

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, August 26, 2003
Board Room, Jernigan Building**

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Vernice Howard, Donna Jenkins, Claude Odom, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie-Owens White

Trustees Absent: W. Rob Lewis (excused), Judy Overton (excused), Johnnie Reid (excused)

Staff Present: Mary C. Wyatt, President; Claudia Morris, Vice President for Planning and Advancement, Linda Alexander, Dean of Academic Affairs; Diane Kimbrough, Dean of Student Services; Robert Williams, Dean of Continuing Education; Cleveland Blount, Human Resources Manager; Leslie Byrum, Controller, Dee Dee Oakey, Public Information Officer, Charlene Jones, Recorder

The meeting was called to order by Chair Vernice Howard. Dr. Claude Odom gave invocation.

The Oath of Office was administered to reappointed Trustees Nellie Fennell, Wendy Ruffin-Barnes and Virginia Spruill. Hertford County Superior Court Clerk Shirley Johnson administered the oath.

Approval of Minutes. On motion of Lillie Owens-White, seconded by Jim Farmer, the June 24, 2003 regular and closed session, and June 30, 2003 regular and closed session minutes were approved.

Election of Officers. Attorney Mitchell McLean advised the Board that, according to Board policy, election of officers for the coming year should be conducted at this meeting. Nominations for Chair: Jim Farmer nominated Dr. Claude Odom; Lillie Owens-White nominated Vernice Howard. On motion of Virginia Spruill, seconded by Wendy Ruffin-Barnes, nominations were closed. Discussion ensued. Dr. Claude Odom respectfully declined nomination to allow current chair to serve full year. With two “nay” votes, Vernice Howard was elected Chair. Nominations for Vice Chair: Carl White nominated Dr. Claude Odom. On motion of Virginia Spruill, seconded by Wendy Ruffin-Barnes, nominations for Vice Chair were closed. Dr. Claude Odom was elected Vice Chair by acclamation. Nominations for Secretary: Lillie Owens-White nominated Dr. Mary Wyatt. On motion of Virginia Spruill, seconded by Wendy Ruffin-Barnes, nominations for Secretary were closed. Dr. Mary Wyatt was elected Secretary by acclamation.

Executive Committee. No report.

Finance Committee. Dr. Claude Odom gave this report. The Committee met and has the following recommendations: accept the recommendation of the President to approve budget as presented by the legislature. Pertinent information in the budget include a .5% pay increase, 10 days leave for all employees who accrue leave and a \$550 bonus in October. Note that the College is required to hold back 4 1/2% for possible reversion. The Committee requested that the fiscal office give the Board of Trustees a year to date spend down monthly. The College has worked hard come up with a 1% pay increase for all employees. On motion of Claude Odom, seconded by Carl White, the budget is approved as presented. Ten month faculty conversion – the Committee recommends accepting the President’s recommendation. There are ten employees with 10 month contracts. The 10 month faculty conversion places these ten faculty on 9 month contracts at no increase in their annual salaries. These faculty members have agreed

to take on extra duties to compensate. Still have some 9 + 3 employees. On motion of Claude Odom, seconded by Lillie Owens-White, the recommendation of the Finance Committee regarding the faculty conversion is approved.

Salary Study. The Board of Trustees has requested that a salary analysis be conducted. Two proposals have been received that could accomplish this. A third person has also been contacted but a written proposal has not been received. Discussion ensued. On motion of Claude Odom, seconded by Virginia Spruill, the President is to issue an RFP from vendors with a description of services needed.

Donation Air Conditioning, Heating and Refrigeration Equipment. According to Administrative Procedure 07-0204, this equipment is brought before the Board for approval. Discussion ensued. Linda Alexander, Dean of Academic Affairs will amend the memorandum to reflect the estimated value is "based on vendor's estimate".

Approve Continuing Education and Workforce Development Class Visitation Spring 2003. This needs to be approved as an audit requirement. On motion of Claude Odom, seconded by Jim Farmer, the Continuing Education and Workforce Development Class Visitation Spring 2003 is approved.

Personnel Committee. This report will be given in closed session.

President's Report. Dr. Wyatt gave this report. This report is incorporated and made a part of these minutes. Dr. Wyatt thanked Dr. Odom and Ms. Howard for attending the Staff Development activities at the College.

Attorney Report. Attorney Mitchell McLean reported that Debbie Greene has requested an opinion letter for the auditors. He will respond as of the time he was retained.

Board Chair Comments. Vernice Howard thanked everyone for attending the Board training given by North Carolina Association of Community College Trustees.

Review Mission Statement. Dr. Claudia Morris presented questions on the mission statement for discussion. Comments included:

- need data driven information
- unique college/area
- mission statement should be active voice, not passive
- working on annual report
- need to market College

Recommendations – Office of State Budget and Management. Martin Lancaster, President, North Carolina Community College System, is requesting the status of implementation of recommendations from this report. The Board needs some guidance. The College Administration would like to come to the Board with counter-recommendations. Since the time of the report, needs of the College have changed. On motion of Carl White, seconded by Virginia Spruill, the President shall meet with the Personnel Committee to discuss personnel recommendations of the Office of State Budget and Management and report back to the Board.

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On motion of Claude Odom, seconded by Carl White, the meeting went into closed session at 8:55 p.m.

On motion of Wendy Ruffin-Barnes, seconded by Virginia Spruill, the meeting reconvened into regular session at 10:25 p.m.

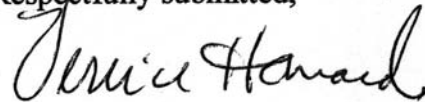
The President recommended for employment the following candidates:

Ms. Dreese Eley
Mr. William Conner
Mrs. Audrey Moore
Mr. James Simpson
Mrs. Grace Boyce
Mrs. Annette Thompson
Mr. James Alexander
Ms. Crystal Saunders

On motion of Virginia Spruill, seconded by Lillie Owens-White, the Board accepted the recommendation of the President to employ the above listed persons.

On motion of Jim Farmer, seconded by Wendy-Ruffin Barnes, the meeting adjourned.

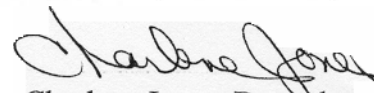
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder