

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, August 27, 2002
Board Room, Jernigan Building**

MINUTES

Trustees Present: Margaret Burgwyn, Jim Farmer, Nellie Fennell, Vernice Howard, W. Rob Lewis, Carl White, Lillie-Owens White

Trustees Absent: Glendale Boone, Timothy Boone, Leroy Douglas, Don Joyner, Johnnie Reid

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; Lisa Rolan, Manager Finance and Administration, Charlene Jones, Recorder

The meeting was called to order by Judge Rob Lewis. Invocation was given by Ms. Margaret Burgwyn.

The Oath of Office was administered to reappointed Trustees W. Rob Lewis and Carl White. Hertford County Magistrate Iris Magette administered the oath.

Approval of Regular Minutes. Correction to June 25, 2002 minutes: “three-year term” should be “four-year term”. On motion of Jim Farmer, seconded by Lillie Owens-White, the June 25, 2002 regular meeting 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 June 25, 2002 were approved.

Approval of Special Called Meeting Minutes. On motion of Margaret Burgwyn, seconded by Jim Farmer, the minutes of the Special Called Meeting of July 31, 2002 were approved.

Meeting at Rivers Correctional Institute. The Planning and Budgeting Team and three Trustees attended a meeting at Rivers Correctional Institute. Veronica Ross, North Carolina Community College System office Program Auditor was also in attendance. Compliance issues with the North Carolina Community College System code have arisen. Rivers Correctional Institute would like the College to certify what they are doing. The College is exploring every possibility before undertaking this task. A meeting is scheduled with North Carolina Community College System office staff to explore this possibility further. Discussion ensued. The Trustees would like a follow up report at the next board meeting.

New State Board Policy Regarding Fees. On July 19, 2002 the State Board of Community Colleges adopted rules to establish technology fees. The College did not implement this fee schedule because the semester has already started. Permission to implement these fees is requested from the Board of Trustees. Request is made for the implementation of a \$16.00 technology fee for full time curriculum students, pro-rated for part time students and \$5.00 for continuing education. On motion of Carl White, seconded by Lillie Owens-White, a technology fee can be implemented beginning Spring 2003.

SACS Update. The response to SACS recommendations is available for review by Trustees at any time. This document was a team effort. The College did not respond to the suggestions.

Fall Enrollment Update. Fall 2002 enrollment number – 973; Fall 2001 enrollment number 974. Curriculum Student Registration/Enrollment Count report is attached and incorporated in the minutes.

Deletion of Carpentry Program as Curriculum Program. The Dean of Academic Affairs is requesting closure of carpentry as a curriculum program. There have been no carpentry curriculum classes in 2001-2002. On motion of Lillie Owens-White, seconded by Margaret Burgwyn, the request to close carpentry as a curriculum program is approved.

Board Retreat. A retreat for the Board of Trustees needs to be planned. The President will be in touch with board members to discuss and plan a retreat.

Board Policy 8.9-Internal Audit Plan-Continuing Education and Workforce Development. North Carolina Community College System code states that board approval is required to establish and maintain an internal audit plan for Continuing Education. On motion by Margaret Burgwyn, seconded by Nellie Fennell, Board Policy 8.9 – establishing Internal Audit Plan-Continuing Education and Workforce is adopted. Robert Williams, Dean of Continuing Education gave a power point presentation of the Continuing Education and Workforce Development internal audit plan. On motion of Jim Farmer, seconded by Margaret Burgwyn, the internal audit plan for continuing education is approved.

Board Policy 2.8-Signing Authority. A title change of Manager of Finance and Administration is made in this policy. On motion of Nellie Fennell, seconded by Margaret Burgwyn, Board Policy 2.8-Signing Authority is approved with corrections.

Items for Board of Trustee Information.

- Approval of Construction Project-Roofing
- Eastern Area Health Education Center Funding
- College Tech Prep Enhancement Grant
- Final Program Audit Report
- Technology Enhancement Grant

Personnel Update. Personnel update is incorporated and made a part of these minutes. Cleveland Blount reported that part time instructors are taking care of all classes until positions are filled. Funds are available to fill all advertised positions.

President's Report. Dr. Mary Wyatt's report of activities:

- Rotary
- Meeting with Dennis DeLoatch, Interim Superintendent Board of Education
- Meeting with Gary Templeton, Wackenhut Corrections Corporation
- NC Northeast Partnership Education and Training Task Force
- Northampton Partnership for Children

- Meeting with Trustee Timothy Boone, Boone Farm Supply
- North Carolina Association of Community College Presidents
- Pamlico Community College meeting regarding Rivers Correctional Institute
- Economic Development Committee meeting – Catherine’s
- Special Called Meeting Board of Trustees
- Meeting with Curtis Wynn, Roanoke Electric Cooperative
- Orientation for New Students
- Rivers Correctional Institute
- Executive Committee President’s Association
- Meeting in Raleigh
- Joanna Nelson – Presentation of Flags
- Hertford County Partnership for Children Committee meeting
- Carpenter Shop
- Roanoke Electric Cooperative Annual Meeting
- Registration Debriefing
- Partners for Progress meeting


Board Chair W. Rob Lewis announced that all re-appointed trustees must attend North Carolina Association of Community College Trustees Session for Reappointed Trustees. This session will be held on October 10-11, 2002 in Research Triangle Park.

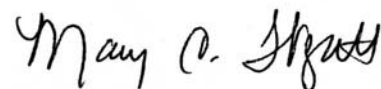
Election of officers will be held at the next board meeting.

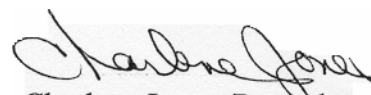
An executive committee meeting needs to be called within the next ten days.

Meeting adjourned.

Respectfully submitted,


W. Rob Lewis, Chairman


Mary C. Wyatt, Secretary


Charlene Jones, Recorder