (Guest Speaker – Levy Brown, Senior Vice President/Chief Academic Officer, NCCCS) (4/6/23).
- Spring Fling - 12:00 pm (4/20/23).
- Golf Tournament R-CCC Foundation, Beechwood Golf Course, 10:00 a.m. (5/5/23).

## Legislative and Community Relations

- Dr. Williams attended the Community College Presidents and Superintendents Conference (3/2-3/23).
- Dr. Williams led the campus visit for Representative Ward (3/6/23).
- Dr. Williams attended the Hertford County Board of Commissioners Meeting (3/6/23).
- Dr. Williams attended NCCCLP OLE Career Development Session Recording (3/8/23).
- Dr. Williams attended the Rivers East WDB Meeting (3/8/23).
- Dr. Williams attended and provided greetings for the High School Counselors' Breakfast (3/9/23).
- Dr. Williams attended the meeting with Representative Bobby Hanig (3/9/23).
- Dr. Williams attended the Rural Leaders Meeting (3/12-15//23).
- Dr. Williams participated in the Information Technology and Wireless Broadband Partnership Discussion (3/16/23).
- Dr. Williams attended the HCPS & RCCC Monthly Meeting (3/17/23).
- Dr. Williams met with President Slinger (3/17/23).
- Dr. Williams attended the monthly Finance Committee meeting (3/20/23)
- Dr. Williams attended the monthly Northampton County Commissioner's meeting (3/20/23).
- Dr. Williams attended the Ahoskie Chamber of Commerce Meeting (3/21/23).
- Dr. Williams attended the NCACCIA and NCSDA Conference at the Forsyth Technical Community College (3/23/23).
- Dr. Williams attended the Leadership Development Training (3/24-25/23).
- Dr. Williams attended the 2023 NCACCT Law-Legislative Seminar in Raleigh (3/29-31).
- EVP Benson attended the Commissioner's Meeting in Northampton County
- EVP Benson attended the Ahoskie Chamber of Commerce Banquet- Platinum sponsor.
- EVP Benson attended the Murfreesboro Chamber of Commerce- sponsor.
- EVP and President attended Rural Leaders Conference in Raleigh (3/12-15/23).
- EVP Benson submitted community funding projects to Congressman Davis's Office (3/16/23).
- Dr. Oliver participated in the Representative Ward campus visit (3/6/23).
- Dr. Oliver attended the Rural Leaders Team Meeting (3/7/23).
- Dr. Oliver attended the HS Counselors' Breakfast (3/9/23).
- Dr. Oliver attended the HCHS Academic Mapping Meeting (3/10/23).
- Mr. Whitaker, Mr. Ponton, and Dean Harrell met with HR Rep Ms. Shawnda Cherry from Hertford County Schools to discuss Teacher Preparation Pathway/Apprenticeship Opportunities for Teacher Assistants that work with Hertford County Schools (3/1/23).
- Dr. Woods participated in the campus visit for Representative Ward (3/6/23).

- Dr. Woods assisted in touring Representative Ward through R-CCC. Faculty supporting included Mr. William Nelson, Mechatronics Program Coordinator (3/6/23).
- Drs. Woods and Oliver assisted in touring NC General Assembly Senator Hanig through R-CCC. Faculty supporting the tour included Nurse Educator Ms. Kim White, IT Director Mr. Clarence Hall, and Mechatronics Program Coordinator William Nelson (3/9/23).
- Drs. Woods, Oliver, Ms. Wiggins, and Mr. Jefferson met with Ms. Biggers (HCPS), Ms. Watford (CS Brown), and Ms. Vann (ECHS) to discuss scheduling practices (to increase CCP enrollment), R-CCC offering math for dual enrollment credit (math IV), and the development process for 9-14 maps (3/10/23).
- Mr. Ponton had a follow-up meeting with HR Rep Shawnda Cherry from Hertford County Schools (3/10/23).
- Dr. Woods attended a strategy meeting with Economic Development Director Kelly Bowers and Small Business Center Director Raynita Morrison (3/14/23).
- Drs. Woods and Oliver participated in the Teams CTE Advisory meeting (3/15/23).
- The Instructional Division participated in a Career Fair hosted by HCMS (3/17/23).
- Dr. Woods attended the County Connection meeting held at Tri County airport (3/25/23).
- The Instructional Division will participate in the R-CCC Career Expo.

## College Relations

- Marketing Meeting (3/1/23).
- R-CCC's BAT/Timely MD (Student Mental Health Platform (3/7/23).
- SBDC Director attended Hertford County Connection (3/15/23).
- Program of the Week spotlight videos developed.
- 3<sup>rd</sup> Edition of The Wave News Flash newsletter was developed.
- Meetings held with leadership from Hertford County Public Schools.
- Bluetone marketing meetings to promote Con Ed Programs.
- EVP and Director of Facilities met with Canteen about Food Service Options on campus. Contract draft in process.
- In early March, LRC attended the North Carolina Community College Library Administration (NCCCLA) virtual conference. Ms. Hankinson is the Chair for the Library Administrators Council, formerly named the Council of Community College Library Administrators (CCCLA). Ms. Hankinson also presented at the NCCCLA conference.
- Prior to this, she held two Teams meetings for the Council. Under Ms. Hankinson's leadership, the group has come under the auspices of NCCCLA, drafting and passing new bylaws, creating and passing a new name change, holding their first Directors Institute since the pandemic, running a new logo contest, and now planning the next Directors Institute.
- Division Director for General Education, Transfer, and Health Sciences (Mr. Michael Jefferson) and Mr. Wren (English Instructor) assisted HCEC with interviewing potential students for the 2023-24 academic year Saturday, February 18.
- On March 7, 2023, at 1 pm, Drs. Woods and Oliver, along with TRIO Director Ms. Drew participated in a Zoom call with the system office and three other colleges implementing TimelyMD. The system office wants R-CCC to participate in a Belk Center study of the impact of TimelyMD to consider pursuing legislative priority for this software if the outcomes are significant. There is the potential for the college to get some funding to market TimelyMD to R-CCC students.

- Ms. Asha Joell joined the student services team as a part-time CTE Success Coach through Perkins funding on March 1, 2023. She was charged with recruitment of CTE students and was asked to work with Dr. Scott to connect with local business and industry. Her first industry recruitment of students is scheduled for March 20, 2023, 10 am, at the Alfiniti staff meeting with more to come.

## Educational Programs

- **Academic Affairs**

- NC BON report was submitted on March 1, 2023, waiting for feedback from the Board of Nursing. Nursing Additional information sessions were held virtually (2/13/23 and 2/14/23) and via phone (1:1) for potential applicants who had missed previous information sessions.
  - 34 applications received for Fall 2023; of those, 3 applicants do not meet minimum GPA requirements.
  - Kaplan entrance exams will be administered March 21 and 23 for qualified applicants.
  - Admission decisions for Class of 2025 will be made by the end of April.
  - One Martin Community College student has applied and meets admission criteria.
- S. Futrell and K. White are to attend leadership meeting at ECU Health RCH on 3/28/23 to discuss more interaction with management/leadership at the hospital with our program.
- K. White and A. Thompson have made multiple visits to ECU Health RCH, Bertie, and Chowan hospitals to evaluate preceptorship experiences.
- Grant money has been approved for use to hire Dr. Tiffany Morris, an NCLEX prep expert from Elon University to visit our campus twice to help our students be prepared for success upon graduation. Her first visit was 3/13/2023.
- Recruitment/advertising continues through ads on social media, flyers.
- Pop-up banners received and are ready for use.
- R-CCC Nursing "swag" has arrived (pens, sticky notes, and reusable grocery bags) and will be passed out at events.
- Nursing tutoring continues. Mrs. Cherry is working with students on math, NUR courses, and pharmacology and student feedback is extremely positive.
  - Additional tutor interviews to begin soon.
  - BoardVitals now available to second level students.
  - Virtual ATI will begin 4/1/23.
- The LRC Director taught APA skills to four of Ms. Kristin Fajardo's psychology classes. The LRC's two part-time assistants recently attended a Springshare Libguide training.
- The DL Department released an updated training video on using the Recycle Bin in Moodle 4.0 (2-27-23).
- The DL Department held part 1 in our training series "Regular and Substantive Interaction in Moodle." Part 1 covers the Chat activity in Moodle. This training along with a cheat sheet on RSI were sent out to all faculty and staff on 3-2-23 via email (2-28-23).
- Regular & Substantive Interaction in Moodle Using Forums- DL Department training (3-30-23).

- Final Curriculum and Student Services programmatic and policy proposals have been approved by PC and are pending SLT approval before moving to BoT (April meeting).
- Biology Instructor (Mr. Curtis Williams) reached out to Lrn for their education software in Biology courses. During a meeting with the co-founder, R-CCC was selected to be a pilot school for Lrn over the Summer. The program is \$40 per student and offers top of the line lab simulations and coordinates with Open Stax. Mr. Williams will pilot one of the courses for summer.
- The CJC program was informed by East Carolina University (Dr. Bonner: Criminal Justice Department Chair) that ECU Curriculum Review Committee will be meeting on March 21, 2023, and the proposed Articulation Agreement will be up for a vote. Once committee approves the agreement, it will be passed up the chain here at R-CCC for the appropriate signatures. A signing ceremony will be scheduled at the appropriate time following approval of agreement.
- The CJC program was informed by North Carolina Central University (Dr. Duncan) that a transfer academic advisor will be helping coordinate a meeting between all necessary parties to go over and finalize Articulation Agreement; at this moment, Ms. Keana Williams of NCCU is currently trying to schedule a date and time for the meeting (End of February to beginning of March timeframe). Once Agreement is approved by all necessary parties, agreement can be moved along the chain between both institutions for the appropriate signatures. A signing ceremony will be scheduled at the appropriate time following approval of agreement. (Still Awaiting Meeting to be Scheduled).

- **College and Career Readiness**

- New courses to begin at Carpenter Shop
- ESL classes will begin in April

- **Continuing Education**

- Workforce Program Expo planned for March 24<sup>th</sup> to showcase all programs
- Rich Square EMS classes full
- New Allied Health Course offered at Bertie High School
- New Forklift program offered weekly

### **Leadership Skills (Personnel Changes/Concerns/Updates)**

Instructional leadership met with the welding program coordinator to discuss the future of the program and his role in the program. At the meeting's conclusion, the program coordinator was asked to refer his questions about resignation versus non-renewal to the HR Director. The division director will ensure that the program coordinator follows-up after his HR meeting.

### **Full-time Hires**

- RayNita Morrison, Director, Small Business Center
- Shakeyla Pugh - Recruitment and Testing Specialist
- Lamont Brown - Director of Advising

## **Part-time Hires**

- Jessie Fennell, Sworn Law Enforcement Security Officer (effective 2/22/23)
- John Kittrell, Fire Instructor (effective 2/27/23)
- James King, Fire Instructor (effective 2/28/23)
- Asha Joell, Career and CTE Success Coach (effective 3/1/23)
- Sherina Cofield, Custodian (effective 3/1/23)
- Cindy Warren, Mail Services Technician (effective 3/6/23)
- Erica Brooks, Psychology Instructor (effective 3/7/23)
- Antron Gordon, College Webmaster (effective 3/15/23)

## **Transfers**

- None

## **Resignations**

- Shenita Speller, Continuing Education Coordinator/Registrar (effective 3/9/23)
- Carrie Douglas, Director, Accounting and Finance (effective 3/20/23)

## **Promotions**

- None

## **Retirements**

- Kimberly Harrell, Associate Dean, Instruction (effective 6/1/23)

## **Terminations/Non-Renewals**

- None

## **Vacant Positions/Recruitments**

- Executive Director, Human Resources
- Director, Fiscal Services
- Controller
- Administrative Assistant to the Director, Small Business Center (part-time)
- Instructor, English as a Second Language (part-time)
- Instructor, High School Equivalency (part-time)
- Instructor, Correctional Facility (part-time)
- Instructor, Physical Education (part-time)
- Instructor, Criminal Justice (part-time)
- Instructor, Information Technology (part-time)



- Instructor, Carpentry (part-time)
- Instructor, ServSafe (part-time)
- Instructor, Associate Degree Nursing – (full-time) - ongoing
- Instructor, Biology (full-time and part-time)
- Instructor, Computer Skills (part-time)
- Instructor, English (part-time)
- Nurse Educator (part-time) - ongoing
- Director, Emergency Medical Science - (full-time) – *Updating job posting to readvertise.*
- Director, Allied Health Program (full-time) – *Interview scheduled for March 23, 2023.*
- Financial Aid Specialist (part-time)
- Grant Funded Retention Specialist (part-time)
- Human Resources Specialist (part-time)
- Temporary Workforce Development Contracted Instructor (part-time) - ongoing
- Success Coach - Male Mentoring (part-time)
- Grant Funded Student Assistance/Records Aide (part-time)
- Nursing Tutor (part-time) – *Candidate selected – needs to complete new hire paperwork.*

## Fiscal Management

### IT

- Rich Square Site: Roanoke Electric has successfully installed fiber and router for internet at the site. The site has a total of 8 desktop computers there, and IT plans to increase that number to 12. The connectivity information has been shared with the Con Ed staff.
- TimelyMD Integration: We have successfully completed initial programming for the single sign-on integration for TimelyMD. Due to scheduling conflicts, we have been unsuccessful in connecting with System Office to finish the programming. In the interim we have decided to partner with QuickLaunch, who is our vendor for our single sign-on environment, and they will be assisting us in completing the programming for the full integration.
- Smart Board Installs: The smartboard installs for 5 classrooms (Criminal Justice, Early Childhood Education, and Mechatronics) has been scheduled for May 1 with Encore Technology Group.
- Campus Classroom/Lab Upgrades: The following areas are set to be updated once the spring semester concludes: Criminal Justice Lab, HVAC Lab, and the CAI Lab in the LRC. At this time, we have received all equipment for the Criminal Justice Lab and HVAC Lab, however we are waiting on the new equipment for the LRC.
- Print Shop: The equipment and computer are installed in the print shop. Staff is set to continue their training on Friday, March 17 with Copy Pro.
- New Printer Deployment: IT is scheduled to deploy new printers in key areas identified by the college. This deployment is scheduled for Friday, March 17 and will impact the following areas:  
111 Student Services -Dr. Oliver  
Jernigan 101-Ms. Melton  
ACD Affairs Rm 104  
Jernigan 110 -IT

Freeland 120A- Benson  
Freeland 147B- Lassiter  
Jernigan 106-President Office  
Jernigan 103B-HR (Watford)  
EMS Jernigan  
Student Support 113A-D. Drew

- Student Office 365 Migration: IT is beginning the planning stages for migrating students to the Office 365 environment for the 2023-24 school year. Planning meetings will include: J. Cleaves, B. Lies, S. Mizelle, and C. Hall. We will be presenting information soon to Senior Leadership as the timeline of this migration is developed. To assist us in this migration will be system office and a few other colleges who have just completed the migration.

## **Job Knowledge and Performance**

- Working on accreditation for EMS program
- Working on approval for Allied Health program to be offered at Rich Square
- The LRC Director is pursuing her doctoral degree in Christian Leadership at Liberty University. The Division Director for Business, Technology, and Public Services continues his pursuit of his doctorate.
- Drs. Woods and Oliver and Mr. Hall attended the Tabletop Ransomware training with System Office at Pamlico Community College.
- Division Director Jefferson and Dean Harrell participated in Guided Pathways Retreat in Wilmington 2/2-2/3/2023.

## **DL-specific:**

- 2-16-23: Participated in the first session of the SP 2023 Olé Book Club
- 2-20-23: attended the VLC's "Hyflex on a Budget" webinar; I have since sent my notes to M. Jefferson for us to collaborate on implementing Hyflex courses here.
- 2-23-23: Attended the "Using Data to Effect Institutional Change" webinar from Olé
- Director held online meeting with representatives from Harmonize – a Moodle integration tool to boost engagement in online classes (~\$6k p/yr). Held an additional meeting on 3-2-23 with NCCCS DL colleagues who use Harmonize. The consensus is that while beautiful and useful, instructors have been very slow to adopt it and the features are not as extensive as would be preferable. another meeting with Harmonize on 3-22-23, though I am thinking of cancelling it.
- 2-23-23: Had a meeting with Intelliboard regarding gaining access to their new/updated reporting platform – Intelliboard Next. IBN is not being pursued further as:
  - IBN is only being offered to the NCCCS schools free of charge until the System Office's contract with them expires in June. We do not know if the service will be free after that point.
  - IBN requires a new plugin being installed on Moodle. All new plugins and integrations must be vetted by IT prior to installation. This is potentially a lot of work for a very short period of testing time.
- 3-3-23: attended Zoom meeting with the LRC staff regarding adopting a Multi-Device Management system called ArborXR. This will allow us to manage installing and making apps available to users of our 36 Oculus VR headsets. The program allows us to place headsets into "Kiosk Mode" where only whitelisted apps will be available to users, and the users will not be able to access any headset settings or the app store.

- 3-7-23/3-8-23: successfully enrolled students in and opened all 2<sup>nd</sup> 8-weeks courses.
- 3-9-23: Gathered data on Midpoint and Course Readiness Checklist submissions since 2020 to aid the Division Directors with pinpointing instructors with a history of falling below requirements.
- 3-13-23: Met with R. Shearon of Wayne CC to evaluate our settings in the Moodle automation plugin Conduit. This plugin will allow us to automatically create courses for an upcoming semester in the background rather than doing it manually. We hope to use this beginning SU2023/FA2023. Conduit is integral to freeing up staffing hours for training faculty on quality courses and other administrative DL tasks. Conduit will also allow us to add our overhauled Course Template to all classes more efficiently (i.e., without loss of data or skipping classes).

## Institutional Commitment

- The LRC Director is working with the committee for the Center of Technology & Innovation to grow the program with a specific focus on our Virtual Reality offerings.
- LRC Director completed the library's section of R-CCC's IPEDS report.
- LRC recently held National Library Lovers Month with a Mardi Gras theme. SGA supported us in a co-sponsor role.
- DL assisted TRIO with a student spotlight video. DL also assisted LRC with the Mardi Gras/Library Lovers Month celebration. DL and LRC served on the final Curriculum and Student Services Committee meeting of the academic year.
- DL worked with EVP Benson to set-up the course evaluations for spring 2023, and DL also created directions for Ms. Benson for importing courses into CES projects. DL also participated in the monthly Marketing Huddle meeting.
- Instructional leadership, IT, and the AVP of Student Services met on March 15, 2023, to review the latest version of the program pages of the website. A local student intern attended as well and shared a student's perspective on needed changes. The team identified a few additional edits that would improve the pages, which Mr. Hall and Dr. Woods will discuss with BlueTone with a goal of making the program pages live by June 1, 2023. At this stage, the Lightcast widget still needs to be purchased and integrated, and the self-service integration also needs to be added.
- The college is pursuing a Lowes Foundation grant to submit by close of the month.
- The instructional team continues to develop the program and supporting materials for the summer 2023 Steps4Growth program. A draft schedule is developed, and a follow-up meeting with the local high school staff is planned for Friday, March 17. A meeting with local B & I is also scheduled for March 21.
- Dr. Woods and Mr. Hall completed a social media procedure for approval, and a draft of the part-time hiring procedure has been shared with the interim HR director for further input before finalizing at the PC level within the month.

### Enrollment Update for Spring 2023 Curriculum

<b>Semester</b>	<b>Enrollment Goal (FTE)</b>	<b>Actual Enrollment (FTE)</b>	<b>% Attained</b>
Summer	Curriculum: 48.38	Curriculum: 51.91	107%
	Continuing Education: 43.54	Continuing Education: 60.32	139%
	College and Career Readiness: 4.84	College and Career Readiness: 6.4	132%
	Total Goal: 96.75	Total Actual: 118.63	123%
Fall	Curriculum: 177.38	Curriculum: 192.03	108%
	Continuing Education: 159.64	Continuing Education: 65.06	
	College and Career Readiness: 17.74	College and Career Readiness: 10.35	
	Total Goal: 354.75	Total Actual:	
Spring	Curriculum: 177.38	Curriculum: 191.69	108%
	Continuing Education: 159.64	Continuing Education: 79.93	50%
	College and Career Readiness: 17.74	College and Career Readiness: 4.49	25%
	Total Goal: 354.75	Total Actual 276.11	