

**Regular Meeting of the Board of Directors  
Roanoke-Chowan Community College  
Tuesday, January 28, 2003  
Board Room, Jernigan Building**

**MINUTES**

Trustees Present: Glendale Boone, Margaret Burgwyn, Jim Farmer, Nellie Fennell, Vernice Howard, W. Rob Lewis, Johnnie Reid, Carl White, Lillie Owens-White, SGA President Jermaine Hall

Trustees Absent: Leroy Douglas

Staff Present: Mary C. Wyatt, President; Claudia Morris, Executive Vice President for Planning and Advancement; Linda Alexander, Dean of Academic Affairs; Diane Kimbrough, Dean of Student Services; Cleveland Blount, Human Resources Manager; Dee Dee Oakey, Webmaster/Public Information Officer; Charlene Jones, Recorder

The meeting was called to order by Chair Vernice B. Howard. W. Rob Lewis gave the invocation. Chair Howard acknowledged the press in attendance.

**Approval of Minutes – Regular Session.** Correction: on page 3 should read “charging a \$10.00 research fee and \$.25 per page for photocopying requests for public documents”. On motion of Nellie Fennell, seconded by Lillie Owens-White the regular minutes of the November 26, 2003 Board of Trustees meeting are approved with noted correction.

**Approval of Minutes – Closed Session.** On motion of W. Rob Lewis, seconded by Lillie Owens-White, the November 26, 2002 closed session minutes are approved.

**New Business.**

**Student Trustee Report.** Student Government Association Report is incorporated and made a part of these minutes (per attachment). Jermaine Hall reported on the monthly Student Government Association meeting. The full board was not present so no action could be taken. Activities for Black History month were discussed.

**North Carolina State Education Assistance Authority’s Program Review.** Final summary letter notification that all discrepancies noted in review conducted November 20-22, 2002 have been addressed and program review is closed.

**North Carolina Community College System Program Audit Report.** There were no audit exceptions or concerns identified for the classes and programs reviewed. Record keeping procedures for the review period Spring Semester 2001 through Spring Semester 2002 were commendable.

**North Carolina Community College System Equipment Audit Report.** Audit report reflects no losses for the audit period fiscal year 2001-2002. Ann Hughes, Purchasing Agent, is to be commended for completion of this report.

**Human Resources Update.** Personnel Update is incorporated and made a part of these minutes (per attachment). Cleveland Blount reported that North Carolina Community College System office will be assisting in the hiring of Controller and Manager for the Business Office.

**Student Services Update.** Student Services Update is incorporated and made a part of these minutes (per attachment). Dean Diane Kimbrough reported that Spring Semester has the highest enrollment in the history of the college. The Trustees offered commendations to the College staff for these history-making numbers.

**Continuing Education Update.** Continuing Education Update is incorporated and made a part of these minutes (per attachment). In response to question regarding conversational Spanish class, Dean Robert Williams reported that recruiting a teacher is being hampered by problems with work visas.

**Academic Affairs Update.** Academic Affairs Update is incorporated and made a part of these minutes (per attachment). Dean Linda Alexander answered questions regarding this update.

**Planning and Advancement Update.** Planning and Advancement Division Update is incorporated and made a part of these minutes (per attachment). Dr. Claudia Morris answered questions regarding this update.

**Southern Association of Colleges and Schools.** Dr. Wyatt reported that notification that the Commission reaffirmed accreditation to RCCC was received at the meeting in San Antonio, Texas in December. A First Follow-Up Report addressing the Committee's recommendations is due September 22, 2003.

**RCCC Foundation.** Dr. Morris reported that the RCCC Foundation is in the process of reorganizing. The Foundation by-laws state that Board of Trustees should appoint initial members of the Board. A list of possible appointees gathered from the community, businesses and College staff is attached. Diverse representation is needed on the Board. Potential appointees are needed as soon as possible. A ad hoc Foundation committee of the Board of Trustees was formed consisting of : Margaret Burgwyn, Chair, Nellie Fennell, Lillie Owens-White, Glendale Boone, Jim Farmer. Committee will meet tonight after the regular meeting adjourns. Dr. Morris will act as an advisor to the ad hoc committee.

**Part-time Employment Contract.** Approval is requested for part-time contract of Bert L. Wyatt. Mr. Wyatt is teaching a Criminal Justice course as a credentialed faculty member from Chowan College. On motion of W. Rob Lewis, seconded by Margaret Burgwyn, the part-time contract of Bert L. Wyatt is approved.

**Transcript Fee Increase Request.** Dean Diane Kimbrough reported that the College is currently charging \$1.00 for transcript requests. The College is providing a large number of transcripts. With the current budget restraints, the requested increase will help to offset expenses. A \$3.00 fee for official copies of transcripts is requested. On motion of W. Rob Lewis, seconded by Jim Farmer, the request for an increase to \$3.00 for official copies of transcripts is approved.

### **Committee Reports.**

**Executive Committee.** W. Rob Lewis reported that this committee had met and makes the following recommendations to the Board.

- Building and Grounds Committee shall be an ad hoc committee as needed.
- Establishment of an Academic and Student Affairs Committee

On motion of Carl White, seconded by Lillie Owens-White, the Building and Grounds Committee shall be an ad hoc committee as needed. On motion of Carl White, seconded by Lillie Owens-White, an Academic and Student Affairs Committee shall be established. The make-up of committees has been changed to four members to comply with Board policy.

**Finance Committee.** No report.

**Building and Grounds Committee.** No report.

**Personnel Committee.** No report.

**New Board Policy – Contributions/Endorsement of Political Parties.** Establishment of this policy is a recommendation from the Board retreat. The Board of Trustees needs to write a policy. This matter was tabled until the next meeting.

**Academic and Student Affairs Committee.** The Personnel Committee should make the recommendation to establish this committee. Chair of Personnel Committee will call a meeting and report at the next meeting.

**President's Remarks.** President's Report is incorporated and made a part of these minutes (per attachment).

**Remarks.** Chair Vernice Howard reported on a meeting held today with representatives of the North Carolina Community College System, Board of Education, County Commissioners and County Manager. In response to a request by the North Carolina Community College System, Chair Vernice Howard asked all RCCC Board of Trustee members to voluntarily tender their resignations. Resignations will not become effective until the appointing agencies nominate new members. On motion of W. Rob Lewis, seconded by Lillie Owens-White, the meeting went into closed session at 8:25. Margaret Burgwyn opposed the motion. It was decided that closed session was not appropriate. On motion of W. Rob Lewis, seconded by Jim Farmer, the meeting reconvened into regular session at 8:30. Discussion ensued regarding Trustees' resignations. Trustees stated that they would not resign until receiving further information. Chair Vernice

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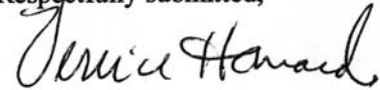
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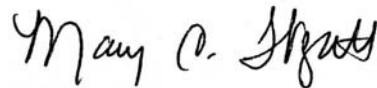
Howard and W. Rob Lewis did tender their resignations. Chair Vernice Howard requested that Trustees contact their appointing agency for more information.

On motion of Jim Farmer, seconded by Carl White, the meeting adjourned.

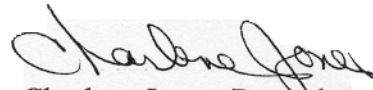
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder