

**Regular Meeting of the Board of Directors
Roanoke-Chowan Community College
Tuesday, March 23, 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

Trustees Absent: Richard 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. Rob Lewis gave the invocation.

Approval of Minutes. On motion of Lillie Owens-White, seconded by Virginia Spruill, the minutes of regular and closed sessions of February 24, 2004 are approved as presented.

Presentation of New Employees. Cleveland Blount, Manager, Human Resources, introduced new employees Kathleen Toure', Cashier/Accounts Receivable and Debra Hanke, Psychology Instructor. The Board of Trustees welcomed these new employees.

Executive Committee. Vernice Howard reported that this committee met on March 4, 2004 and discussed the Trustee Scholarship Luncheon. The committee is in the process of lining up a speaker for the luncheon. Some possibilities include Dr. C. G. Newsome, President, Shaw University, Dudley Flood and Dr. Harold Mitchell, past President of RCCC. A suggestion has been made that donations to help with costs for the luncheon be solicited and contributors names be put on the program.

Finance Committee. Claude Odom reported that this committee had met and discussed the County Contingency Plan and meeting with County Commissioners.

Academic and Student Affairs Committee. Johnnie Reid reported that this committee met on March 10, 2004 and discussed the Nursing Program at the College. Sue Lassiter, President of Roanoke-Chowan Hospital is to identify funding sources for two positions in the Nursing Program. Also discussed was a proposal by Roanoke Economic Development, Inc. to rent space to RCCC for classes in Northampton County. Negotiations are underway to have Roanoke Economic Development, Inc. furnish the facilities and the College will provide the manpower for the classes. If the College charges a fee for classes, Roanoke Economic Development wants to receive a share. Allocation of these fees has not been worked out yet.

NCACCT Law Seminar Comments. A number of Trustees attended this seminar. Chairwoman Vernice Howard has requested a form for self-evaluation of trustees that was discussed at the seminar. Trustee comments include:

- Very informative
- Need to formalize an advocacy process
- Everything Trustees do should be centered around the College mission
- Violence on campus is a timely issue
- Administration needs to know relevant laws
- Very well organized
- New trustee session was very helpful

Title 5 Employees. Virginia Spruill reported that at the last Board meeting a request for information regarding Title 5 employees for the College. Northampton County Manager has confirmed that there are two slots available for Northampton County and can be utilized for the College. There is a 90%-10% operating formula, the government pays 90% and the College would pay 10%.

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

- Nursing Program roundtable created and convened
- Initiated change in monthly budget presentation
- Initiated reading group for Ahoskie Elementary School
- Provided leadership for Phase II – County Budget Contingency Plan
- Served as panelist for Hertford County Public Schools Educational Summit
- Invited as guest at the North Carolina Student Government Banquet
- Attended North Carolina Community College Law Conference
- Met with students to address issues of concern and inform them of upcoming events
- Met with Curtis Wynn, President/CEO Roanoke Electric Cooperative, regarding proposal to offer classes
- Co-chairs of Relay for Life Team cleared over \$900 in profit from BBQ chicken plate fundraiser
- Received final approval for an Associates Degree in Medical Office Administration from North Carolina Community College State Board
- Initial preparation for diploma program in Barbering continues
- Several teachers attended North Carolina Computer Instructor's Conference
- Teacher attended Distance Learning Alliance Conference
- State board of Community Colleges approved RCCC as a demonstration site for Food Stamp Employment and Training Program CAREER Start
- Financial Aid staff participated in annual college Foundation of North Carolina Free Application for Federal Student Aid Day
- Distributed financial aid awards totaling \$1,170,380
- Thirteen Career Development workshops and twenty resume writing sessions were held
- Testing Center administered tests to more than 67 students
- Psychology instructor began employment
- Final revision to RCCC Strategic Plan 2003-2008 completed

- Institutional performance measures and benchmarks/standards and data tables completed
- 2004 summer Tabloid completed
- Research and requisitions for AutoData Scannable Office software completed
- All required reports to System Office completed on time
- APMs 02-1317, 02-1320 and RCCC 114 Access Authorization form to address IT Audit issues revised
- Systems Administrator appointed to State IT Team
- CIS Core Team continues to receive training for new CIS system

Question was asked regarding Performance Measures and Standards. The College has not met 5 of 6 measures for the current year.

IT Audit. This is first time the IT program has been audited. An exit interview was held and responses to findings have been submitted. A committee has been formed at the State level. The audit report will be discussed in closed session.

SGA Report. SGA President Richard Sawyer has been in the hospital – no report.

Finance Report. The budget is presented in a new format because of concerns from Trustees regarding the old format. Bertie County Commissioners have been contacted regarding additional funding, but indicated that they are waiting to see what Hertford County will do. The Business Office would like to thank Kathleen Toure', Cashier/Accounts Receivable, for all of her hard work. The auditors have been at the College for four weeks and are still requesting information. Contacts have been made regarding outsourcing maintenance and bookstore.

Attorney Report. Attorney McLean attended the Personnel Committee meeting and will discuss in closed session.

Comments – Board Chair. Roanoke-Chowan Foundation Board will meet on Thursday, March 25, 2004 at 5 p.m.

On motion of Judy Overton, seconded by Johnnie Reid, the meeting went into closed session at 7:45 p.m.

On motion of Rob Lewis, seconded Donna Jenkins, the meeting reconvened back into regular session at 8:55 p.m.

On motion of Virginia Spruill, seconded by Lillie Owens-White, termination of Rudy Perry for cause is approved.

On motion of Wendy Ruffin-Barnes, seconded by Jim Farmer, the Phase II County Contingency Budget is approved.

On motion of Johnnie Reid, seconded by Judy Overton, the extension of a probationary contract for Debbie Greene is approved.

Announcements.

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- Trustee Scholarship Luncheon will be held on Thursday, May 6, 2004 at 12 noon. Tickets are \$25.00.
- Spring Convocation is Thursday, April 1, 2004 at 11 a.m.

On motion of Lillie Owens-White, seconded by Wendy Ruffin-Barnes, the meeting adjourned at 9:05.