

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, March 29, 2005
Board Room, Jernigan Building**

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Ronald Gatling, Donna Jenkins, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie Owens-White,

Trustees Absent: Sue Lassiter, Michael Hartley (SGA)

The meeting was called to order by Chair Dr. Claude Odom. Invocation was given by Dr. Odom.

Approval of Regular and Closed Session Minutes, February 22, 2005. Approval of minutes deferred.

Informational.

Proposed Federal Budget Cuts – Basic Skills. The College is expecting cuts in Basic Skills. Writing letters may not help since the budget has been voted on.

2003-2004 Performance Measures. The documents in the Board Packet explain the whole process.

Committee Reports.

Executive Committee.

Board Policy 1.7. This policy was revised to distribute the responsibilities of the Building and Grounds Committee and the Finance Committee. On motion of Jim Farmer, seconded by Lillie Owens-White, revised Board Policy 1.7 is approved as presented.

Committee to Study and Recommend “Naming of Buildings”. The Trustees authorize the Building and Grounds Committee to take on this project. The Committee is to come back with recommendations in fiscal year 2005-2006.

Retreat Follow-up – April 30, 2005, 9-1:00. The Board Retreat will be Saturday, April 30, 2005 from 9:00 to 1:00.

Finance Committee. Lillie Owens-White reported that this Committee met and had continuing conversations regarding the budget. A report will be given at the next meeting.

Personnel Committee. This report will be given in closed session.

Academic Affairs Committee. Committee Chair Johnnie Reid reported that this committee will meet at 5:30 on Wednesday, April 13, 2005.

Building and Grounds Committee. No report.

President's Report.

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

- On March 2, 2005 RCCC's Administrative Team conducted its Budget Hearing Session for the purpose of finalizing local Budget requests for FY 2005-2006.
- On March 6-7, 2005 attended NCACCT Law Seminar in Research Triangle Park, NC. Trustees attending from RCCC included: Dr. Claude Odom, Mr. Johnnie Reid, Mrs. Judy Overton, Mrs. Donna Jenkins, Mrs. Sue Lassiter, Mrs. Nellie Fennell and Mr. Jim Farmer.
- On March 10, 2005 met with Sallie Surface and Lynn Johnson to discuss Roanoke-Chowan Community College's partnering role in Choanoke Area Development Association, Inc. "Twice Used Wood" project under the Community Innovation Demonstration category.
- On March 12, 2005 at Halifax Community College Judge Alfred Kwasikpui and I were honored by the Lake Gaston Area Chapter, The Links, Inc. for contributions to our service area.
- On March 14, 2005 Administrative Team held its initial Budget Session for the purpose of preparing the State budget for FY 2005-2006.
- Based on donations and payout of expenses, net earnings from fundraiser, RCCC Night at Quinton's are approximately \$8,500.
- Dean Alexander and Dr. Morris traveled to Portland Community College, Portland, Oregon as part of a team with Hertford County Schools to learn about the Gateway to College program for high school students.
- Planning and Advancement Division wrote and submitted Growth article for inclusion in Roanoke-Chowan News Herald special section "Crossroads". Article focused on College's growth in programs, facilities and enrollment and its worth to the community it serves.

- Dr. Morris met with ITS and 5 vendors for new phone system implementation this year.
- Dean Linda Alexander met with architect and on-site construction supervisor from Norstate Contracting regarding upcoming science lab renovations. Demolition tentatively scheduled for May 16th with all work to be completed by August 12th. Science classes will have to be relocated for the summer session.
- Fourteen EMT students in Continuing Education “P” Level classes are utilizing services of the Alternative Learning Center.
- Monique Mitchell, Barbara Kerns, Rita Rogers and Frank Harris attended the North Carolina Distance Learning Alliance Conference held March 9-11.
- February 21st Continuing Education & Workforce Development Division launched new partnership with local and area Police and Sheriff Departments. The goal is to become a regional training center for law enforcement officers.
- On March 2, 2005 Dave Merrick, Director of Small Business, represented President Wyatt in Raleigh in an awards ceremony as a partner with CADA on behalf of the Farmer’s Market, Murfreesboro. The \$25,000 grant is to provide funds to train citizens on how to dismantle and rebuild historical buildings.
- On March 3, 2005 the Dean of Continuing Education and Workforce Development attended Northeast Community Civic Index Forum at Elizabeth City State University.
- On March 7-11, 2005 Michele Meischeid, Director of Basic Skills, attended Basic Skills Director’s Institute and the Community College Adult Education Conference in Asheville, NC.
- On March 7, 2005 a new basic skills class started at CADA in Rich Square, NC. Six students attended the first night.
- Fall Semester, Basic Skills program had 29,102 student membership hours; Occupational Extension – 22,794 hours; Focused Industry Training (FIT) – 360 hours; Small Business Center – 764 hours; Community Service-Grant Supported – 7,716 and Self-Supported – 72 hours.
- Coordinator, Human Resources submitted request for bid proposal to 4 different agencies for external salary study. Proposals were received from 3.
- Coordinator, Human Resources met with benefits representative to discuss College’s dental plan enrollment options.

SGA Report. No report.

Continuing Education & Workforce Development Division Class Visitation Fall Semester 2004 Report. On motion of Johnnie Reid, seconded by Virginia Spruill Continuing Education & Workforce Development Division Class Visitation Fall Semester 2004 Report is approved as presented.

Attorney Report. No report.

On motion of Ronald Gatling, seconded by Nellie Fennell, the meeting went into closed session at 7:12 p.m.

On motion of Virginia Spruill, seconded by Lillie Owens-White, the meeting reconvened into regular session at 8:10 p.m.

Approval of Minutes – Regular Session, February 22, 2005; Closed Session, February 22, 2005. On motion of Judy Overton, seconded by Ronald Gatling, the minutes of February 22, 2005 are approved as amended.

President Mary Wyatt stated that she will be resigning her position as President effective March 31, 2005. On motion of Jim Farmer, seconded by Judy Overton, the resignation of Dr. Mary Wyatt is accepted. On motion of Ronald Gatling, seconded by Nellie Fennell, one month's severance pay and accumulated vacation leave time will be paid to Dr. Wyatt. On motion of Virginia Spruill, seconded by Jim Farmer, Dr. Claudia Morris is appointed acting President. Dr. Odom stated that approval from the State Board is needed to appoint an interim President.

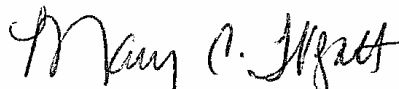
Comments – Board Members.

Thanks for the opportunity to attend the Law Seminar.

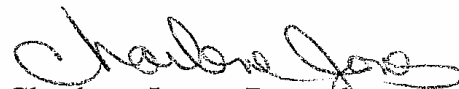
Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder