

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, February 22, 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 Johnnie Reid.

Approval of Regular and Closed Session Minutes, November 23, 2004. Correction: Personnel Committee. Jim Farmer reported that this committee met on January 18, 2005. On motion by Jim Farmer, seconded by Ronald Gatling, the employment of Sarah Britt, Cashier/Accounts Receivable and Connie Harrell, Plant Maintenance Custodian is recommended by the Committee. Motion approved by voice vote. On motion by Jim Farmer, seconded by Johnnie Reid, to authorize the President to award a one-time bonus to all faculty and staff employed for one year in the amount of \$250.00. Motion approved by voice vote. On motion of Johnnie Reid, seconded by Virginia Spruill, the minutes of the regular and closed session of January 25, 2005 are approved with noted correction.

Video Presentation – Board Leaders. A video entitled “Board Leaders” was viewed by Trustees. This video was compliments of Trustee Sue Lassiter.

Committee Reports.

Executive Committee. Dr. Claude Odom reported that this committee continues to meet regarding the image initiative referenced in Dr. Donny Hunter’s report.

Finance Committee. Lillie Owens-White reported that this Committee met but has no recommendations. The Committee had concerns with the format of the budget. Ms. Daughtridge distributed budget formatting information to Trustees. This information has been reviewed by the Committee. A question was raised regarding a spreadsheet formula. Ms. Daughtridge explained that this meant that there was an error in the formula. A question was raised regarding the type of accounting system used by the College. Ms. Daughtridge explained that the College uses a cash basis. Discussion ensued. Line items on the budget will be repaired by next month. The Business Office is fully staffed now. Ms. Daughtridge advised that the budget retreat will be March 16, 2005, the date of the Finance Committee meeting. The County budget is due March 9, 2005. The Budget Retreat should be for the State and County budget.

The President is to present a projected budget to the Trustees to address Fiscal Year 2005-2006, local and state budget. All departments are to give justification for their budget.

Dr. Morris thanked Trustees for supporting RCCC night at Quinton's. This event brought the whole community together. As of today, the net profit is \$8,000 plus the \$5,000 scholarship. The Foundation is about \$8,000 away from the 50% match.

Use of Information Technologies Policy. This policy was distributed at the last Board meeting. This is a comprehensive policy. On motion of Lillie Owens-White, seconded by Jim Farmer, the Use of Information Technologies Policy is approved.

Personnel Committee. This report will be given in closed session.

Academic Affairs Committee. No report.

Building and Grounds Committee. No report.

President's Report.

Stephen Cunningham, Institutional Researcher, was questioned regarding reports mentioned in the President's Report.

Completer/Non Completer Satisfaction Survey – this report is required for Performance Standards. The College exceeded the mark.

SACS Institutional Profile – information regarding student enrollment

Student Evaluations completed and reported – student evaluations of instructors; used by Academic Affairs; shared with Department Heads to use when conducting annual employee evaluation

Basic Skills Evaluations reported for Director and Student Evaluation of Instructors – similar to student evaluations, except Basic Skills

President's Report.

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

- On January 26, 2005 met with students to address concerns relative to Campus Safety.

- On February 4, 2005 attended Listening Tour on Economic Development at Pitt Community College in Winterville, NC. The tour theme was “Staying Ahead: Higher Education Transforming North Carolina’s Economy”. Other staff members attending were Claudia Morris, Linda Alexander, Robert Williams and Dave Merrick.
- On February 5-6, 2005 observed various activities involved in training classes as part of Second Annual Fire School sponsored in partnership with the Hertford County Firefighters Association and Roanoke-Chowan Community College.
- On February 8, 2005 attended the Reception honoring Ahoskie Town Manager hosted by Ahoskie Chamber at the Jernigan House in Ahoskie.
- On February 11, 2005 participated in RCCC Night at Quinton’s. A highlight of the evening was my presentation to the RCCC Foundation a check in the amount of \$5,000 from Mr. James Alexander for the establishment of an Endowed Scholarship for Criminal Justice Majors.
- Human Resources is conducting research to identify vendors to conduct Staff Salary Analysis.
- Planning and Advancement submitted a grant proposal for establishment of a mobile computer lab to Hewlett Packard with assistance of Susan Brown.
- RCCC has partnered with Hertford County Schools in an effort to seek funding to support an initiative to assist rural schools with large minority populations. Dean Linda Alexander and Dr. Claudia Morris will be traveling to Portland, Oregon in March to tour the schools to learn more about their Gateway to College program. This trip will be supported in part by Hertford County Schools.
- Work has begun to develop an associate degree in Air Conditioning, Heating and Refrigeration. Currently, the College offers a diploma in this program.
- Continuing Education and Workforce Development began a 268 hour EMT-Intermediate Level Class on February 1, 2005. This class is a collaborative effort between RCCC and Hertford County Emergency Services. The class requires 172 hours of classroom training, 48 hours of clinical and 48 hours of field internship.
- Eighty-seven students were on the Honor Roll, thirty-eight students were on the President’s List and forty-nine students were on the Dean’s List at the end of Fall Semester 2004.

- Director of Student Support Services served as campus facilitator for “launch” of North Carolina Saves initiative held on campus on January 31, 2005. This initiative, directed by the North Carolina State Treasurer, Richard Moore, is designed to assist households in building wealth through a series of free services and is part of a nationwide initiative. A total of 125 students attended this activity.

SGA Report.

SGA held a talent show on January 27, 2005. Eight individuals shared their talent and the 4 best talents won a \$50.00 prize.

Mr. and Miss RCCC dance and crowning was held on February 15, 2005 from 11-1. Fun was had by those who participated.

A Black History program will be held on February 24, 2005 from 11-12 in the auditorium. Ann Riddick will be our presenter.

Organizational Chart. The Personnel Committee recommended that this come before the Board at a later date.

Board Policies – Building and Grounds Committee; Finance Committee. Discussion ensued regarding the number of members on a committee. The composition of each committee is contingent upon appropriate verbiage regarding composition. On motion of Wendy Ruffin-Barnes, seconded by Donna Jenkins, the President is asked to bring back Board Policies – Building and Grounds Committee and Finance Committee in proper form including membership.

Program Evaluation. Dean Linda Alexander reported that a tool is being developed to obtain survey information from local employers. The timeline for this survey to be in place is 2005-2006.

Board Policy 1.9 – Presidential Evaluation. The Personnel Committee met and recommends amending Board Policy 1.9. Current policy limits Personnel Committee to the month of June, which is not enough time. Suggested change in Section 2 to read “prior to June” and Section 5 – eliminate last line of Section 5. On motion of Jim Farmer, seconded by Judy Overton, Board Policy 1.9 – Presidential Evaluation – is approved as presented. Discussion ensued. Chairman’s privilege, motion failed. Substitute motion recorded by Trustee Overton – Section 4 will read: “The President shall submit to the Personnel Committee college objectives for the coming fiscal year in conjunction with the yearly budget prior to June 30.” On motion of Judy Overton, seconded by Donna Jenkins, the substitute motion passed.

Attorney Report. No report.

On motion of Lillie Owens-White, seconded by Ronald Gatling, the meeting went into closed session at 8:30 p.m.

On motion of Ronald Gatling, seconded by Carl White, the meeting reconvened into regular session at 9:40 p.m.

On motion of Jim Farmer, seconded by Judy Overton, Ms. Mary Lou Byrum, System Administrator, is granted a salary increase for 2004-2005 of 5 ½% retroactive to July 1, 2004.

Comments - Board Chair. Dr. Odom stated that no decisions have been made regarding the Board Retreat. The Trustee Scholarship Committee, Lillie Owens-White, Jim Farmer, Virginia Spruill and Dr. Odom will meet on March 14, 2005 at 6 p.m. Donna Jenkins also agreed to be on this Committee. Carolyn Mitchell's article highlighting the College was very nice.

Comments – Board Members.


SGA Board Member participated in 2nd Annual Fire School. It was a great success and beneficial to do.

Thanks for finding funds to attend the Law Seminar.

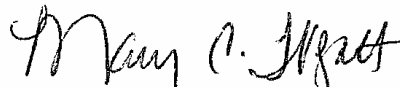
Announcements:

2005 Law Seminar will be March 6-7, 2005 in Research Triangle Park.

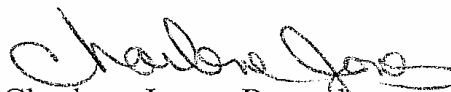
Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder