

**Regular Meeting of the Board of Directors
Roanoke-Chowan Community College
Tuesday, February 26, 2002
Board Room, Jernigan Building**

MINUTES

Trustees Present: Glendale Boone, Margaret Burgwyn, Rev. Leroy Douglas, Jim Farmer, Nellie Fennell, Vernice Howard, Johnnie Reid, Carl White, Lillie Owens-White

Trustees Absent: Timothy Boone, Don Joyner, Rob Lewis

Staff Present: Mary C. Wyatt, President; Claudia Morris, Executive Vice President; Linda Alexander, Dean of Curriculum Instruction; Diane Kimbrough, Dean of Student Services; Jack Henderson, Administration and Finance Manager; Cleveland Blount, Human Resources Manager; Charlene Jones, Recorder

The meeting was called to order by Trustee Vernice Howard. Rev. Leroy Douglas gave the invocation.

Approval of Minutes. It was motioned and duly seconded that the minutes of the November 27, 2001 Board of Trustees meeting are approved as presented. It was motioned and duly seconded that the minutes of the January 22, 2002 Board of Trustees meeting are approved as presented

Old Business. Mr. Jack Henderson gave this report. We have been in the new building 36 days, but we still have a punch list. The 30 day time frame is up and there are still items to be cleared up. The architect, contractor and college must work out a cash settlement. We are holding approximately \$150,000 of the general contractor's funds. This problem is probably 60 days from being settled. People are calling to use the building. Please take time to walk through the building. An open house is planned for the Spring.

New Business.

Board Policy #9.2 and 9.12-Provisions for Admission of Students Under 18. This policy incorporates several policies into one regarding admitting students under 18 to the college. Discussion ensued. Policies are spelled out by procedures. It was motioned and duly seconded that Board Policy 9.2 and 9.12 Provisions for Admission of Students Under 18 be adopted as presented.

Board Policy-Employment Classifications and Benefits. It was noted that full-time permanent and permanent part time for faculty is different. Discussion ensued. It was motioned and duly seconded that Board Policy Employment Classifications and Benefits be adopted as presented.

Board Policy #8.5-Self-Supporting Course Fees, Expenditures and Use of Receipts. It is required by administrative code to show how to use self-supporting fees. Policy shows how these funds will be used. It was motioned and duly seconded that Board Policy #8.5-Self-Supporting Course Fees, Expenditures and Use of Receipts be adopted as presented.

Board Policy #2.26-Unlawful Work Place Harassment. This policy defines workplace harassment. The word "unlawful" is to be removed. The Grievance Committee is not a standing committee. There was concern about "in house" grievance committee. The procedures show the next level of grievance. It was motioned and duly seconded that Board Policy #2.26-Unlawful Work Place Harassment be adopted as presented.

Discussion. Board policies authorize the President to formulate procedures. The Board of Trustees can write policy. Board committees need to take an active role in developing policies within their purview

Presentation by Wes Gubitz-Plans for Pavilion. After the death of long time teacher Tom Hedgepeth, it was felt that some way to honor faculty and staff who have passed or retired was needed. One way to honor these persons would be a pavilion between the new building and Freeman Building. This pavilion would be 30 feet from edge to edge with engraved bricks in pillars and columns. We want this pavilion to be maintenance free and multi-functional. There could be a walkway of bricks purchased by students. Funds for the pavilion would come from donations. This would not be in competition with the Foundation. It was motioned and duly seconded that Wes Gubitz and the committee be authorized to investigate the concept of an Honorarium Pavilion recognizing staff and faculty of RCCC.

The Board of Trustees would like to thank Patsy Perry for getting the notice of Trustee meeting in the newspapers.

Personnel Update. Cleveland Blount gave this report. We are still trying to fill 8 positions. Three of these positions have a contract pending. They are Director of Assessment & Testing, Computer Assisted Instructor Lab Coordinator and Career/Job Placement Coordinator. We are screening applicants and scheduling appointments for Plant Operations Custodian II and PC Technician part-time.

Charlene Jones called the Attendance Roll Call.

Financial Audit Fieldwork. Dr. Wyatt reported that the College had a clean audit for fiscal year 2001. There were no findings and we are in compliance.

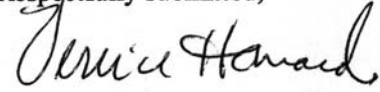
President's Remarks. Dr. Wyatt gave this report.

- Appointed to Hertford County Economic Development Commission and has attended two meetings
- Met with Dr. Presley on January 31 and February 1. We are on target for the SACS visit in March. Would like Board of Trustees to plan to be at the dinner on March 25 for SACS team
- Participated in North Carolina Association of Community College Presidents conference held in Pinehurst, NC
- Attended Association of Community College Trustees National Legislative Seminar in Washington, DC. There were no RCCC Trustees in attendance. Would like for some Trustees to attend next seminar, as it shows support. Met and had picture taken with Hon. Jesse Helms
- Participated in Women In Community Colleges Conference in Wrightsville Beach, NC focusing on strategic planning. We will begin working on our strategic plan after the SACS team leaves
- Attended board meeting of Region L Workforce Development in Rocky Mount
- Will be getting someone on board for grant writing
- Regular RCCC Executive Management Council meetings held every 2nd and 4th Monday
- Met with Trustee Personnel Committee on issues
- Attended Ian Newbould installation at North Carolina Wesleyan College
- Assisting Ahoskie Rotary with pancake and sausage luncheon/dinner
- All reports required to be submitted have been on time
- Bond referendum changes by the State because of cash flow situation. The State asks that we go back and take a look at projects on referendum and change timetable. The new building took most of our bond funds, but we did extend a couple of projects.
- Jack Henderson, Administration and Finance Manager, has resigned effective 4/30/02
- Brewster Brown, Dean of Continuing Education has resigned effective 4/3/02. The employee turnover is keeping the Human Resource department busy. We appreciate all the work Jack Henderson has done for the college.
- We have recently received campus license agreements from Microsoft
- Food Service is up and running
- Articles in *Crossroads* section of *News Herald*. Patsy Perry is to be commended
- Ban on out of state travel has been lifted

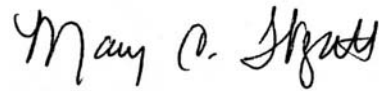
The next regular meeting of the board was announced for March 26, 2002.

With no further business, the meeting adjourned at 8:10.

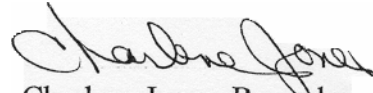
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder