

ROANOKE-CHOWAN COMMUNITY COLLEGE
 Board of Trustees Meeting
 January 23, 2018
 7:00 p.m.
 Jernigan Building Boardroom

Call to Order: Trustee Andre Lassiter called the meeting to order at 7:02 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>
Andre Lassiter (Chair)	Present	7:00 p.m.	Beginning
Ronald Gatling (Vice-Chair)	Present	7:00 p.m.	Beginning
Wendy Ruffin-Barnes	Present	7:00 p.m.	Beginning
Dr. Kashi Bazemore-Hall	Absent	N/A	N/A
Rev. Daniel Smith	Present	7:00 p.m.	Beginning
Jeri Pierce	Present	7:00 p.m.	Beginning
Julie Terry	Present	7:00 p.m.	Beginning
Carl White	Present	7:00 p.m.	Beginning
James Eure	Present	7:00 p.m.	Beginning
Rev. C. David Stackhouse	Present	7:00 p.m.	Beginning
Mary Harrell-Sessoms	Present	7:00 p.m.	Beginning
Megan Hunnicutt (Student)	Present	7:00 p.m.	Beginning

Staff Present: Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Executive Administrative Assistant to the President/Board Clerk), Deborah Dickinson (Dean of Academic Affairs), Belinda Smith (Comptroller), Nicole Boone (Human Resources Coordinator), Dawnelle Robinson (Dean of Administrative & Fiscal Services), Charles Purser (Dean of Continuing Education), LaTonya Nixon (Dean of Student Services)

Others Present: Attorney Gilbert Chichester, Ann Collier (Oakley Collier Architect), David Collier (Oakley Collier Architect), Joey Futrell, Phebie Drake, Patricia Grant, Kimberly Ruffin

Invocation: Given by Trustee Smith.

Approval of the Agenda:

- On a motion by Trustee Gatling and seconded by Trustee Stackhouse the Board approved the January 23, 2018 agenda.

Approval of Minutes:

- On a motion by Trustee Harrell-Sessoms and seconded by Trustee Terry the Board approved the November 28, 2017 regular session minutes.
- On a motion by Trustee Stackhouse and seconded by Trustee Ruffin-Barnes the Board approved the December 18, 2017 Special Called Meeting minutes.

Conflict of Interest Statement: Read by Trustee Lassiter. None were noted.

Special Presentations:

- Dr. Elliott presented the following students with the Executive Leadership in Ministry Certificate: Joey Futrell, Phoebe Drake, Patricia Grant, & Kimberly Ruffin. These are the first four students to complete the program.
- The architects of Oakley Collier presented and discussed a power point presentation on the NC Connect Bond projects. Ms. Collier stated the company is currently working on five non-state construction projects, which include: The Davis Center, Jernigan Building Auditorium, the Health Sciences Building, a math lab, and a greenhouse building. She also discussed the construction of a Fine Arts Building and displayed (2) potential locations for the building in which the Board members will have to decide within the upcoming months. She stated there is an 18-24 month construction process. Chairman Lassiter asked that information be presented to the Trustees regarding the College's infrastructure. Ms. Collier stated more defined financial information would be given to make the Trustees aware of the changing budget, along with the pros and cons of the location of the building.

Finance Committee

Dean Robinson presented the Month End Report for the months of November and December. She stated some line items are a tad bit out of whack. She also stated she will be working on the Continuing Education budget, and will be moving line items around. She stated budget amounts change as money is allocated to the College.

Chairman Lassiter asked Dean Robinson about a statement she made at the last meeting. He stated "You said there were several things wrong with the budget. Have you identified these things?" Dean Robinson stated there is \$65,000 in reversion supplies. She stated she has received a call that only \$37, 274 is to be sent back.

Chairman Lassiter stated he heard what she said; however, he needs a visual. He asked how can the Trustees identify with what she said? Dean Robinson stated she would write something out for the Board to see. Chairman Lassiter stated for accountability's sake the Board has to know what they are voting on. Dean Robinson stated the February budget will show all of the information she discussed and give explanations.

Chairman Lassiter stated the budget varies from the October 2017 Month End Report - December 2017 Month End Report. Dean Robinson stated the budget was wrong in the month of October 2017. She stated numbers were overwritten or missed. She stated this was an extensive process.

Chairman Lassiter again inquired about the October 2017 Month End report, and asked if the information the Trustees received was inaccurate. Dean Robinson stated yes it was inaccurate because the budget was \$6, 500,000.

Trustee Gatling inquired if the November and December reports were correct. Dean Robinson stated, "Yes, the November and the December reports are correct." Trustee Pierce inquired about how the Trustees can be certain if the November and December Month End reports are correct if they have been given wrong reports previously.

Trustee Gatling inquired about the Miscellaneous Current General fund and the increase from November 2017 (\$61, 738) to December 2017 (\$92, 243). Mrs. Smith stated is a holding account and that it is reconciled annually. Trustee Barnes stated that is inaccurate.

Trustee Gatling stated because of the deficit we occurred in the past, the explanation is not a loss because we know where we can get the money from. He inquired about why it would take to the end of the year to put it where it belongs?

Trustee Eure recommended Miscellaneous Current General Fund be reconciled on a regular basis before the College finds itself in a situation where funding has been overspent. Trustee Smith asked if this fund could be reconciled on a monthly basis? Dean Robinson stated yes.

Dean Robinson stated there has been alot of turnover, and there are transplants in the Business Office. She stated she needs to be trained. She stated she has a higher level of knowledge; however, she has to get down in the weeds to learn this budget. She stated unfortunately the Board meetings come around quicker than she anticipates, but things are looking up in the Business Office. She asked for patience, support, and understanding.

Chairman Lassiter explained one of the major responsibilities of the R-CCC Board of Trustees is to ensure the financial status of the College is sound and stable. He stated that Dean Robinson told the Board there are things that she has found to say the budget is inaccurate, but where is the evidence? He stated in looking at the finance report the Board approved in October 2017, the Board was told it was accurate, and tonight you have stated that it is not. He stated the Board did not write this document, you did. You have to understand where we are. Dean Robinson stated the October 2017 Month End report is wrong.

Trustee Gatling stated he does not blame anyone, and he has no problem being patient or dealing with the learning curve in which Dean Robinson described. "You are not going to convince me that you have money and have not taken time to move it where it belongs. You are supposed to move the money when you get it. I am not questioning what you know, but do not insult my intelligence either."

Dean Robinson stated people all across campus are entering into contracts. "No one can now enter into contracts except for Dr. Elliott and myself. People are going to stores and the stores call us months later stating that bills are owed."

Trustee Ruffin-Barnes stated this is not the first time we have been in this situation with the Miscellaneous Current General fund. Trustee Pierce stated "Dean Forester stated the Business Office was also being slack, and not doing what they were supposed to do.

Trustee Ruffin-Barnes stated the fund should be reconciled on a monthly basis. She stated, "It should be the charge of the CFO, and we should make that clear. We need to put forth some directives."

Attorney Chichester stated that something has been said that makes him uncomfortable. He stated the CFO made a statement that people have gone around entering into contracts. He stated this causes him concern. Attorney Chichester stated Dr. Elliott is the President and should put a stop to it.

- On a motion by Trustee Eure and seconded by Trustee Gatling, the Board approved the Month End reports for November 2017 and December 2017.

Chairman Lassiter asked that the minutes reflect that the Trustees approved the October 2017 Month End report and the CFO stated it was incorrect.

Buildings & Grounds Report

- Trustee Smith stated the report from the architects was a summary of Buildings and Grounds meeting. He introduced Dean Purser and stated we would not have to hire a project manager because he is a licensed contractor.

Personnel Committee

- The Trustees reviewed the organizational chart submitted by Dr. Elliott. Trustee Smith inquired about the history position and its location on the organizational chart. Dr. Elliott stated if the history instructor were to be in her rightful place on the organizational chart, she would be supervised by her husband. He asked Dean Dickinson to respond. She stated there are no legal requirements that courses have to be in alignment with their particular content area.

Chairman Lassiter inquired about this situation being a SACSCOC violation because you all are trying to ensure she does not report to her husband? Dr. Elliott stated if we kept her under her husband, it would be nepotism. Chairman Lassiter inquired if it would be a SACS violation. Dr. Elliot stated upon speaking with a source of his affiliated with SACS, it is his interpretation that it is not a SACS violation. Chairman Lassiter inquired if he and his leadership team considered these possibilities in your deliberation to hire this person? Dr. Elliott stated yes they had.

Trustee Gatling asked Dr. Elliott, "Are you recommending to this Board that you are in agreement to move this General Education, and Public Services position under Business and Vocational/Industrial Technologies. Dr. Elliott stated yes, because to have her report to her husband is a direct violation of our policy.

Trustee Lassiter stated the Trustees did not create this problem. Dr. Elliott and his staff will solve this issue and come back to the Board with a recommendation.

Policy & Quality Assurance Committee

- Trustee Eure stated the Policy & Quality Assurance Committee met earlier today and reviewed Section One of the Board policies. He stated there are changes to Section One that will be presented at the February 27, 2018 board meeting. He asked Mrs. Dudley to send his email to the Trustees so that they are able to contact him with any policies they would like to have reviewed. Trustee Smith inquired about how often the policies should be reviewed. Trustee Eure stated he thought the policies should be updated every three years.

President's Report

- Student Trustee Hunnicutt, presented a power point presentation regarding activities that have taken place in the Student Government Association.
- Dean Purser gave an extensive overview of the Continuing Education Department. (See attachment.)
- Dean Nixon gave an overview of the Student Services Department to include enrollment and FTE. (See handout.) She presented the Trustees with a copy of the R-CCC Times.
- Dean Dickinson gave an overview of the Academic Affairs Division. (See handout) She also stated the SACSCOC 5 Year Plan has passed. She stated she is waiting on official documentation.

Trustee Lassiter inquired about corrective measures for performance measures in which the College did not pass. Dean Dickinson stated there are corrective measures in place for Math. She stated the College should have official documentation for the Nursing department this month.

- Dean Robinson discussed the Deferred Maintenance Plan.
- Dr. Elliott shared a power point presentation on his vision for the R-CCC and discussed his plan of action for the future of the College. (See handout) He also shared a letter from the Enfield Fire Department regarding a request for classes. Chairman Lassiter and the Trustees applauded Dr. Elliott on his vision and his quick response to the Enfield Fire Department to expedite their request.

Closed Session

- On a motion by Trustee Pierce and seconded by Trustee Harrell-Sessoms the Board agreed to go into closed session at 9:55 p.m. to discuss a personnel issue.
GS 143.318.11. (a)(3)

Adjournment

- On a motion by Trustee Harrell-Sessoms and seconded by Trustee Ruffin-Barnes, the meeting adjourned at 10:26 p.m.