

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, May 25, 2004
Board Room, Jernigan Building**

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Vernice B. Howard, Donna Jenkins, Rob Lewis, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie Owens-White

Trustees Absent: Richard W. Sawyer, SGA representative

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

Approval of Minutes. On motion of Claude Odom, seconded by Jim Farmer the minutes of the regular and closed sessions of April 27, 2004 are approved.

Resignation – W. Rob Lewis II. Trustee W. Rob Lewis has resigned from the Board of Trustees effective June 1, 2004. Mr. Lewis will remain on the Roanoke-Chowan Community College Foundation Board of Directors. A round of applause was given by Trustees to Mr. Lewis for services rendered to the College.

Resolution of RCCC's Board of Trustees – Achieving the Dream. This resolution was part of a grant application. The application has been forwarded in a timely manner.

Executive Committee. No report.

Finance Committee. No report.

Personnel Committee. Committee Chair Lillie Owens-White reported that this committee did meet. A revised copy of Board Policy 2.7 – Responsibilities of Instructional Personnel was distributed for review. The current policy was also distributed. The major change in the policy is to allow the Board of Trustees to recognize the Faculty Association. Also, information regarding a policy on employee relationships was distributed. The Board is to determine if there is need for such a policy.

Academic Affairs. No report.

Ad Hoc Committee. Judge Rob Lewis gave a report. The next and final meeting will include Dr. Wyatt. The faculty needs to have input in setting policy. There is an APM that requires a review every two years to adjust salaries. Faculty wants to be included in salary review. Information should flow both ways. Recommendations from the committee:

- Dr. Wyatt to be present at the next meeting and develop a way for faculty input.
- A recorder for the dialogue of the meeting is requested

President's Report. Resignation of two employees:

- Wes Gubitz, Industrial Systems Technology Instructor, effective May 17, 2004
- Connie Gunnells, Receptionist, effective June 1, 2004
- Nominee for Excellence in Teaching Award – Cheryl Martin, Chair, College Transfer Program

- Nominee for Staff Excellence Award – Dee Dee Oakey, Public Information Officer/Webmaster.

Board Chair Vernice Howard congratulated Cheryl Martin and Dee Dee Oakey for this honor.

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

- Participated in Spring meeting of NC Community College President's Association in Smithfield, NC – April 27-29, 2004
- On May 6, 2004 first annual Trustee Scholarship Luncheon was held on the campus and provided financial support. Trustees Howard, Farmer, Owens-White, Ruffin-Barnes, Spruill, Reid, Overton, Odom, Lewis and White attended.
- Attended Academic Excellence Luncheon in Raleigh – May 7, 2004
- Leadership team and staff submitted a Lumina Foundation's Achieving the Dream: Community College's Count grant application to the American Association of Community Colleges in Washington, DC
- College's Thirty-fifth Commencement was held on May 12, 2004. Mayor Linda Blackburn of Ahoskie was the Commencement Speaker.
- Participated in the Associate Degree Nursing Pinning Ceremony.
- The Day Care Center located on Campus has received a Five Star rating.
- Three Cosmetology students placed in the North Carolina State Board of Cosmetic Arts Hair Show and Competition in Fayetteville, NC on May 24, 2004. First place-Jessica Winbourne; second place-Ernestine Cole; and third place-Shannon Harrell
- Robert Williams and Dave Merrick attended the Northeast Partnership meeting in Edenton on May 12, 2004
- Wendy Peele, Director of Enrollment Management, received a Master of Business Administration degree from Hampton University on May 9, 2004
- Student Support Services sponsored and facilitated a pre-exam "stress buster" activity in conjunction with SGA sponsored spring party
- Susan Brown, a consultant, completed a grant proposal for the establishment of a mobile computer lab. Funds used to support the writing of this grant were obtained from an RIAA grant for \$3,000 received last December
- Dr. Claudia Morris participated with the Northeast Partnership in the submission of a grant to provide distance learning access for high school students via the North Carolina Information Highway classrooms.
- Dr. Claudia Morris is representing RCCC in a collaboration initiative to offer a Health Careers Kid's College on campus this summer.
- Training continues for implementation of CIS
- RCCC received a donation of \$1,500 from Nucor Steel for using RCCC's computer lab for testing purposes

College Reversion Funds. The College received notice last week that it must revert the 1% or \$40,870 to the System Office. These funds are due into Raleigh on May 26, 2004.

Attorney Report. Attorney McLean reported that personnel matters and attorney client privilege will be discussed in closed session.

Comments – Board Chair. Thanks to everyone who supported the Trustee Scholarship Luncheon.

On motion of Lillie Owens-White, seconded by Jim Farmer, the meeting went into closed session at 7:20 p.m.

On motion of Claude Odom, seconded by Lillie Owens-White, the meeting reconvened into regular session at 9:05 p.m.

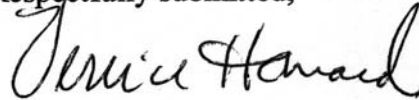
On motion of Claude Odom, seconded by Johnnie Reid, Debbie Greene will be given a contract for FY 2004-05. Seven yea votes, 5 nay votes.

Announcements.

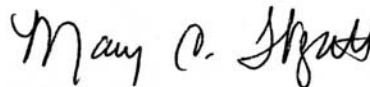
NCACCT Annual Convention will be held on June 10-11, 2004 at the Sheraton Imperial Hotel & Convention Center

Personnel Committee will need a special called meeting to complete the evaluations of Dr. Mary Wyatt. This must be done by June 25th.

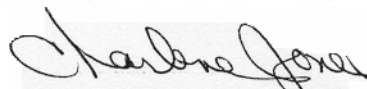
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder