

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, September 28, 2004  
Board Room, Jernigan Building**

**MINUTES**

Trustees Present: Jim Farmer, Nellie Fennell, Ronald Gatling, Donna Jenkins, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Carl White, Lillie Owens-White, Michael Hartley (SGA)

Trustees Absent: Vernice Howard

The meeting was called to order by Chair Dr. Claude Odom. Invocation was given by Trustee Ronald Gatling.

**Oath of Office.** The Oath of Office was given to Michael Hartley, SGA President, by Magistrate Linda Futrell.

**Adoption of Resolution for Judge W. Rob Lewis.** Board Chair Dr. Claude Odom read the resolution honoring Judge W. Rob Lewis. The resolution is attached and incorporated in these minutes. On motion of Jim Farmer, seconded by Ronald Gatling, the resolution honoring Judge W. Rob Lewis is adopted by the Board of Trustees.

The meeting recessed to the Learning Resources Center lobby for a reception for Judge W. Rob Lewis. Dr. Odom recognized Honorable W. Rob Lewis and presented the resolution on behalf of the Board of Trustees. Dr. Mary Wyatt presented Judge Lewis with a plaque on behalf of the College. Dr. Claudia Morris gave appreciation from the College Administrative Team. Monique Mitchell, President, Staff Association, gave appreciation from the Staff Association. Rita Rogers, President, Faculty Association, gave appreciation from the Faculty Association. Michael Hartley, Student Government President, gave appreciation from the Student Government Association. Judge Lewis offered thanks from the bottom of his heart to the entire College family. He will continue to work with the RCCC Foundation Board of Directors. Judge Lewis asked for help and financial assistance for the Foundation. Dr. Odom thanked the Board for their participation in the reception.

The meeting reconvened into regular session.

**Approval of Regular and Closed Session Minutes, August 24, 2004.** On motion of Johnnie Reid, seconded by Lillie Owens-White, the minutes of the regular and closed session of August 24, 2004 were approved as presented.

**Committee Reports.**

**Executive Committee.** Dr. Claude Odom reported that this committee did not meet this month. Dr. Odom is reorganizing all Board committees.

**Finance Committee.**

**Adopt 2004-2005 Budget Resolution.** This resolution contains the same information that was presented at the last meeting. On motion of Ronald Gatling, seconded by Jim Farmer, the 2004-2005 Budget Resolution is approved.

**Special Maintenance of Plant Appropriation FY 2004-2005.** The College needs to submit a plan for spending the \$100,000 special appropriation. The College is required to pay off the debt for the Sheltered Workshop. Non-recurring items will also be purchased from the appropriation. Discretionary items to be purchased were decided in consultation with appropriate College personnel. The State requires a preliminary plan. Line items can be changed later. Discussion ensued.

A suggestion to reinstate the ad hoc Buildings and Grounds Committee was made. The Board recognizes the need to submit this plan by September 30, 2004. Funds must be spent for plant maintenance. On motion of Nellie Fennell, seconded by Virginia Spruill, the Special Maintenance of Plant Appropriation FY 2004-2004 is approved.

**Personnel Committee.** No report.

**Academic Affairs Committee.**

**Incubator Plan of Work.** Dave Merrick gave this report. A summary of the report that was sent in the August Board packet was presented. Several incubator sites were looked at. Different rates are charged and the time tenants may stay varies. Currently five businesses are in the Incubator in downtown Ahsokie. The going rate is \$4.50 to \$6.00. All businesses are retail or service. The Town of Ahsokie owns the building and RCCC manages it. Discussion ensued. The Incubator has no non-profits. RCCC incubator is member of NC Incubator Association which could help with marketing. It was suggested that links could be placed on the Economic Development Commission webpage. Mr. Merrick is asked to come up with proposals to market the incubator. He is asked to come back before the Board within 90 days with an updated report and marketing plan for the Incubator.

**President's Report.**

The SACs follow up report arrived on time. The College will be having a civil rights review on October 26-27, 2004. A power point presentation "Little Known Facts – FTE (Full Time Equivalents)" was given. The Trustees would like to have a hard copy of this presentation. It was very informative.

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

- Attended NCACCT Leadership Seminar August 25-26, 2004

- Met with Lynn Bunch, President, COA, to discuss plans for using \$66,881 allocated to COA and RCCC to implement Focused Industrial Training activities
- Convened first meeting of RCCC's Employee Relations Group on September 3, 2004
- Served as a delegate in the Inaugural Ceremony of the President of Chowan College, Murfreesboro, NC
- Convened RCCC Family Meeting to discuss employment contract provisions based on 2004-2005 budget rules on September 14, 2004
- On September 15, 2004 met with Stanley King, Vice President of Construction, Roanoke Electric Cooperative, to discuss RCCC's partnering role in the Roanoke Center's construction program initiative
- On September 16, 2004, attended presentation by James Moeser, Chancellor of University of North Carolina at Chapel Hill held at the Roanoke-Center in Rich Square, NC
- Re-designed Employee Contracts for use and distribution, provided leadership and devoted many hours to the preparation of Contracts
- Lorraine Mitchell, Director, Student Support Services, prepared and submitted a grant to the U. S. Department of Education. The grant in the amount of \$275,650 is written to support RCCC's Student Support Services Program
- Dr. Claudia Morris coordinated Staff and Faculty professional development activity on Campus Cruiser. The workshop was held on September 10, 2004
- Dee Dee Oakey developed a new General Information College brochure. She also worked with Hertford County Firefighters Association and Fred Curley, Coordinator of EMS and Fire Training, to develop a brochure for the second Annual Roanoke-Chowan Area Fire School scheduled for February 5-6, 2005 at Roanoke-Chowan Community College
- The Alternative Learning Center met its goal of generating one FTE (full-time equivalent) for the 2003-2004 academic year

**Attorney Report.** No report.

On motion of Ronald Gatling, seconded by Virginia Spruill, the meeting went into closed session at 8:30 p.m.

On motion of Judy Overton, seconded by Lillie Owens-White, the meeting reconvened into regular session at 8:55 p.m.

On motion of Virginia Spruill, seconded by Ronald Gatling, the President is authorized to offer employment to Joshua Futrell, Custodian I and Benjamin James, Custodian II at the monthly salary of \$1,405 each.

**Comments – Board Chair.**

**Committees.** Dr. Odom recommended that the Trustees review policies for the roles and responsibilities of Committee Chairs and Committees. Revised committee meeting schedules:

Executive Committee	Third Thursday	5:30 p.m.
Finance Committee	Third Wednesday	6:00 p.m. (October 20, 2004)
Academic & Student Affairs	Second Wednesday	5:30 p.m.
Personnel Committee	Second Thursday	5:30 p.m.

The ad hoc Buildings and Grounds Committee is reinstated. Nellie Fennell is Chair of this ad hoc committee. Members are Wendy Ruffin-Barnes, Jim Farmer, Johnnie Reid and Michael Hartley. Ms. Fennell is to set up a tour of the RCCC campus buildings and grounds for the full Board. The tour could also include the incubator and sheltered workshop. Board policy 1.7 contains information relating to committees.

Dr. Odom suggested that Board members read the article “New Release: Economic Impact Studies Produce National Results” in *Trustees Quarterly Summer 2004* relating to the role community colleges play in the economy.

**Announcements.**

The Board requested that they be notified if RCCC employees or family members die so that condolences can be expressed.

Lillie Owens-White would like to thank the Staff Association for sponsoring voter registration on campus this week.

The bid opening for the science lab project will be October 21, 2004 at 2 p.m.

Check in time for the Board retreat will be 6:30, with dinner at 7:00 p.m. on Friday, and begin at 7:30 a.m. on Saturday and end at 3:00 p.m. Ms. Owens-White will not be attending due to a death in her family.

The Board would like to have “Comments from Board Members” placed on the agenda.

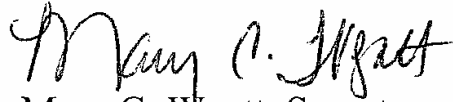
The Trustees welcome Michael Hartley to the Board.

The meeting adjourned at 9:15 p.m.

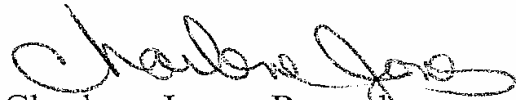
Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder