

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, February 3, 2004
Board Room, Jernigan Building**

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Vernice Howard, Donna Jenkins, W. Rob Lewis, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie Owens-White

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; Robert Williams, Dean of Continuing Education; Debbie Greene, Manager Finance and Administration; Cynthia Ruffin, Director of Administrative Services, Ray Burkett, Plant Operations Supervisor, Cleveland Blount, Manager, Human Resources; Dee Dee Oakey, Webmaster/Public Information Officer; Charlene Jones, Recorder

The meeting was called to order by Chair Vernice B. Howard. Dr. Claude Odom gave the invocation. Chair Howard acknowledged Bob Allen, Basic Skills Department, North Carolina Community College System office in attendance.

Approval of Minutes – Regular Session. Correction: Trustee Donna Jenkins was in attendance. On motion of Lillie Owens-White, seconded by Virginia Spruill, the regular minutes of the November 25, 2003 Board of Trustees meeting are approved with noted correction.

Executive Committee. Vernice Howard gave this report. This committee met and discussed the following items:

- Revised organizational chart – proposed changes will become effective July 1, 2004
- Trustee Scholarship Luncheon – tentative date is May 7, 2004. Each trustee will sponsor a table for \$250. The committee recommends the Trustee Scholarship Luncheon to the full Board for approval. On motion of Claude Odom, seconded by Lillie Owens-White, the Board of Trustees will sponsor a Trustee Scholarship Luncheon where each Trustee will be responsible for \$250.00. A committee will be formed to facilitate arranging the luncheon.
- Resolution – Brown v. Board of Education’s 50th Anniversary – The committee recommends to the full Board that this resolution be adopted. On motion of Virginia Spruill, seconded by Donna Jenkins, Brown v. Board of Education’s 50th Anniversary resolution is adopted.

Finance Committee. Rob Lewis gave this report. This committee met and discussed the following items:

Contingency Plan for County Budget – this is a plan in the event there is a budget shortfall. The plan was distributed for informational purposes. Dr. Wyatt has requested additional funding from the Hertford County Commissioners. Because the College must give employees 60 days notice before a lay off,

something must be in place by next month. The Finance Committee will meet again to finalize plans. Discussion ensued. Trustees are invited to the March meeting of the Hertford County Commissioners.

Board-Faculty Ad Hoc Committee. Rob Lewis gave this report. This committee met with members of the faculty. A plan of action will be presented at the February Board meeting. The ad hoc committee will probably not last much longer.

Academic Affairs Committee. No report.

Continuing Education & Workforce Development Fall 2003 Class Visitation. On motion of Lillie Owens-White, seconded by Johnnie Reid, the Continuing Education & Workforce Development Fall 2003 Class Visitation schedule is approved as presented.

Board Policy 3.5 – Persons Employed Using Grant or Private Funds. Recommended changes to this policy were discussed. More clarification is needed. This policy is tabled until the next Board meeting.

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

- Spring enrollment is 1,019 students
- Three Department Heads have been accepted into the Department Chair's Institute
- Nineteen students at Rivers Correctional Institute completed the first course in the Air Conditioning, Heating and Refrigeration certificate program
- Approximately 1,000 books have been added to the Learning Resource Center collection
- A seminar for high school seniors completing their graduation requirements in December was held by Enrollment Management
- Financial Aid disbursed \$8,130 from the Nurse Education Scholarship Loan Program to 15 nursing students.
- One hundred twenty five toys were collected for the SGA Christmas Toy Drive
- Wastewater Plant Operations I and II classes are offered and serving students from Halifax, Perquimans and Chowan Counties
- Human Resources reports that 79 employees participated in CIS computer literacy training
- Ribbon cutting for CADA Day Care at RCCC was held on December 3, 2003.
- Attended the annual meeting of SACS in Nashville, TN from December 6-9, 2003.
- Participated in bell ringing for Salvation Army at Piggly Wiggly on Saturday, December 13, 2003
- Participated in Hertford/Northampton County 21st Century Program sponsored by State Department of Commerce and the Hertford County Economic Development Commission on December 16, 2003.

A letter from Susan S. Lassiter, President, Roanoke-Chowan Hospital sent to all Trustees is forwarded to the Academic and Student Affairs Committee for action. Wendy Ruffin-Barnes volunteered to help the Committee with this.

The Roanoke Economic Development proposal will also be forwarded to the Academic and Student Affairs Committee.

Finance Report. Debbie Greene gave this report. Monthly expenditures are on track. The State has released 1% or \$41,000 of the 2% reversion. The County budget is not looking good. Cynthia Ruffin and Ray Burkett were in attendance to answer questions regarding bond money. RCCC Bond Analysis – Projection for Project 1323 and Project 1324 was distributed for review.

Attorney Report. No report.

Comments – Board Chair. The next orientation for new Board members is scheduled for March 7-8, 2004 in Research Triangle Park. Contact Charlene no later than February 9, 2004 to indicate your plan to attend this workshop.

On motion of Claude Odom, seconded by Johnnie Reid, the meeting went into closed session at 8:00

On motion of Rob Lewis, seconded by Wendy Ruffin-Barnes, the meeting reconvened into regular session at 9:10 p.m.

On motion of Claude Odom, seconded by Lillie Owens-White, the revised organization chart is approved.

On motion of Judy Overton, seconded by Wendy Ruffin-Barnes, the employment of Kathleen Raynor Toure' for the Cashier/Accounts Receivable position is approved.

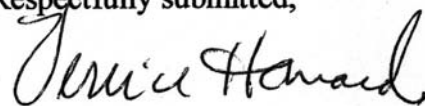
On motion of Virginia Spruill, seconded by Wendy Ruffin-Barnes, the employment of Debra Jean Hanke for the Psychology position is approved.

On motion of Claude Odom, seconded by Lillie Owens-White, the resignation of JoAnn G. Nelson from the position of ADN/Instructional Secretary is accepted.

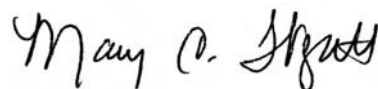
The next meeting date is Tuesday, February 24, 2004.

On motion of Johnnie Reid, seconded by Wendy Ruffin-Barnes, the meeting adjourned at 9:10 p.m.

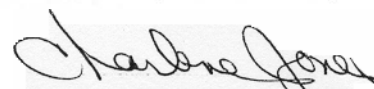
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder