

**Roanoke-Chowan Community College
Board of Trustees Meeting
Jernigan Building, Board Room
September 26, 2023
7:00 p.m.**

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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| I. Call to Order | Mr. Ronald Gatling
Board Chair |
| II. Roll Call | Mrs. Tarsha Bush-Dudley
Board Clerk |
| III. Invocation | |
| IV. Identification of Conflicts or Potential Conflict of Interest | Mr. Gatling |
| <p>“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.”</p> | |
| V. Mission Statement Review | Ms. Jeri Pierce
Vice-Chair |
| VI. Introduction of New Employees | Dr. Murray Williams |

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| VII. Approval of the Agenda | Board Chair |
| VIII. Approval of Board Meeting Minutes
August 22, 2023, Board Meeting Minutes | Board Chair |
| IX. Acceptance of Artwork
Donated by Dr. Michael and Brenda Hewitt
Head psychiatrist for Roanoke-Chowan
Social Services Center for 30 years | Dr. Murray Williams |
| X. Committee Reports | |
| A. Finance | Mr. Andre Lassiter
Finance Chair |
| Finance Report Update | Ms. Miriam Caslin |
| Action: Request Approval of Financial Report | VP & CFO |
| Financial Report as of August 31, 2023 | Administrative & Fiscal Services |
| B. Policy & Quality Assurance Committee | Dr. Otis Smallwood |
| Policy & Quality Assurance Report Update | Policy & Quality Assurance |
| Action: Request Approval of BOT Policies | Chair |
| 3.10 and 3.12 and approve the myFutureNC | |
| Attainment Goal for Hertford, Bertie, and | |
| Northampton Counties Resolution | |
| C. Board Chair's Report | Board Chair |
| XI. President's Report | Dr. Williams |
| XII. Closed Session | Mr. Gatling |
| XIII. Adjournment | Mr. Gatling |



BOARD OF TRUSTEES MEETING
Freeland Building Community Room
August 22, 2023
7 p.m.

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

Acknowledgement of Mrs. Wendy Ruffin-Barnes: Chair Gatling presented Mrs. Wendy Ruffin-Barnes with a plaque in recognition of her dedicated service to R-CCC for 23 years.

Oath of Office Ceremony: Magistrate Alfonzia Williams presented the Oath of Office to the following Trustees:

- Mr. Albert Vann
- Dr. Renee Tyler

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

Trustee Attendance:

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

Staff Present: Dr. Murray Williams (President), Mr. Matt Williams (Interim CFO), Dr. Tanya Oliver (Associate Vice President of Student Services), Ms. Stephanie Benson (R-CCC Executive Vice President), Tarsha Bush-Dudley (Board Liaison)

Others Present: Mrs. Linda Vann, Miss Brittany Tann

Invocation: Given by Trustee Vann.



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Election of Officers: Mrs. Dudley opened the floor to nominations for Chair. Trustee Lassiter nominated Trustee Gatling as Chair of the R-CCC Board of Commissioners for FY 2023-24.

- **On a motion by Trustee Lassiter and seconded by Trustee Pugh the Board approved Trustee Gatling as Chair of the R-CCC Board of Trustees for FY 2023-24.**

Chairman Gatling opened the floor for nominations of Vice-Chair for fiscal year 2023-24.

- Trustee Pugh nominated Trustee Jeri Pierce.
- **On a motion by Trustee Harrell and seconded by Trustee Pugh the Board closed the vote on the said name.**
- **On a motion by Trustee Lassiter and seconded by Trustee Harrell the Board approved Trustee Pierce as Vice-Chair for the R-CCC Board of Trustees for FY 2023-24.**

Chairman Gatling opened the floor for nominations for R-CCC Board Secretary for fiscal year 2023-24.

- **On a motion by Trustee Pugh and seconded by Trustee Harrell the Board approved Dr. Williams as the R-CCC Board Secretary for FY 2023-24.**

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.

Approval of the Agenda: On a motion by Trustee Harrell and seconded by Trustee Pugh the August 22, 2023, agenda was approved by the Board.

Approval of Board Meeting Minutes:

- On a motion by Trustee Pierce and seconded by Trustee Smallwood, the Board approved the June 24, 2023, Board minutes.

R-CCC Foundation: Trustee Lassiter discussed the \$300,000 donated to R-CCC by Nucor for the Weld to Work Program. He stated the company has pledged another \$300,000 for



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next year and is willing to buy equipment to train students in order to get individuals ready for work.

Trustee Lassiter stated that companies are pledging money to the College; therefore, Trustees need to donate a minimum of \$300 per year to show their commitment to the College.

Committee Reports:

Finance Committee:

- Mr. Willilams gave an overview of the Financial Reports for June 2023.
- On a motion by Trustee Lassiter and seconded by Trustee Vann, the Board approved the Financial Reports for June 2023.

Policy & Quality Assurance

- Trustee Smallwood discussed with the Trustees information regarding BOT Policy 3.2.19. (Paternal Leave)
- On a motion by Trustee Lassiter and seconded by Trustee Harrell, the Board approved BOT Policy 3.2.19.

Buildings & Grounds

- Trustee Vann discussed with the Trustees information regarding the naming of buildings on the campus of R-CCC.
- On a motion by Trustee Smallwood and seconded by Trustee Harrell the Board approved the naming of the buildings.

Board Chair's Report

- Chair Gatling stated he will be in next month's edition of R-CCC Trustee Spotlight.
- Chair Gatling acknowledged Trustee Smallwood, Trustee Vann, and Trustee Riddick-Faulkner for having birthdays in the month of August.
- Chair Gatling stated Rev. Ray Faircloth has been named as the Board of Commissioners appointment for the R-CCC Board of Trustees.



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President's Report:


- Dr. Williams discussed the Power of 15 Kickoff that is scheduled to take place on Friday, September 29, 2023, from 9:30 a.m. – 1:30 p.m. An explanation of how high school students are eligible to earn 15 hours of credit per semester will be discussed at this meeting.
- Dr. Williams stated the Bosses' Day Luncheon will take place on October 4, 2023, from 11:30 a.m. – 1:00 p.m. in the Freeland Building Community Room.
- Dr. Williams stated that both Vice-President positions have been filled. Dr. Tanya Oliver is the VP of Instruction & Student Services. Dr. Miriam Caslin is the VP of Administrative & Fiscal Services.
- Dr. Williams stated summer enrollment is up by 16% and fall enrollment is up by 20%.
- The College was visited by the Board of Nursing, they were very pleased with the pass rate of 91%. The College is in compliance with the exception of the NCLEX passage rate.
- Mrs. Benson and Mr. Hall received a Cyber Security Grant in the amount of \$94,180 to secure software for the firewall and College data.
- There are new Board policies that have to be reviewed by the R-CCC Board of Trustees. Dr. Williams states this will be a lengthy process; however, she plans to present them to the Policy & Quality Assurance Committee very soon.

Closed Session:

- There was no closed session for this meeting.

Adjournment:

- On a motion by Trustee Harrell and seconded by Trustee Smallwood the meeting adjourned at 7:53 p.m.



Board Chair



Prepared by Board Clerk