

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, September 30, 2003
Small Business Center, Freeland Building**

MINUTES

Trustees Present: Jim Farmer, Nellie Fennell, Vernice Howard, Donna Jenkins, W. Rob Lewis, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Virginia Spruill, Lillie Owens-White

Trustees Absent: Carl White (excused)

Staff Present: Mary C. Wyatt, President; Linda Alexander, Dean of Academic Affairs; Diane Kimbrough, Dean of Student Services; Robert Williams, Dean of Continuing Education; Cleveland Blount, Human Resources Manager; Debbie Greene, Manager, Finance and Administration, Leslie Byrum, Controller, Charlene Jones, Recorder

The meeting was called to order by Chairwoman Vernice Howard. Invocation was given by Johnnie Reid. Judge Rob Lewis and Ms. Judy Overton were welcomed back after illness.

Approval of Minutes. On motion of Lillie Owens-White, seconded by Virginia Spruill, the August 26, 2003 regular session minutes were approved. On motion of Virginia Spruill, seconded by Claude Odom, the August 26, 2003 closed session minutes were approved.

Executive Committee. No report.

Finance Committee.

Budget Resolution. Debbie Greene, Manager, Finance and Administration explained that this budget resolution contained information previously presented to the Board. It was necessary to put the information in a Budget Resolution format to be filed with the North Carolina Community College System office. On motion of Claude Odom, seconded by Nellie Fennell, the Budget Resolution is approved as presented.

Financial Statement Audit Report – Year Ended June 30, 2002. Debbie Greene reported on the annual audit for 2002. Page 27 of the report outlines the audit findings, recommendations and the College's response. Leslie Byrum explained portions of the financial statements. Discussion ensued. On motion of Rob Lewis, seconded by Virginia Spruill, the Financial Statement Audit Report – Year Ended June 30, 2003 was accepted as presented. Dr. Wyatt will present the audit report to the Hertford County Commissioners.

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

President's Report. This report is made a part of and incorporated in these minutes. The maintenance staff is to be commended for taking care of the College campus after Hurricane Isabel.

Attorney Report. This report will be discussed in closed session.

Comments – Board Chair. Thanks to Dr. Wyatt for an excellent President's Report. Thanks also to the College staff for all their hard work. Thanks to the Board for their diligence and dedication to the College.

On motion of Johnnie Reid, seconded by Wendy Ruffin-Barnes, the meeting went into closed session at 8:05 p.m.

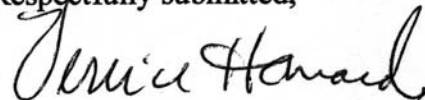
On motion of Rob Lewis, seconded by Lillie Owens-White, the meeting reconvened into regular session at 9:30 p.m.

On motion of Rob Lewis, seconded by Lillie Owens-White, Myrna Carlson will be notified by certified mail and reminded that her request for Family and Medical Leave has been denied and if she fails to return to work by October 15, 2003 she will be terminated. The letter is to be signed by the President and Chair of Board of Trustees.

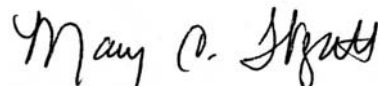
On motion of Claude Odom, seconded by Lillie Owens-White, a vote on holding the Board meeting in the Small Business Center, Freeland Building, until the end of the year, passed by 9 to 3. New seating arrangements will be tried.

On motion of Lillie Owens-White, seconded by Wendy Ruffin-Barnes, the meeting adjourned at 9:45 p.m.

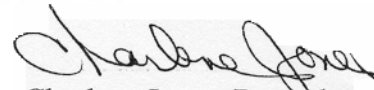
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder