

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, January 25, 2005  
Board Room, Jernigan Building**

**MINUTES**

Trustees Present: Jim Farmer, Nellie Fennell, Ronald Gatling, Donna Jenkins, Sue Lassiter, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie Owens-White, Michael Hartley (SGA)

The meeting was called to order by Chair Dr. Claude Odom. Invocation was given by Donna Jenkins.

**Approval of Regular and Closed Session Minutes, November 23, 2004.** Correction: Academic Affairs Committee section – Board Policy 2.7-Responsibilities of Instructional Personnel is approved as amended. On motion of Lillie Owens-White, seconded by Virginia Spruill, the minutes of the regular and closed session of November 23, 2004 were approved with noted correction.

**Introduction of New Employees.** Dr. Wyatt presented the following new employees to the Board.

Kelly Vann – Controller  
Valarie Freeman – Administrative Assistant to the Dean of Continuing Education & Workforce Development  
Jill Umphlett – Faculty, Information Systems/Internet Technologies  
Mildred Hardy – Faculty, Associate Degree Nursing  
Carolyn Hyde – Faculty, English  
Franklin K. Horne – Lead Faculty, Industrial Systems Technology  
Barbara Lies – Associate Degree Nursing Retention Specialist  
Sarah Britt – Cashier/Accounts Receivable Clerk

The Board of Trustees officially welcomed the new employees to Roanoke-Chowan Community College.

**Wesley Liverman, Chief, St. John Fire Department.** On behalf of RCCC Continuing Education and Workforce Development and Hertford County Firefighters Association, announced the 2<sup>nd</sup> Annual Roanoke-Chowan Area Fire School. The Fire School will be held on February 5-6, 2005. Fourteen classes will be offered. These classes will help firefighters meet state and federal regulations. One hundred seventeen persons are registered. This training will impact local hotels, restaurants and stores. Fire Equipment vendors will be on campus.

**Board Policy 1.7, Section 1.3.** On motion of Jim Farmer, seconded by Judy Overton, Board Policy 1.7, Section (1.3) is approved with the added language noting the SGA member as an ex-officio, non-voting member..

**Board Policy 1.7, Section (7.3.1).** The Building and Grounds Committee is recommended to be a standing committee. The Board of Trustees authorizes the President and cabinet to re-distribute the duties of the Building and Grounds Committee and the Finance Committee. The evaluation of the duties of the two committees are to be brought back to the next Board meeting.

### **Committee Reports.**

**Executive Committee.** Dr. Claude Odom reported that this committee met and discussed dealing with the College's image and taking the College to the next level.

**Finance Committee.** Donna Jenkins reported that this committee met last night. Debbie Daughtridge will bring to the February Board meeting a current budget as of January 31, 2005 with all line items and transfers in place. The spenddown of the State budget is approximately 45% and the County budget is 52%. On motion of Donna Jenkins, seconded by Virginia Spruill, the budget presented is accepted.

**Phone System.** Switching to ITS State Telecommunications will save the College dollars. If we move forward immediately the College will save approximately \$624.58 per month, and once the PRI circuit cost with Sprint is removed, the savings will be approximately \$788.00 per month. On motion of Donna Jenkins, seconded by Virginia Spruill, the Finance Committee, based on information provided by senior staff, recommends that Dr. Wyatt issue a letter authorizing Carol Nebel, ITS State Telecommunications, to convert RCCC local and long distance to NCSG Centrex effective immediately. In addition, this letter should authorize Carol Nebel of ITS to move forward on behalf of the College, with contacting vendors to open a bid process for the conversion of our telephone system equipment to Voice Over IP.

**Personnel Committee.** Jim Farmer reported that this committee met on January 18, 2005. On motion of Jim Farmer, seconded by Ronald Gatling, the Committee recommends the employment of Sarah Britt, Cashier/Accounts Receivable and Connie Harrell, Plant Maintenance Custodian II. On motion of Jim Farmer, seconded by Johnnie Reid, the Committee authorizes the President to award a one-time bonus to all faculty and staff employed for one year in the amount of \$250.00. The bonus will be paid in February.

**Academic Affairs Committee.** No report.

**Building and Grounds Committee.** Nellie Fennell distributed three proposals from Pleasant Grove Gardens. Phase I of the landscaping project has been completed and the landscaper has been paid. The Committee is looking at Phase II. The Committee met on January 19<sup>th</sup> with landscaper and Dr. Wyatt for a brief campus tour. Items needing attention are: Young Building (first), Freeland Building, New Student Center, Cleaning parking lots, Power wash building

There is a possibility that inmates from Gates County or Community Service workers could be used for some projects. Ms. Fennell would like to know when a tour of the campus and incubator for Trustees can be arranged. The Committee will be revisiting naming the new student center. The Board commended the Committee on Phase I. Phase II will probably have to be addressed in next year's budget. Approximately \$90,000 of the \$100,000 special allocation has been spent.

Based on a Classroom Seating Survey – Fall 2004, the College is seeking authority to implement Phase I of the purchase of classroom tables and chairs. These cannot be purchased with instructional dollars. Phase I would allow each classroom to have one row of chairs and tables. On motion of Ronald Gatling, seconded by Lillie Owens-White, Phase I of the purchase of classroom chairs and tables is approved. Phase II will complete large higher utilization classrooms and Phase III will complete the remaining classrooms.

### **President's Report.**

The President's Report is attached and incorporated in these minutes. Highlights include:

- On December 1, 2004, met with representatives from System Office to discuss strategies that will aid RCCC in meeting 75% retention standard in Basic Skills (GED) program. Other staff/faculty in attendance were Robert Williams, Michele Meisheid, Hazel Pierce, Claudia Morris, Sister Brigid Dunne, Sister Teresa Marry, Katie Thomas, Debbie Barkett, and Carolyn Farrow
- On December 3-7, 2004 attended SACS meeting in Atlanta, GA. Other staff in attendance was Dr. Claudia Morris and Dean Linda Alexander. Theme for the conference was "Meeting the Challenge: Enhancing Student Learning".
- On December 13, 2004 met in luncheon meeting with Jeff Findley, Publisher of Roanoke Chowan News Herald. Others in attendance were: Dr. Claude Odom, Mr. Jim Farmer, Mr. Johnnie Reid, Mrs. Lillie Owens-White, Dr. Claudia Morris, Dean Linda Alexander, Dean Robert Williams and Dee Dee Oakey. This was planned to welcome and introduce Mr. Findley to RCCC.
- On January 11, 2005 met with Bob Robinson and Clifton Henry of Raleigh Business and Technology Center to begin initial discussion about possibility of partnering to enhance our local Business Incubator. This meeting was arranged as a result of a referral by Senator Holloman.
- On January 17, 2005 attended Inaugural Ceremony of Senator Robert Holloman at Nebo Family Life Center in Murfreesboro, NC. Other RCCC employees in attendance included Dr. Claudia Morris, Dean Linda Alexander, Dean Robert Williams, Dean Diane Kimbrough, Monique Mitchell, Charlene Jones, Mildred Gatling, Wendy Peele and Hazel Pierce. Board members in attendance included Dr. Claude Odom, Ms. Lillie Owens-White and Ms. Virginia Spruill.

- On January 18, 2005 attended special press conference regarding the economic impact study conducted by CC Benefits, Inc. Press conference was held at Legislative Building in Raleigh. Other administrators in attendance were Dr. Claudia Morris and Dean Linda Alexander. Dr. Claude Odom was also in attendance.
- Human Resources Department has been involved with the following for the months of December and January: completed AAUP report, annual Staff Information Report, IPEDS report; completed searches for Cashier/Accounts Receivable, Custodian II, part-time PC/LAN Support Specialist; continuing searches for part-time Career Start Case Manager, EMS Assistant and Evening Counselor
- Dr. Claudia Morris met with representatives from Martin CC and Halifax CC to establish partnership that will facilitate meeting needs of high school students in REA Service area.
- Neil Baker met with representatives from ITS to finalize recommendation for local and long distance service provider. Based on early estimates, this will save College approximately \$500 per month from local budget.
- Plans are being finalized for RCCC Night at Quinton's, this year's major fund raiser for the scholarship fund.
- Pittard, Perry and Crone have completed RCCC Foundation audit for 2003.
- RCCC Foundation Campus Enhancement Raffle held in December with ticket donations of \$10 and \$1,000 prize. Raffle sales totaled \$2,600, yielding a net profit of \$1,600. Winning ticket was purchased by Jermaine Hall.
- Mary Lou Byrum completed the editing process of demographic data for all continuing education and curriculum records (39,106) on the IIPS system.
- Public Relations and Marketing Committee finalized new logo and slogan recommendations.
- Norstate Contracting, Inc. in Greenville, NC has been awarded bid for science lab renovation project at a cost of \$264,100. Renovations will begin May 15, 2005 and be complete by August 15, 2005.
- Mobley Construction, Inc. in Williamston, NC has been awarded contract for renovating Barbering Laboratory/Classroom space in Freeman Building. This project, completed during Christmas holidays, cost \$24,000. On January 5, 2005, North Carolina State Board of Barber Examiners inspected facility and granted permission to open. Currently seven students are enrolled.

- Learning Resources Center staff participated in NCLIVE training on 1/3/05 on NCLIVE website.
- Division of Continuing Education and Workforce Development received \$50,337 grant from Duke Endowment. Grant will be used to provide assistance for Hertford County Emergency Medical Service personnel to transition from Basic EMS to Intermediate Level. The grant is collaborative effort between Roanoke-Chowan Community College, Roanoke-Chowan Hospital and Hertford County EMS.
- Of the 1,098 students who registered, 1,046 are currently enrolled.

### **SGA Report.**

SGA Christmas Float won second place in Ahoskie Christmas Parade and fourth place in Windsor Parade.

SGA toy drive gave approximately 125 toys of Social Services.

SGA sponsored Christmas buffet for entire college on December 10, 2004.

SGA sponsored a Christmas Door Judging contest. Winners were: English Class Department, Environmental Science Department, Criminal Justice Department, Early Childhood Department

SGA has held one executive board meeting and one General Assembly meeting discussing N4CSGA Spring Conference and Dr. Wyatt discussed safety and security issues.

Some students do not like the school mascot and want to change it. Students would also like to get a mascot suit for basketball games. (Mr. Hartley was advised that this is a Student Services and SGA matter).

**Presentation of Logo.** Dee Dee Oakey reported that the Public Relations Committee had met regarding the logo after recommendations for revisions by the Trustees. The consensus of the Committee was the the revised logo presented by the designer did not flow and looked rushed. The Committee made changes and is presenting today their choice for approval. On motion of Jim Farmer, seconded by Ronald Gatling, the revised logo recommended by the Public Relations Committee is approved.

**Incubator Update.** Dave Merrick gave this report. Leases are signed and awaiting Dr. Odom's review and approval. A new Advisory Board is being formed. Since the incubator is in downtown Ahoskie, concentration of membership will be from successful downtown Ahoskie businesses and include the Ahoskie Town Manager. The first meeting of the Advisory Board will be in February. A question was raised regarding the Ahoskie Chamber serving on the

Board. Trustees suggested giving the Ahoskie Chamber and the Town Council a presentation on the Incubator.

**Departmental Advisory Committee.** Dean Linda Alexander reported that these Committees meet in the Spring and Summer. Dean Alexander is looking for funds to support an advisory night with dinner in the Spring. A question was raised regarding how does the College evaluate its product. Employer surveys are done annually and the System office does evaluations. Dean Alexander will look into this matter. The College has increased the number of companies, agencies and businesses that do co-ops, and they provide formal evaluations.

**Report – Luncheon Meeting – Publisher, Roanoke Chowan News Herald.** Dr. Odom reported that this was a very productive meeting. The publisher seems committed to this area. Signs that things are better are evident. An overview of the College was presented by Dr. Morris and Dee Dee Oakey.

**Attorney Report.** No report.

On motion of Wendy Ruffin-Barnes, seconded by Ronald Gatling, the meeting went into closed session at 8:25 p.m.

On motion of Johnnie Reid, seconded by Carl White, the meeting reconvened into regular session at 8:30 p.m.

**Use of Information Technologies Policy.** Dr. Claudia Morris distributed this policy for action at the next Board meeting. The College needs to put stricter policies in place. The wording, guidelines and policy statements are from the North Carolina Office of Information Technology Services (ITS). A procedure will be put in place to abide by the policy.

**Comments - Board Chair.** Dr. Odom stated that he would like to commend the Committees and chairpersons for their hard work. Under the Committee chair's able leadership the Board meeting ran smoothly. Dr. Odom attended the State announcement of the economic impact study done by CC Benefits. This event was well attended, with four RCCC representatives. An announcement in the Roanoke Chowan area highlighting local concerns is planned for February 8, 2005 at 5 p.m. How the College affects everyone coming in touch with it will be a focal point. Everyone is encouraged to participate in the RCCC Foundation event on February 11, 2005 at Quinton's Restaurant. The Foundation is looking for sponsorships and auction items. See Dr. Morris if you would like to add to the list of potential sponsors. A response is needed by February 2, 2005. Individual tickets are \$25 to attend from 8 to 12 p.m. Board members will be asked to make a contribution. Dr. Odom requests that Board members visit the College campus as much as possible. Board members should also visit the newly renovated Barbering classroom.

**Review of Closed Session Law (143-318.11).** Chairs of Committees are asked to review Closed Session Law (143-318.11) to understand what is appropriate in committee meetings.

**Trustee Scholarship Luncheon.** Dr. Odom will work on getting a speaker for this luncheon.

**Budget Retreat.** A budget retreat is planned for sometime in March. The date is yet to be determined.

**Comments – Board Members.**

Annual Law Seminar – there are no funds in the Trustee budget. Debbie Daughtridge will see if she can find funds.

Naming of buildings – any action. This is being researched.

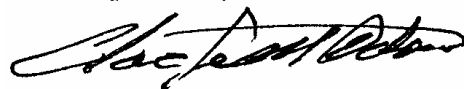
Heat in Young Building – very cold. Dr. Wyatt stated that the College is on top of this

Virginia Spruill thanked the Board and staff for condolences expressed in regard to the passing of her son Darian Spruill

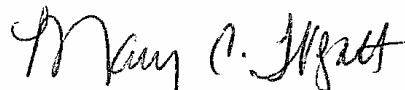
Dr. Wyatt reminded Trustees of their need to take care of getting pictures taken for the Boardroom wall.

On motion of Ronald Gatling, seconded by Wendy Ruffin-Barnes, the meeting adjourned 8:50 p.m.

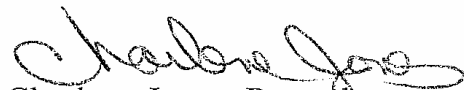
Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder