

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, January 22, 2002—7:00 p.m.
Board Room, Jernigan Building**

MINUTES

Trustees Present: Chairman W. Rob Lewis, Margaret Burgwyn, Jim Farmer, Nellie Fennell, Johnnie Reid

Trustees Absent: Glendale Boone, Timothy Boone, Rev. Leroy Douglas, Vernice Howard, Don Joyner, Carl White, Lillie Owens-White

Staff Present: Mary C. Wyatt, President; Claudia Morris, Executive Vice President; Linda Alexander, Dean of Curriculum Instruction; Diane Kimbrough, Dean of Student Services; Brewster Brown, Dean of Continuing Education; Johnna Everett, Assistant to the President for Planning; Jack Henderson, Administration and Finance Manager; Cleveland Blount, Human Resources Manager; Charlene Jones, Recorder

The meeting was called to order by Chairman W. Rob Lewis. Nellie Fennell gave the invocation.

Introduction of New Staff and Faculty. Cleveland Blount, Human Resources Manager introduced new staff and faculty. He made the following introductions: Lisa Rolan, Comptroller; Jeff Goetz, Criminal Justice Coordinator; Lakeisha Walker, Accountant; Steve Modlin, Institutional Researcher; Neil Baker, Network Administrator. Welcome to new employees was given by Board Chair W. Rob Lewis.

Approval of Minutes. Because a quorum was not present, approval of November 27, 2001, minutes was tabled until the next meeting.

Old Business. Mr. Jack Henderson gave this report. The new building is open for business as of this morning. There is a punch list of about 30 items. Things seem to be going pretty well. A basketball game is going on right now. Board members should take a look at the new building when you get a chance. Chairman Lewis asked about a shattered window in the building and was advised that the shattered window is on the punch list.

New Business. Because a quorum was not present, New Business was tabled until the next meeting. A correction was noted to board policy "Employment Classifications and Benefits." "The probationary period is an extension of the selection process, and provides the time for effective adjustment of the new **employ** or elimination of those whose performance will not meet acceptable standards. Correction to "new employ," should read "new **employee**."

Personnel Update. Cleveland Blount gave this report. The only addition to the Personnel Update distributed to the board is for Custodian II. We are currently advertising for this position and will close on January 28th.

Charlene Jones called the Attendance Roll Call.

President's Remarks. Dr. Wyatt gave this report.

- Participated in Hertford County public schools workforce development review program.
- Attended Buckland Elementary School, Gatesville, career day program; 2 other staff members also attended and had nice displays.
- Participated in Northampton Partnership Smart Start board retreat for strategic planning.
- Will be leaving tomorrow to attend President's meeting at Sandhills Community College.
- Held regularly scheduled Executive Management Council meetings.
- All reports due have been on time.
- Received funds for ENC grant in the amount of \$9,999.
- Dr. Claudia Morris is working diligently on a grant opportunity for technology upgrades.
- Preparing for scheduled visit of Dr. Presley regarding SACS on January 31 and February 1. All staff should be available to Dr. Presley.
- New college catalog will be ready before the visiting SACS team arrives during the week of March 25th.
- Acknowledge pending retirement of Johnna Everett after 30 years of service to Roanoke-Chowan Community College at the end of this month.
- Information Systems division is up and running. Would like to acknowledge Kevin Cunningham and Neil Baker. Dawn Rountree from the College of the Albemarle assisted us during our down time in the spirit of cooperation of community colleges.
- We are facing challenges in Finance and Administration. The comptroller for over 30 years retired. Cross training will be utilized from now on. A new comptroller and accountant with high levels of expertise are now on board.
- We have a new contract with Carrington's Catering, and they have been asked to provide more nutritious meals.
- Thanks for employee support at Christmas party.
- Goal for fall semester is to offer courses in the evening (6:30) and weekends.

On behalf of the Board of Trustees, a warm round of applause for Ms. Johnna Everett on her retirement.

Student Enrollment for 2002. Linda Alexander gave this report. Enrollment is down a bit, but not significantly. Present enrollment stands at 915. Diane Kimbrough reported that this is not the final number for the spring semester. We will be having a second 8-week session. When we have a final count, we will bring it before the board. The FTE (total class hours) was up even though the head count was down. Previous enrollment will be provided for comparison. Dual enrollment/Huskins—program where high school students take Roanoke-Chowan Community College courses for credit. Huskins is specifically designed for high school

students. Dual enrollment—high school student taking any course Roanoke-Chowan Community College offers that the student could not take in high school. It is up to the high school to decide how credit is given to the student. There is no course fee. We are working with Hertford County High School to get something in registration materials. We are continuing to work with Northampton County.

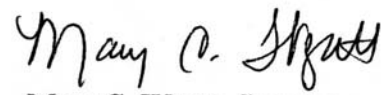
The next regular meeting of the Board was announced for February 26, 2002, at 7:00 p.m.

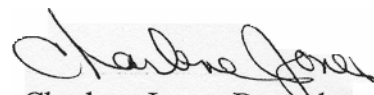
The Board offered thanks for the gift certificate for Christmas.

With no further business, the meeting adjourned at 8:00.

Respectfully submitted,


W. Rob Lewis, Chairman


Mary C. Wyatt, Secretary


Charlene Jones, Recorder