

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, April 26, 2005
Board Room, Jernigan Building**

MINUTES

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

The meeting was called to order by Chair Dr. Claude Odom. Invocation was given by Johnnie Reid. Recognition of the press – Barbara Lee Allen, Editor, Gates County Index.

Chuck Revelle is acting attorney. Mr. Revelle will serve as attorney while the Board is looking for a new attorney. Mr. Revelle is attorney for Hertford County. Mr. Revelle advises that he is glad to offer assistance.

Dr. Odom congratulated Trustees for excellent attendance for the entire year.

Approval of Regular and Closed Session Minutes, March 25, 2005. Correction Regular Session: “On motion of Judy Overton, seconded by Ronald Gatling, the minutes of February 22, 2005 are approved as amended.” On motion of Sue Lassiter, seconded by Lillie Owens-White, minutes of Regular and Closed Sessions, March 25, 2005 are approved with noted correction.

Approval of Special Called Meeting, April 13, 2005. Correction: “On motion of Judy Overton, seconded by Ronald Gatling, the meeting reconvened into regular session.” On motion of Sue Lassiter, seconded by Lillie Owens-White, minutes of Special Called Meeting, April 13, 2005 are approved with noted correction.

Informational.

Business and Industry Contacts – Brewster Brown/Dave Merrick. Brewster Brown reported that he has been a part-time employee since the end of August in the FIT program for College of the Albemarle and Roanoke-Chowan Community College. The program offers small classes. Industry pays \$55 tuition and the training costs \$500. Mr. Brown’s time is spent evenly between College of the Albemarle and Roanoke-Chowan Community College. He is also working with the Northeast Partnership in Edenton and local development people in writing contracts for new and expanding industries for ten counties. The program is beginning to show continuity. Training needs of manufacturers will be determined to put together training programs specific for industry. Companies are willing to pool together for training programs. This will never be a full time position. This will allow money to be spent on training and less on fringe benefits. Questions regarding the FIT program can be directed to Brewster Brown or Robert Williams. Mr. Brown will be glad to come back to answer questions. A question was asked regarding generating FTEs. FIT generates no FTE. FIT is an annual grant, renewable. New and expanding industry grants are written for three years. FIT can train 1 to 3 people, whereas Occupational Extension cannot.

Dave Merrick reported that 123 people have signed up for the Administrative Professionals Day program at Catherine's on April 27, 2005. A ten hour safety class was held last week in the Small Business Center. The Minority Business Forum had 45 people in attendance. The group expressed interest in having another forum.

Recognition of Employees.

Relay for Life. Recognition goes to the RCCC Relay for Life Team. Chair was Dee Oakey, Vice Chair, Wendy Peele. Members include Dr. Claudia Morris, Linda Alexander, Beverly Goodwin, Diane Boone, Charlene Jones, Amy Wiggins, Debra Hanke, Kit Liverman, Barbara Watford, Bob Leeds, Mildred Gatling, Shirley Gay, Hazel Pierce. Fundraisers included Barbeque Chicken plates, Basketball Tournament and a Yard Sale.

Student Support Services. Recognition goes to Lorraine Mitchell, Isalean Elliott, and Sandra Long. Student Support Services received a five year grant instead of the normal four years because the proposal scored a 100.

Governor's Volunteer of the Year Award. Recognition goes to Wendy Peele.

NCCCS Academic Excellence Award. Recognition goes to Teresa Turner and Brenda Eason. These students had a 4.0 grade point average.

Committee Reports.

Executive Committee.

The Executive Committee has met several times but has no report. The Committee is continuing to deal with Dr. Hunter's recommendations.

Finance Committee. Lillie Owens-White reported that this Committee met and is recommending the proposed budget for 2005-2006. Senior administrators worked diligently on the budget in conjunction with the Strategic Plan and Goals and Objectives. This is an industrious budget and wish list based on FTE in Continuing Education and proposed curriculum FTE. Possible cuts to the Curriculum Instruction budget are not looking as bad as once thought. A zero based budget process was used. On motion of Donna Jenkins, seconded by Judy Overton, the proposed budget for 2005-2006 is approved as presented. On motion of Lillie Owens-White, seconded by Jim Farmer, Dr. Claudia Morris is to receive a 5% increase in salary for the month of April as Acting President.

Personnel Committee. Jim Farmer reported that this committee met on April 19, 2005 but has no recommendations.

Academic Affairs Committee. Johnnie Reid requested that Dr. Morris give the report for this Committee. Dr. Morris reported on the Curriculum Program Application for Building Construction Technology. The application is ready to submit to the State Board. Stan King, Roanoke Economic Development, Inc. was instrumental in the preparation of this application.

The program is designed for high school students and will begin with Hertford County High School students. These students will complete part of the program at the high school and finish at the College. The program plans to work with Northampton East students also. The program will focus on a variety of skills. Workforce demand in this area has been documented. The College is working in collaboration with Martin and Halifax Community Colleges. Stan King has Golden Leaf funds that can be used for transportation. The timeline for implementation of the program is Fall semester, once approval from the State Board is received. On motion of Johnnie Reid, seconded by Lillie Owens-White, the Curriculum Program Application for Building Construction Technology is approved.

Building and Grounds Committee. Nellie Fennell reported that this committee did not meet this month but has a proposal for landscaping of the Young Building and clean up around the new student center. Proposal amount is \$9,995.10, plus \$500 for power washing the Young Building. A question was asked regarding the monthly fee. This is included in the \$9,995 - the maintenance fee is written in the proposal. This is a turnkey job for 12 months. On motion of Jim Farmer, seconded by Wendy Ruffin-Barnes, the landscaping proposal for the Young Building and clean up around the new student center is approved.

Continuing Education & Workforce Development Self-Supporting Class Policy. Updated approval for this policy is requested. The Administrative Code mandates annual approval. On motion of Ronald Gatling, seconded by Judy Overton, Continuing Education & Workforce Development Self-Supporting Class Policy is approved.

Approval of College Student Fees. The Program Auditor is on campus reviewing records. Student fees should be approved annually. Retroactive approval for 2004-2005 fees is requested. On motion of Johnnie Reid, seconded by Virginia Spruill, College Student Fees are approved.

Senior Administrative Team Report.

The Senior Administrative Team's Report is attached and incorporated in these minutes. Highlights include:

- Hertford County Commissioner meetings have been attended by Dr. Claudia Morris on April 4th and 18th.
- Presented 2005-2006 County Budget Proposal to Northampton County Commissioners on April 18th.
- Contacted Bertie County Commissioners requesting a time to present 2005-2006 County Budget Proposal.
- RCCC Foundation met on April 4th, at which time the RCCC Night fundraising event was evaluated and planning began for the next fundraiser. RCCC Foundation has met its goal of raising \$25,000 by the end of June in order to draw down matching \$12,500 from the State. On April 14th Roanoke Chowan Hospital presented the Foundation with a check for \$10,000 to award Nursing Scholarships.

- On April 5th Dean Alexander, Dean Kimbrough and Dr. Morris participated in meeting with Superintendent Deloatch and members of his staff to continue planning efforts for development of an Early College Initiative in Hertford County.
- Senior administrative team has met several times this month to prepare 2005-2006 State Budget proposal, in correlation with strategic plan, goals and objectives.
- The College is currently engaged in both a fiscal audit and a program audit.
- Participated in Bid Opening activity for Paving Project with Ray Burkett and Debbie Daughtridge. Dr. Morris has been in contact with DOT Division Engineer to initiate process for requesting Public Access funds to offset cost of this project in the amount of \$50,000.
- The College is scheduled to begin 4-day work week effective May 16th.
- Began collaboration with faculty member for submission of FITNE grant. Working with Susan Brown to submit grant proposal for establishment of mobile computer lab to Hewlett Packard.
- Brochure for Kid's College is being revised for circulation and ad to be placed in local papers. Irma Bond will be coordinating and supervising this event scheduled for June 20-23.
- Continue to work with REC to develop Building Construction Technology program for high school students. Project is funded with Golden Leaf monies received by REC.
- Ms. Oakey is working on final revisions to RCCC Catalog which is expected to go to printers in early June for distribution by mid-July.
- Institutional Research office coordinated the submission of IPEDS Spring data collection, verified accuracy of institutional data previously submitted to NCCCS, coordinated Excellence in Teach and Staff awards institutional nomination process.
- Information Services Department has scheduled with ITS new phone system and implementation of switch over of service for April 26, 2005.
- Department heads and lead faculty have reviewed all curriculum programs and made necessary revisions for fall 2005.
- Tables and chairs for Phase I of classroom upgrade are scheduled to arrive week of April 25th.
- Associate Degree Nursing program submitted Program Descriptive Report and plans are being finalized for five-year Board of Nursing visit May 4-5.

- Enrollment Management coordinated 2005 Annual Honors Convocation held on April 7th. Over 125 students attended program to receive recognition for academic achievements during 2004-2005.
- Enrollment Management implemented a Student Ambassadors Program. First class of RCCC Student Ambassadors, consisting of five students, was presented blazers and recognized during Annual Honors Convocation.
- Director of Enrollment Management has completed NCCCS Leadership Program on April 8, 2005. She will graduate on April 29th.
- Total financial aid awarded for spring semester 2005 thus far is \$1,190,596.92 (Pell Grant alone was \$1,058,885.59).
- Women's Wellness Fair was held on March 15th in the Multipurpose Room. This activity is sponsored by RCCC and Roanoke Chowan Hospital. Approximately 300 persons from the community and students attended.
- Career Expo was held March 17th with approximately 215 participants and 36 employers attending. As a result of having Bojangles Restaurant recruit potential employees on our campus, 16 students were hired to begin work when the restaurant opens.
- To date, there are 62 GED graduates on campus, surpassing last year's total of 45. There are 11 graduates from Odom Correctional Institution and 62 from Rivers Correctional Institution.
- Student Support Services grant application was approved for the next cycle which begins Fall 2005. Because the application placed in the top 10% of approved applications, the program received a five-year award as opposed to the usual four-year award. The amount of the award is \$283,919 annually.
- On March 24, 2005, Continuing Education & Workforce Development participated in meeting regarding assisting CADA and the Farmer's Market in providing services in a grant project entitled "Twice-Used Wood". Continuing Education & Workforce Development's role will be to teach fundamental carpentry skills to participants. CEWD will offer a 36 hour Fundamental to Carpentry Class beginning May 2nd on campus.
- On April 7, 2004, Dr. Morris, Dave Merrick, Brewster Brown and Robert Williams attended a meeting at the NC Northeast Partnership in Edenton. The meeting was to give a comprehensive study of region's resources and existing businesses to determine what business cluster exists and boundaries of those clusters, to develop ways to strengthen those clusters.
- Second portion of Pell Check issued on March 24, 2005.

- Increased Security personnel at night to two.
- Physical inventory of equipment presently taking place in preparation for equipment conversion from old systems, IIPS to new system, Colleague.

SGA Report. SGA President Michael Hartley reported that Student Government Association continues to meet. Spring Jubilee held today was a great success. This will be Mr. Hartley's last Board meeting. Dr. Odom thanked Mr. Hartley for all his work and the role he played in the Student Government Association.

Budget Update. Debbie Daughtridg shared the process of Form 104 – what must transpire to get the budget in line. Form 104 is sent to Raleigh to get funds in the correct purpose. In the future, this form will be sent to the Board for approval. To date, 71% of instructional budget has been expended, with approximately \$150,000 remaining. Desks for classrooms should be here on Thursday. On the support side 72% of budget has been expended, with approximately \$100,000 remaining (mostly salary costs). There is approximately \$16,000 remaining in the County budget. These funds can roll over.

Amendment to the President's Report: the College has met the \$25,000 match for the Foundation to receive \$12,500. Thanks go to Ms. Sue Lassiter for helping make this happen.

Board Retreat. A Board retreat will be held on Saturday to begin to plan and strategize where we go from here. Dr. Robert Bridges will begin employment on Monday until the College secures a President. Dr. Donny Hunter will also be here to discuss the search process and strategic planning. Dr. Hunter is a search consultant. A survey tool was distributed to Trustees. Dr. Morris would like to have as much completed by Saturday as possible. The retreat is from 9 to 1, with lunch at 1:00 in the cafeteria area in the new student center. Trustee Nellie Fennell needs to be excused from attending because of a prior commitment.

A copy of the employment contract for Dr. Bridges was distributed to Trustees for review. Representative from the Press requested a copy of Dr. Bridges' resume and photo for the newspaper. Discussion ensued.

On motion of Virginia Spruill, seconded by Sue Lassiter, the meeting went into closed session at 8:15 p.m.

On motion of Ronald Gatling, seconded by Sue Lassiter, the meeting reconvened into regular session at 9:30 p.m.

On motion of Ronald Gatling, seconded by Jim Farmer, the Board officially announces the employment of Dr. Robert Bridges as Interim President effective May 1, 2005. Dr. Bridges contract will be for seven months.

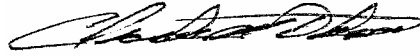
On motion of Ronald Gatling, seconded by Jim Farmer, Dr. Bridges contract will be for contracted services, which will pay for meals, lodging and travel. Motion carried.

Comments – Board Members.

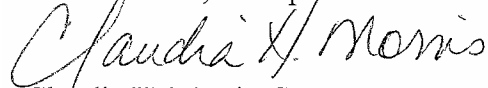
Thanks for hanging in there. Thanks to Chuck Revelle, Attorney.

On motion of Ronald Gatling, seconded by Nellie Fennel, the meeting adjourned.

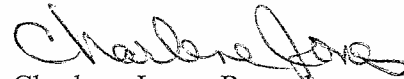
Respectfully submitted,



Claude Odom, Chairperson



Claudia H. Morris, Secretary



Charlene Jones, Recorder