

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

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Vernice Howard, W. Rob Lewis, Johnnie Reid, Wendy Ruffin-Barnes, Carl White, Lillie Owens-White, Jermaine Hall

Trustees Absent: Glendale Boone (excused)

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

The meeting was called to order by Chair Vernice Howard. Jim Farmer gave the invocation and a moment of silence for military fighting the war in Iraq.

Oath of Office. Magistrate Linda Futrell administered the Oath of Office to Wendy Ruffin-Barnes.

The Chair recognized Mitchell L. McLean and Clay Hines as being in attendance. Mr. McLean is the Board attorney and Ms. Hines is Legal Counsel with North Carolina Community College System Office.

Approval of Minutes – Regular Session, February 25, 2003. On motion of Rob Lewis, seconded by Lillie Owens-White, minutes of regular session, February 25, 2003 are approved as presented.

Approval of Minutes – Executive Session, February 25, 2003. On motion of Johnnie Reid, seconded by Carl White, minutes of executive session, February 25, 2003 are approved as presented.

Presentation to Jermaine Hall- SGA President. Chair Howard and President Wyatt presented Jermaine Hall, Student Government President, with a plaque honoring his service to children and the community.

Presentation of New Employees. Cleveland Blount, Manager, Human Resources, introduced new employees Steven Sterns, Math Teacher and Deborah Greene, Manager, Business and Finance.

Office of State Budget and Management Report – Tom Newsome. Mr. Newsome thanked Roanoke-Chowan Community College employees for all their efforts in helping the Office of State Budget and Management in preparing this report. This report is designed to help the institution to re-direct funds to the classrooms. There has been little growth in FTEs in recent years. Community college growth as a whole experienced 15% growth. Financial problems were obvious. Dr. Wyatt has taken prudent steps to alleviate some of the financial problems such as combining some staff positions. A staffing comparison chart is included for colleges in RCCC's size range. Technology is increasingly important in administration and curriculum. RCCC should re-direct funds to this area. Facilities maintenance area is under the average of other community colleges. Facilities personnel do a fine job. Mr. Newsome is available by email, fax and phone to answer questions regarding the report.

Agreement Between Halifax CC and Roanoke-Chowan CC. This agreement has now been signed by Dr. Gasper and Dr. Wyatt.

NCACCT Letter from Helen B. Dowdy, Executive Director. Clarification was sought because there was some question regarding Trustee Carl White retaining the position of Vice Chair. Mr. White did not resign so he maintains the position of Vice Chair.

Hertford County Proposed Budget. This is the College's budget request for fiscal year 2003-2004. The proposed budget request is approximately 36 ½% above last year's request. Legal services to the College are to be borne by the County. On motion of Jim Farmer, seconded by Lillie Owens-White, the Hertford County proposed budget is approved as presented. The College will be requesting additional funds from other counties.

Academic and Student Affairs Committee Report. This committee met and looked at Board Policies 8.1, 8.3 and 8.4. Most of the changes made were editorial. Board Policy 8.3 needs to be tabled for further review. On motion of Rob Lewis, seconded by Jim Farmer, Board Policy 8.1 – Curriculum is approved as presented. On motion of Nellie Fennell, seconded by Lillie Owens-White, Board Policy 8.3 – Refund of Student Fees and Tuition – is tabled for further review. Upon motion of Rob Lewis, seconded by Nellie Fennell, Board Policy 8.4 – Waiver of Tuition and Fees is approved as presented.

On motion of Johnnie Reid, seconded by Lillie Owens-White, the meeting went to executive session at 8 p.m.

On motion of Rob Lewis, seconded by Johnnie Reid, the meeting reconvened back into regular session at 8:45 p.m.

On motion of Lillie Owens-White, seconded by Rob Lewis, the Board of Trustees authorize attorney Mitchell McLean to write a letter to Rita Rogers addressing concerns of Faculty Association. A copy of the correspondence will be sent to the President and Board Chair.

Special Request. There is an opportunity to provide benefits for faculty and staff. Four options were given by North Carolina Community College system: 1.8% increase, one time bonus, up to

ten days leave, or do nothing. After careful consideration, it is being proposed that staff receive a one time bonus of \$300 and five days leave, which must be used by December 31, 2003. Faculty will receive a one time bonus of \$1,000. On motion of Rob Lewis, seconded by Jim Farmer, the special request is approved with the notation that it is to be done by the end of March as set out in legislative proposal.

Budget Transfer. To transfer more than 2% of budget, there must be justification. Correspondence to Kennon Briggs, Vice President Business and Finance, NCCCS, indicating justification is attached.

FIT-WTT Funds Reversion. Focus Industry Training funds in the amount of \$12,500 will have to be reverted.

Finance Committee. This committee met and reviewed financial report prepared by Pam Banks, Consultant. There are no missing funds. The report uses normal reporting procedures. Rob Lewis will submit a letter to Vernice Howard as County Commissioner that no money is missing.

Any Board member can send comments to the newspaper.

On motion of Rob Lewis, seconded by Lillie Owens-White, the meeting went into executive session to discuss a personnel issue at 9:10 p.m.

On motion of Rob Lewis, seconded by Lillie Owens-White, the meeting reconvened into regular session at 9:15 p.m.

On motion of Rob Lewis, seconded by Jim Farmer, a request by Deborah Greene, Manager of Business and Finance, to transfer annual leave of 84 hours and 5 days of Bonus Leave from DOT to RCCC is approved.

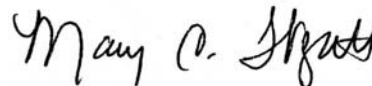
President's Remarks. President's report is attached and incorporated in these minutes.

With no further business, the meeting adjourned at 9:20.

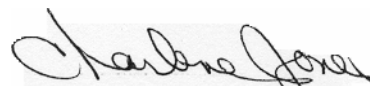
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder