

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, June 25, 2002
Board Room, Jernigan Building**

MINUTES

Trustees Present: Glendale Boone, Jim Farmer, Nellie Fennell, W. Rob Lewis, Johnnie Reid, Carl White, Lillie Owens-White

Trustees Absent: Timothy Boone, Margaret Burgwyn, Leroy Douglas, Vernice Howard, Don Joyner

Staff Present: Mary C. Wyatt, President; Linda Alexander, Dean of Curriculum Instruction; Diane Kimbrough, Dean of Student Services; Robert Williams, Dean of Continuing Education; Cleveland Blount, Human Resources Manager; Ann Hughes, Purchasing Agent; Cassandra Smith, Career/Job Placement Coordinator; Cynthia Ruffin, Director, Administrative Services; Patsy Perry, Marketing/Public Information; Charlene Jones, Recorder

The meeting was called to order by Judge Rob Lewis. Invocation was given by Ms. Lillie Owens-White.

Board Chair Rob Lewis announced that he had been re-appointed by the County Commissioners for another three year term and has accepted the re-appointment. Carl White also announced that he had been re-appointed by the Board of Education and has accepted the re-appointment. There was discussion regarding the attendance of Trustee Timothy Boone. Mr. Boone has not attended board meetings for over a year. According to Board Policy, after missing three consecutive meetings, a Trustee can be removed from the Board. Chair Lewis will cause a letter to be sent from the Board of Trustees to Mr. Boone. The Board will also send a letter to the Governor regarding a new appointee.

Approval of Regular Minutes. Correction to May 28, 2002 minutes: "Odom"; Johnnie "Reid". On motion of Johnnie Reid, seconded by Lillie Owens-White, the May 28, 2002 minutes were approved with correction.

Approval of Closed Session Minutes. On motion of Nellie Fennell, seconded by Lillie Owens-White, minutes of the closed session of May 28, 2002 were approved.

Purchasing Management Review Report. Ann Hughes, Purchasing Agent, gave this report. Administrative Procedure 05-0101-Procurement, has been updated and approved in February 2002 by the Executive Management Council. The revised procedure sets new guidelines regarding dollar values similar to most community colleges in North Carolina. All faculty, staff and administrators will be advised of the importance of following purchasing procedures. A form with a checklist of tasks to be performed before a purchase order is created, including documentation needed for competitive process, will be designed. Discussion regarding how specific recommendation in audit will be dealt with. Ms. Hughes stated that all purchases will come through the purchasing agent to ensure compliance.

Program Audit Report. Dr. Wyatt asked persons in charge of program receiving recommendation to respond.

Preliminary Exception. Robert Williams responded that an instructor had allowed a student to come into class after the cut off. All issues have been corrected. Some FTE's were lost (663 contact hours), but the College has been able to reclaim about one half of the FTE's.

Preliminary Concern Number One. Robert Williams responded that the Accountability and Credibility Plan will be updated by the next board meeting. Supervisors not visiting classes were identified.

Preliminary Concern Number Two. Dr. Wyatt responded that the College is in the process of making sure that a complete and updated Institutional Effectiveness Plan is in place. Two people from the Systems Office have reviewed the plan. A completed copy will be made available to the Board.

Preliminary Concern Number Three. Dr. Wyatt responded that the results of the program audit have been disseminated to all Board members and documented in the minutes of June 25, 2002.

Smart Start Playground Equipment. Dr. Wyatt presented two requests for disposition of playground equipment brought for the College day care center with Smart Start funds. The Board requested that Dr. Wyatt find what rules and regulations accompanied the playground equipment before acting on any request. Procedures for disposal of property need to be checked. Mrs. Essie Davis could help with this. If the rules and regulations permit, Smart Start should get the equipment back. This matter is tabled until further information can be ascertained.

Personnel Update. Cleveland Blount gave this report. Mr. Blount introduced Cassandra Smith, Career/Job Placement Coordinator and Cynthia Ruffin, Director, Administrative Services. There are a number of vacancies as evidenced on the Personnel Update report. Part-time vacancies are included on this report. These vacancies have been posted on the Internet and at nearby colleges. Retirements include Joe Barrett, Peggy Lefler and Betty White. An expected retirement is Patsy Perry. Steve Modlin will be leaving to pursue doctoral studies.

President's Remarks. Dr. Mary Wyatt gave this report of activities participated in since the last Board meeting.

- Rotary
- President's Meeting – Raleigh, NC
- Graduation Ceremony – GED/Business Administration Certificate – Jackson, NC
- SACS Response meetings
- Speaker for Rochelle Vann's group – Ahoskie, NC
- Retreat – begin working on proposal for classes at Rivers Correctional Institute – Colerain, NC
- Hertford County Commissioners Board meetings – Winton, NC
- Meeting with churches regarding writing proposal for Rural Internet Access
- Meeting of local participants in Civic Entrepreneurs program – Winton, NC
- Faculty meeting – campus

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- Civic Entrepreneurs – 3rd session – Weldon, NC
- American Association of Family and Consumer Sciences 2002 Annual Convention – Dallas, TX
- Legislative Barbecue – Raleigh, NC

On motion of Jim Farmer, seconded by Carl White, the Board of Trustees went into closed session at 8:20. Cleveland Blount, Manager, Human Resources, remained for the closed session.

Regular session reconvened at 9:00.


Presidential evaluation forms will be turned in to Charlene Jones for tabulation of a mean score. Chair Rob Lewis and Lillie Owens-White will come in tomorrow to discuss the evaluation with the President.

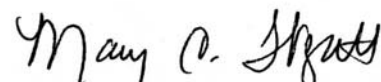
On motion of Johnnie Reid, seconded by Jim Farmer, the Board Chair is given authority to respond to the Board of Trustees recommendation from SACS.

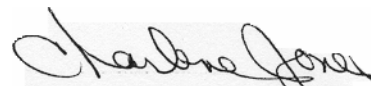
Board Chair Lewis requested that Trustee Self-Evaluation forms be distributed to Trustees at the end of July. All forms should be returned by August 20, 2002.

Meeting adjourned.

Respectfully submitted,


W. Rob Lewis, Chairman


Mary C. Wyatt, Secretary


Charlene Jones, Recorder