

**Regular Meeting of the Board of Directors
Roanoke-Chowan Community College
Tuesday, April 27, 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, Leslie Byrum, Controller, Charlene Jones, Recorder

The meeting was called to order by Chairwoman Vernice Howard. Johnnie Reid gave the invocation.

Chairwoman Vernice Howard welcomed Dr. Tim Brewer, Executive Director of State Board Affairs and Executive Assistant to the President of North Carolina Community College System.

Approval of Minutes. Corrections: Academic and Student Affairs Committee: Sue Lassiter, President of Roanoke-Chowan Hospital is to identify funding sources for two positions in the Nursing Program – should read identify funding sources for one position in the Nursing Program. Delete duplicative first sentence on page two. On motion of Lillie Owens-White, seconded by Jim Farmer, the minutes of regular and closed sessions of March 23, 2004, are approved with noted corrections.

The Student Government President is ill and has surgery scheduled. Mr. Richard Sawyer is a veteran and has problems incurred while in the service. The Board of Trustees will send Mr. Sawyer a get well card.

Letter – Donald C. Craft, Hertford County Manager. On motion of Jim Farmer, seconded by Johnnie Reid, the letter from Donald C. Craft, Hertford County Manager, increasing the RCCC budget by \$36,608.30 is accepted. This letter should be attached to the 2003-04 budget.

Trustee Judy Overton reported that Zee Lamb, Bertie County Commissioner indicated that another \$1,800 would be coming from Bertie County. This check has been received, but no letter has been received.

Trustee Donna Jenkins stated that there may be a possible conflict of interest by Board Chair Vernice Howard as a County Commissioner and an RCCC Board member.

Executive Management Council Revisited. A question was raised regarding “shared governance”. Dr. Wyatt explained that shared governance refers to everyone has an opportunity to participate in decision making. Discussion ensued. The Executive Management Council will be revisited again. APM 02-0602 – Purposes, Authority and Appointment of Standing Committees was inadvertently omitted as attachment. This procedure will be mailed to the Board of Trustees.

Executive Committee. Vernice Howard reported that this committee met on April 1, 2004 and discussed the following:

Board Policy 1.6 – The State President

Board Policy 2.8 – Signing Authority

Board Policy 2.25 – Trustee Travel to Conferences and Seminars

Board Policy 3.9 – Working Hours

Trustee Scholarship Luncheon –money raised will go to scholarships for students. Senator Robert Holloman will be speaker. Donations will be solicited to help defray costs. Quotes have been received from caterer Raymond & Laurie - \$4,996; tables and chairs from Classic Rentals - \$594. Discussion ensued. There will be potentially 102 people at the luncheon.

Finance Committee. Rob Lewis reported that this committee had met and discussed the budget. The budget needs to be approved and submitted. The new figures are based on last year's figures. An amendment will have to be done when actual figures come. The DCC 2-1 is due May 1st. The Finance Committee recommends for approval the State budget. On motion of Wendy Ruffin-Barnes, seconded by Lillie Owens-White, the State budget is approved as written. Additional funds received from Hertford and Bertie counties will be reflected in next year's budget.

Academic and Student Affairs Committee. Johnnie Reid reported that Ms. Sue Lassiter, President of Roanoke-Chowan Hospital is still working on securing funds for a position in the Nursing Program. Roanoke Economic Development, Inc. has agreed to allow RCCC to use space in the Roanoke Center at no cost at the present time.

Personnel Committee. Lillie Owens-White reported that this committee met and discussed the President's evaluation. Trustees need to set up a time for the President's evaluation. The Personnel Committee met in the Fall and brought before the full Board the method and instrument for the Presidential evaluation. Discussion ensued. A compilation of the President's evaluation will be brought to the next Board meeting.

Program Audit/Response to Audit Report. There was one preliminary exception in the Program Audit. Discussion ensued. On motion of Jim Farmer, seconded by Nellie Fennell, the Program Audit and Response to Audit Report are accepted.

Board Policy 1.6 – The State President. On motion of Wendy Ruffin-Barnes, seconded by Lillie Owens-White, the revised Board Policy is approved.

Board Policy 2.8 – Signing Authority. This policy will remain as is.

Board Policy 2.25 – Trustee Travel to Conferences and Seminars. On motion of Rob Lewis, seconded by Lillie Owens-White, the revised Board Policy is approved.

Board Policy 3.9 – Working Hours. On motion of Virginia Spruill, seconded by Lillie Owens-White, the revised Board Policy is approved.

President's Report. This report is attached and incorporated in these minutes. A correction to this report: Johnnie Reid participated in the Honors Convocation. Highlights include:

- Reading Assistance Program – four teams of two members each participated in this community service activity, working with eight students, donated more than seventy-five hours to this initiative
- Second Annual Honors Convocation was held on April 1, 2004 in Multi-purpose room of Student Services Center
- Spring Jubilee was held on April 6, 2004 on the Quad. This event profited more than \$800.
- RCCC hosted visit from Congressman Richard Burr, 5th District
- Met with Hertford County Commissioners to present RCCC's 2004-2005 Budget request; request presented is seeking a 12% increase over 2003-04 FY
- Participated as a delegate in the Inauguration of Dr. C. G. Newsome, President of Shaw University, Raleigh
- Hosted organizational and planning meeting of consortium to develop initial phase of Special Education: General Curriculum Online Licensure Program. This is a grant supported initiative under the auspices of Elizabeth City State University
- Attended American Association of Community Colleges meeting in Minneapolis, MN from April 22-26, 2004. Received \$300 scholarship from AACC President's Academy to support participation in pre-conference seminar entitled: "New Presidents Institute-Hit the Ground Leading".
- Early registration for fall 2004 was held April 5-8 and continued April 19-23
- Dean Linda Alexander and other College representatives met with Hertford County School officials to discuss the middle college initiative and to pursue grant opportunities to "make it happen"
- Ad hoc committee for Science Lab Renovations has made a recommendation regarding an architect for this project. Most of the renovations will be funded from bond money.
- James Hutchinson, Bonnie Jordan and Cheryl Martin attended the Department Chairs Institute in Greenville, NC
- Carmen Askew, Nancy Baker, Virginia Crocker and Annette Thompson attended workshop entitled "Teaching Critical Thinking and Clinical Judgment"
- Submitted equipment requisitions totaling more than \$109,661 for instructional supplies and equipment. Monies to support these requests are from State and Perkins funds.
- Robert Williams, Michele Meiseid, David Merrick and Fred Curley attended Spring 2004 North Carolina Community College Adult Educators Association Conference in Durham
- Wendy Peele, Director of Enrollment Management, invited more than two hundred eligible students to sign up to be a RCCC Student Ambassador
- Wendy Peele served as a speaker at Teen Summit hosted by the Hertford County Alternative School
- To date, more than \$2,345,626.66 in financial aid has been disbursed for the 2003-2004 academic year
- Beverly Goodwin administered tests to more than 800 students – duplicate headcount
- Student Support Services served more than 219 students utilizing approximately 320 hours of tutoring time
- Template for IEP has been reviewed, updated and sessions are planned for divisions to begin IEP's for 2004-2005
- Designed program and certificates for 2004 Spring Honors Convocation
- Developed 2004 Fall Semester Tabloid
- Developed budget information and Excellence in Teaching and Staff Awards web pages

- Designed marketing materials for Spring Jubilee
- Completed or confirmed timely submission of following federal/state reports: Basic Skills Program Update; Estimated FTE & Headcount, Spring; IPEDS Spring Survey Collection – Fall Enrollment; IPEDS Spring Survey Collection – Graduation Rate Survey; and IPEDS Spring Survey Collection – Student Financial Aid
- Neil Baker completed training and certification on Veritas Network Back-up software
- IS Department completed training on Advance colleague/Datatel Administration and Interface/Conversion training
- Completed conversion process for Business Office general ledger accounts and units into CIS Colleague system
- Implemented New Network Auditing Process campus wide
- Coordinated all CF Implementation Training for Business Office at Wayne Community College and Remote Consulting Sessions
- Coordinated all System Admin and Core activities training
- Completed and installed Group Wise Data Migration and upgrade to e-mail system, including new SPAM controlling solution
- Cleaned database on IIPS system for HR and Continuing Education
- System Administrator continues to work in a 75%-25% split role in training new Registrar

There is an opportunity for the College to participate in a Lumina Foundation project. The College will need support and commitment from the Board of Trustees. The Request for Proposals is due on May 11, 2004. On motion of Rob Lewis, seconded by Donna Jenkins, the Board of Trustees authorizes the Chair to write a letter in support of the “Achieving the Dream: Community Colleges Count” grant proposal.

Early College Initiative. This is an initiative with the Hertford County schools that needs endorsement from the Board of Trustees. On motion of Judy Overton, seconded by Lillie Owens-White, the Board of Trustees endorses the development and implementation of an early college in Hertford County by RCCC.

Attorney Report. Attorney McLean advised that he will report on a legal matter under the attorney client privilege in closed session.

Comments – Board Chair. The North Carolina Association of Community College Trustees Annual Convention will be held on June 10-11, 2004 at the Sheraton Imperial Hotel, Research Triangle Park, NC.

On motion of Wendy Ruffin-Barnes, seconded by Donna Jenkins, the meeting went into closed session at 8:55 p.m.

On motion of Jim Farmer, seconded by Judy Overton, the meeting reconvened back into regular session at 9:20 p.m.

A legal matter was discussed with the Board attorney and the consensus of the Board of Trustees is to concur with his decision.

Announcements.

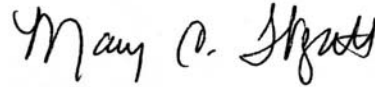
- Commencement is Wednesday, May 12, 2004 at 6 p.m.

On motion of Donna Jenkins, seconded by Virginia Spruill, the meeting adjourned at 9:35.

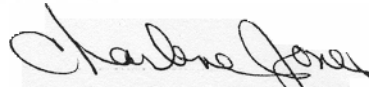
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder