

**Regular Meeting of the Board of Directors
Roanoke-Chowan Community College
Tuesday, February 24, 2004
Board Room, Jernigan Building**

MINUTES

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

Trustees Absent: Johnnie Reid (excused), Judy Overton (excused), Richard W. Sawyer (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; Robert Williams, Dean, Continuing Education and Workforce Development, Deborah Greene, Manager, Finance and Administration, Charlene Jones, Recorder

The meeting was called to order by Chairwoman Vernice Howard. Carl White gave the invocation. Chairwoman Vernice Howard welcomed Larry Morgan, Director of Auditing and Accounting, North Carolina Community College System office, to the meeting.

Approval of Minutes. On motion of Lillie Owens-White, seconded by Carl White, the regular session and closed session minutes of February 3, 2004 are approved as presented.

Recommendation – Academic and Student Affairs Committee. A proposal has been received from Roanoke-Economic Development, Inc. regarding Roanoke-Chowan Community College providing classes at Roanoke-Electric Cooperative's site in Rich Square. The Academic and Student Affairs Committee recommends that the College ask Roanoke Economic Development, Inc. to fund this project at the present time and Roanoke-Chowan Community College will provide personnel for services. Dr. Wyatt has contacted Curtis Wynn to schedule a meeting regarding this.

Executive Committee. The Executive Committee held a joint meeting with the Roanoke-Chowan Community College Foundation Board. The Trustee Scholarship Luncheon was discussed. The Executive Committee will plan this luncheon.

Personnel Committee. The Personnel Committee met and recommends approval of Board Policy 3.5 – Persons Employed Using Grant or Private Funds. On motion of Lillie Owens-White, seconded by Claude Odom, Board Policy 3.5 – Persons Employed Using Grant or Private Funds is approved.

Academic and Student Affairs Committee. Correspondence has been received from Sue Lassiter, President, Roanoke-Chowan Hospital regarding the College's nursing program. A committee has been formed to address these concerns and the first meeting will be held on Tuesday, March 2, 2004.

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

- Nursing Program Review

- Organized Nursing Program Collaborative Roundtable
- Organized Executive Management Council Ad Hoc Policy/Procedural Review Teams
- Provided leadership for development of Contingency Plan for County Budget
- Provided leadership for local Budgeting Process
- Conducted review of faculty salaries which resulted in salary upgrades for 7 full time faculty
- Provided leadership for establishing RCCC's Reading Team for Ahoskie Elementary School
- Welding Program received 10,180 pounds of metal from Nucor and returned used metal to Nucor for reprocessing.
- Seventeen students were certified to receive Veteran's Benefits for Spring 2004
- Twelve students have qualified for a new grant program entitled "Less than Half-Time Enrolled"
- Sixty-seven students participated in career counseling sessions
- Two students are in the Cooperative Education program for Spring
- Student Support program served 208 students
- Small Business Center sponsored a 35 hour Focused Industrial Training program which enrolled eleven students
- Human Resource Development program, in collaboration with A & T State University and Hertford County Agriculture Extension Agency, is conducting a series of computer training classes for area low income farmers.
- Continuing Education and Workforce Development, in conjunction with Hertford County Fireman's Association, sponsored a Regional Fire School. More than 100 firefighters participated in the weekend school.
- Staff development activity on facilitating the integration of planning and budgeting processes was conducted on February 6, 2004. The workshop was facilitated by Dr. Kathy Baker-Smith, VP of Educational Services at Guilford Technical Community College.
- Information Services area continues to work with the System Office and Phase IIC Group managers to facilitate training and implementation of CIS project. New FTP hardware and software have been installed.
- Institutional Research consistently met established deadlines by completing and submitting required reports.
- The RCCC Foundation met and discussed a proposal for a fundraising activity entitled Monte Carlo Night.
- Two new employees welcomed to the staff: Kathleen Toure', Cashier and Accounts Receivable Clerk and Debra Hanke, Psychology faculty member.
- Developed board of Trustees' Meeting Briefs
- Electronically submitted Executive Management Council Minutes to ALL staff within 24 hours of approval.
- Represented College at Second Annual Reverend George T. and Luvenia B. Rouson Memorial lecture held at Chowan College
- Participated in kick-off of Partnership East (a partnership between East Carolina University and Wachovia bank) million-plus donation to East Carolina University to combat the shortage of teachers in eastern North Carolina

A change of date for the Trustee Scholarship Luncheon from May 7, 2004, to Thursday, May 6, 2004, is requested because of a conflict with the Academic Excellence Awards held in Raleigh. On motion of

Virginia Spruill, seconded by Lillie Owens-White, the date for the Trustee Scholarship Luncheon is changed to Thursday, May 6, 2004.

A donation of \$80.00 has been made to the Trustee Scholarship fund by RCCC administrators in honor of Mrs. Audrey Ruffin, mother of Trustee Wendy Ruffin-Barnes.

Finance Report. Debbie Greene, Manager, Finance and Administration distributed the proposed County budget for review. This budget is conservatively done. A slight increase is requested. Ms. Greene attended CIS training and input the new county budget into the new system. The budget reflects a decrease in part-time security and an increase in legal services. Discussion ensued. A question was raised concerning outsourcing some functions. Discussion on Title 5 employees. Hertford and Northampton Counties will be investigated regarding Title 5 employees. On motion of Donna Jenkins, seconded by Jim Farmer, the recommendation of the Finance Committee to accept the proposed county budget is approved. One dissenting vote, Carl White.

Contingency Plan. W. Rob Lewis reported that the College needs a reduction in force policy in addition to the financial exigency policy. The financial exigency policy may take up to 60 days. There may be some cost savings by laying off some part-time employees. Discussion ensued. The contingency plan contains items that can be done now and includes possible elimination of part-time receptionist and security. Judy Overton, Lillie Owens-White and Dr. Wyatt made a presentation to Bertie County Commissioners requesting additional funds. On motion of Claude Odom, seconded by Lillie Owens-White, the contingency plan for the county budget is approved.

Attorney Report. Attorney Mitchell McLean advised that he had a conflicting engagement and could not attend the Board meeting tonight.

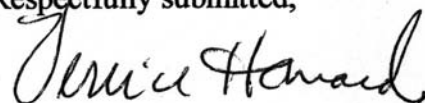
Comments – Board Chair. Reminder: NCACCT 2004 Law Seminar will be held on March 7-8, 2004 at the Sheraton Imperial Hotel and Convention Center.

On motion of Lillie Owens-White, seconded by Claude Odom, the meeting went into closed session at 8:00 p.m. On motion of Nellie Fennell, seconded by Carl White, the meeting reconvened into regular session at 8:15 p.m.

A question was raised regarding the 112 report for the month of February. Some line items are over budget. Debbie Greene reported that these changes will be made the first week in March. Dr. Wyatt reported that a request from Ken Briggs has been received requesting a 1%, 2%, or 3% permanent reduction in the College's budget.

On motion of Donna Jenkins, seconded by Lillie Owens-White, the meeting adjourned.

Respectfully submitted,

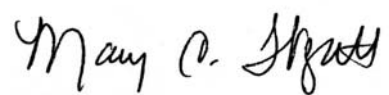


Vernice Howard, Trustee

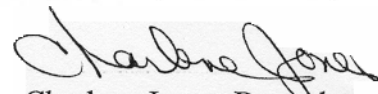
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Mary C. Wyatt, Secretary



Charlene Jones, Recorder