

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

**MINUTES**

Trustees Present: Glendale Boone, Margaret Burgwyn, Jim Farmer, Nellie Fennell, Rob Lewis, Lillie Owens-White, Johnnie Reid, Richard Sawyer

Trustees Absent: Timothy Boone, Leroy Douglas, Vernice Howard, Don Joyner

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; Patsy Perry, Public Information/Marketing; Charlene Jones, Recorder

The meeting was called to order by Chair Rob Lewis. Lillie Owens-White gave the invocation.

**Approval of Minutes.** It was motioned and duly seconded that the minutes of the February 26, 2002 meeting are approved as presented.

**Old Business.** Mr. Jack Henderson gave this report. The contractor is still working on punch list items. The contractor is doing some things, such as fixing the concrete in parking lot. We must sit down and come up with a dollar credit. In a meeting with the architect two weeks ago it was established that it is a matter of getting all parties together. When this meeting occurs, it would be helpful of the Building and Grounds Committee and one trustee would attend.

**New Business.** Board Policies #8.3, #8.4 and 9.13 are to be reviewed and brought back before the Board at the next meeting for action. The Executive Committee needs to meet to update Board Policies.

Diane Kimbrough shared a letter from the Department of Veterans Affairs. It was noted that based on records examined, no discrepancies were noted. Staff responsible for the processing of VA paperwork are doing a commendable job. Wendy Chavis is to be commended.

Richard Sawyer reported that he and several students attended the NCS4 meeting in the Triangle area. The students enjoyed it. He will give a report at the next Board meeting. Students are excited about the new Student Center Classroom Building.

Patsy Perry reported that marketing the College is part of the Trustees duty. The new catalog was distributed to members. The College saved approximately \$10,000 by having Dee-Dee Oakey put the catalog on the web.

Chair Rob Lewis reported that he attended two interviews with the SACS visiting team regarding the Board of Trustees. These interviews touched on sheltered workshops and the administration's new proposed structure. The SACS team representative noted that Board Policy updates were not in the Board of Trustees policy handbook. The recommendation was that once a board policy is approved, it should be placed in the manual. Perhaps someone should be assigned to accomplish this. Board participation was also a concern. All appointees are not seriously concerned with the Community College. Fewer meetings could be a solution to low Board participation. Committees could meet and bring discussions to the full Board. This can be discussed at the Board retreat.

**Personnel Update.** Cleveland Blount reported that the following positions have been filled: Director of Assessment and Testing - begin work on April 8, 2002, Computer Assisted Instructor Lab Coordinator begin work on April 1, 2002 and PC Technicians (2 part-time students), begin work on April 1, 2002. We are in the process of finalizing the Career/Job Placement Coordinator, and Custodian II positions and make an offer for the Program Coordinator, Cosmetology position. Positions still vacant are Information Systems Instructor, Math Instructor and Vice President of Planning and Advancement.

Charlene Jones called the Attendance Roll Call.

Financial Statement Audit Report of Roanoke-Chowan Community College was presented for informational purposes. Chair Rob Lewis shared a letter from the Office of the State Auditor stating that the College had no exceptions.

The Finance Committee did not meet prior to the Board meeting. Jack Henderson reported on the proposed local budget for fiscal year 2002-2003 for Roanoke-Chowan Community College. This budget reflects what the College feels it needs, but probably is not what it will get. The budget reflects a full year of occupancy of the new building and requests one more maintenance position and two general administrative positions. The budget also requests a Director of Administrative Services position, someone to handle service areas other than finance. A total of \$714,906 is requested for fiscal year 2002-2003.

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

- Met with Personnel Committee of the Board of Trustees
- Continue involvement in the meetings of the Ahoskie Rotary and Chamber of Commerce
- Attended the Ahoskie Chamber of Commerce 75<sup>th</sup> Anniversary Banquet-Dr. Claudia Morris attended as my guest
- Attended retirement celebration of Dean Brewster Brown
- Participated in the Northampton Partnership for Children Smart Start Health Team Strategic Planning meeting
- Met with students – emphasized proper attire during week of SACS visit as well as the visit from President Lancaster
- Scheduled luncheon and activities for President Martin Lancaster during his visit to our campus on Monday

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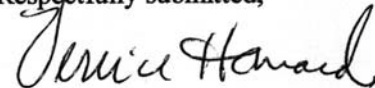
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- Attended the Trustees Law Seminar in Raleigh
- Read "I Saw It on Mulberry Street" to Mrs. Liverman's second grade class in celebration of Dr. Seuss' 98<sup>th</sup> birthday (NEA Read Across America's Program – March 4, 2002)
- Participated in the Installation Ceremony of East Carolina University Chancellor – March 20, 2002
- Attended and participated in the USDA Workshop for Bertie and Hertford County Small Farmers Landowners and Rural Citizens – March 20, 2002
- SACS Visiting Team activities and visits
- Thanks for Board support and participation in Dr. Martin Lancaster and SACS team visit
- Brewster Brown is retiring on Friday. He will still be involved with the College to improve services provided
- All Board of Trustees are invited to attend exit interview with SACS team on Thursday at 9 a.m.

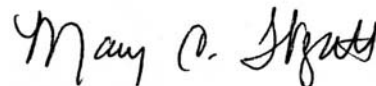
**Upcoming Meetings.** Chair Rob Lewis suggested that Board members choose to attend the NCACCT Annual Convention in Greensboro May 2-3, rather than the Combined Regional Seminar in Las Vegas. This would put less of a strain on the College's budget.

Meeting adjourned at 8:05.

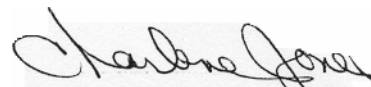
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder