

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, May 27, 2003  
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: Jermaine Hall, SGA representative

The meeting was called to order by Chair Vernice B. Howard. Invocation was given by Carl White.

The oath of office was given to the following new board members by Magistrate Linda Futrell: Ms. Donna Jenkins, Dr. Claude M. Odom, Ms. Judy Overton and Ms. Virginia Spruill. New board members were welcomed by Chair Vernice B. Howard.

Helen Dowdy, Executive Director, North Carolina Association of Community College Trustees, would like to provide training for the Board of Trustees. Suggested dates for this training are June 9 or 23 from approximately 10 to 3. Trustees will be asked their preference of dates for Board training at the end of tonight's meeting.

**Melissa Godfrey.** It was established that the grievance of Ms. Godfrey had gone through the grievance process and was properly before the full Board.

**Rachel Jones.** It was established that the grievance of Ms. Rachel Jones had not gone through the grievance process and should not come before the full Board at this time. Ms. Jones should grieve before the faculty member, Dean of Academic Affairs, President and then the full Board.

**Sheryl Harrell.** Ms. Harrell indicated that she had not received a reply for her grievance. The initial grievance went to Diane Kimbrough, Dean, Student Services and then was forwarded to Linda Alexander, Dean of Academic Affairs. The Board has the authority to waive the grievance process if it wishes. Discussion ensued.

On motion of Virginia Spruill, seconded by Rob Lewis, the grievance of Rachel Jones and Sheryl Harrell must go through the grievance process.

Rachel Jones was advised that her next step in the grievance process is the Department Head. Sheryl Harrell was advised that her next step in the grievance process is the President.

**Approval of Regular Session Minutes.** On motion of Rob Lewis, seconded by Jim Farmer, the April 22, 2003 regular session minutes were approved.

**Approval of Executive Session Minutes.** On motion of Wendy Ruffin-Barnes, seconded by Lillie Owens-White, the April 22, 2003 executive session minutes were approved.

**Division Updates.**

Regular Meeting of the Board of Trustees

May 27, 2003

Page 2 of 3

**Academic Affairs.** Approval of academic calendar. Early registration for summer session 2004 has been moved to March 8-12, 2004 to allow early registration for fall in summer session. Upon motion of Johnnie Reid, seconded by Jim Farmer, the academic calendar for Fall 2003 – Summer 2005 is approved.

**Student Services.** Correction to this report: Hertford County Schools should be included in the list of Career Center's partners.

**Planning and Advancement.** Question regarding annual employee questionnaire and curriculum student survey. Dr. Claudia Morris explained methods and results of survey. Question regarding Rivers Correctional Institution. Dr. Morris explained that this program will run with a grant.

### *Committee Reports*

**Executive Committee.** Vernice Howard gave this report. The committee met and discussed the four day work week. The recommendation from the Executive Committee is that the four day work week be approved retroactively for May 12 through August 7, 2003. On motion of Johnnie Reid, seconded by Jim Farmer, the four day work week from May 12 through August 7, 2003, 7:30 a.m. to 6 p.m. Monday through Thursday is approved.

**Finance Committee.** Rob Lewis gave this report. The committee met and has two items for discussion in closed session. The College budget is running a bookline deficit for RC Industries. There was approximately a \$90,000 deficit when this program finally closed. Bonuses paid to employees could not be used for this deficit. These were state funds. Discussion ensued.

**Academic and Student Affairs Committee.** Johnnie Reid gave this report. The committee met and discussed Board Policy 8.3 and 9.13. Changes made to these policies are in italicized print. On motion of Claude Odom, seconded by Rob Lewis, Board Policy 8.3 is approved with noted changes. Board Policy 9.13 is recommended for approval. Discussion ensued. On motion of Rob Lewis, seconded by Lillie Owens-White, Board Policy 9.13 is approved as amended.

**Personnel Committee.** The date for this committee to meet has been changed. Committee members will be notified of the new meeting date. Presidential evaluations will be collected after the meeting tonight.

**President's Remarks.** President's report is attached and incorporated in these minutes. Dr. Wyatt welcomed the new Board members. Dee Dee Oakey gave a presentation on the Board of Trustees web page, including steps on how to access.

Gina Lanier, RCCC student, thanked the Board for reinstating her teachers.

On motion of Lillie Owens-White, seconded by Rob Lewis the meeting went into closed session at 8 :40 p.m. to discuss a personnel issue.

The meeting reconvened into regular session at 10:25.

On motion of Jim Farmer, seconded by Lillie Owens-White, the Board of Trustees upholds the decision of the President and Faculty to deny the grievance of Melissa Godfrey.

Regular Meeting of the Board of Trustees

May 27, 2003

Page 3 of 3

On motion of Rob Lewis, seconded by Lillie Owens-White, the Board of Trustees authorize the President to pursue negotiations with Choanoke Area Development Association (CADA) to lease space for a Head Start day care, with final approval of the contract by the Board attorney.

On motion of Rob Lewis, seconded by Wendy Ruffin-Barnes, on recommendation of the Personnel Committee, the Board of Trustees will accept five grievances of the Faculty Association to come before the full Board of Trustees. The time, date and location of the hearing is Wednesday, June 11, 2003 at 5:30 p.m. in the Boardroom. This will be a closed session.

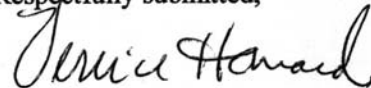
On motion of Nellie Fennell, seconded by Lillie Owens-White, the Board of Trustees will vote on the President's contract at the next regularly scheduled Board meeting on June 24, 2003.

After Board members checked calendars, it was decided that June calendars were full and could not accommodate Board training in June. Chair Vernice Howard will get back with Helen Dowdy, NCACCT, for a date in July.

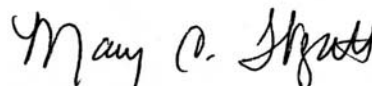
On motion of Rob Lewis, seconded by Wendy Ruffin-Barnes, the Board of Trustees authorizes the President to enter into a temporary contract with Mamie Maness to complete training of the Controller and Business Manager.

On motion of Judy Overton, seconded by Donna Jenkins, the meeting adjourned at 10:35 p.m.

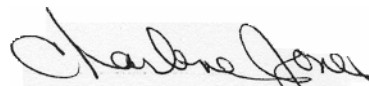
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder