

**Regular Meeting of the Board of Directors
Roanoke-Chowan Community College
Tuesday, February 25, 2003
Board Room, Jernigan Building**

MINUTES

Trustees Present: Glendale Boone, Jim Farmer, Nellie Fennell, Vernice Howard, W. Rob Lewis, Johnnie Reid, Carl White, Lillie Owens-White

Trustees Absent: Wendy Ruffin-Barnes (excused), Jermaine Hall (SGA President) (excused)

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 Dr. Mary Wyatt. Jim Farmer gave the invocation.

Oath of Office. Hertford County Magistrate Linda Futrell administered the Oath of Office to Trustees re-appointed by Hertford County Commissioners. Trustees W. Rob Lewis, Vernice Howard and Lillie Owens-White received the Oath of Office. Ms. Wendy Ruffin-Barnes, a new appointee of the County Commissioners has an excused absence. A quorum was present for the conduct of business.

Election of Officers.

Nominations for Board Chair: - Vernice Howard

On motion of Nellie Fennell, seconded by Glendale Boone that Vernice Howard remain Chairwoman of Board of Trustees is approved.

Nominations for Vice Chair: - W. Rob Lewis

On motion of Lillie Owens-White, seconded by Johnnie Reid, that W. Rob Lewis is Vice Chair of Board of Trustees is approved.

Nominations for Secretary: - Dr. Mary Wyatt.

On motion of Jim Farmer, seconded by Carl White, that Dr. Mary Wyatt is Secretary of Board of Trustees is approved.

Clarification – College President as Secretary of Board of Trustees is allowed by the by-laws. It is customary practice through the community college system.

Approval of Minutes. Correction: page 2 – “A ad hoc Foundation committee” should read “An ad hoc Foundation committee”. On motion of Jim Farmer, seconded by Carl White, the regular

session minutes of January 28, 2003 are adopted with noted correction.

Statement of Agreement Between Halifax CC and Roanoke-Chowan CC. This agreement regarding the implementation of Halifax Community College's program in Roanoke-Chowan Community College's service area has not been finalized. On motion of Rob Lewis, seconded by Jim Farmer the agreement with Halifax Community College is approved. Motion passed unanimously.

Board Policy 1.7 – The Board of Trustees. This policy is presented for review and approval. Note Section 5.4 "Seven Trustees shall constitute a quorum." On motion of Lillie Owens-White, seconded by Glendale Boone, Board Policy 1.7 is approved with noted corrections.

Request for Proposals. After expiration of advertising for an attorney, one proposal was received. No decision has been made. The Board would like to have a College attorney at Board meetings. There is some concern that the attorney who responded has no expertise in the area of educational law. Discussion ensued. It was suggested that the attorney be contacted to discuss an equitable arrangement to attend Board meetings. On motion of Rob Lewis, seconded by Lillie Owens-White, the Board Chair is authorized to secure the services of Attorney Mitchell S. McLean.

Roanoke-Chowan Community College Foundation Financial Statements. On motion of Johnnie Reid, seconded by Glendale Boone, the Foundation Financial Statements are approved as presented.

On motion of Rob Lewis, seconded by Carl White, the meeting went into Executive Session to discuss a personnel matter at 7:45 p.m.

On motion of Rob Lewis, seconded by Lillie Owens- White, the meeting reconvened into regular session at 8:11 p.m.

Pam Banks, Consultant Report – RCCC Financial Statements – June 30, 2002. On motion of Rob Lewis, seconded by Carl White, the RCCC Financial Statements are approved as presented. On motion of W. Rob Lewis, seconded by Lillie Owens-White, each department that submits reports to the System office should detail report to the Board of Trustees and the President will detail all financial reports to the Board of Trustees.

Bond Construction Update. Ray Burkett has stated the College will meet its deadline. Mr. Burkett is working on a report for the Board.

RCCC Budget Status. The status of the budget is looking better. The people in the Business Office are working on Special Funds account and a report will be forthcoming. The College is withholding 6% for possible reversion. Hopefully only 1% will have to be reverted.

Internal Audit Class Visitation Report. Point of clarification – find out from Mr. Williams what kind of attendance was there in classes that were audited. On motion of Jim Farmer,

seconded by Lillie Owens-White, the Internal Audit Class Visitation Report was approved as presented.

Planning and Advancement Update. The type of information at the end of this report is the type of information the Trustees would like to see in all reports. The completer survey is all graduates and non-completers are students who have not returned after one semester.

Personnel Committee Report. Institutional Researcher will be coming on board April 1, 2003.

On motion of Lillie Owens-White, seconded by Glendale Boone, Committee reports were approved as presented with noted corrections.

Potential Foundation Board Members. Board of Trustees is to appoint the Foundation Board. A minimum of 20 members is required. No one on the Foundation Board wanted to continue to serve. On motion of Jim Farmer, seconded by Glendale Boone, the Board of Trustees will have a Special Called Meeting to discuss RCCC Foundation Board reorganization. Trustees are still open to names for consideration.

Request for State Board Approval of Basic Skills to be Offered to Captive/Co-Opted Groups. On motion of Rob Lewis, seconded by Johnnie Reid, Request for State Board Approval of Basic Skills to be offered to Captive/Co-Opted Groups is approved as presented.

Resolution 1323 and 1324. These resolutions relate to the capital improvements bond money. On motion of Carl White, seconded by Lillie Owens-White, Resolutions 1323 and 1324 are approved as presented.

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

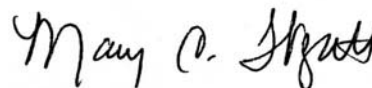
SGA President Remarks. Dr. Wyatt gave this report in the absence of SGA President Jermaine Hall. The SGA President's report is incorporated and made a part of these minutes (attached).

On motion of Glendale Boone, seconded by Carl White, the meeting is adjourned at 8:55 p.m.

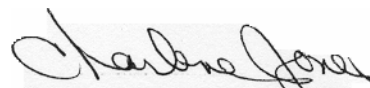
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder