

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, October 22, 2002  
Board Room, Jernigan Building**

**MINUTES**

Trustees Present: Glendale Boone, Jim Farmer, Nellie Fennell, Vernice Howard, Johnnie Reid, Lillie Owens-White, Jermaine Hall (SGA President)

Trustees Absent: Timothy Boone, Margaret Burgwyn, Leroy Douglas, Don Joyner, Rob Lewis, Carl White

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, Lisa Rolan, Manager Finance and Administration, James Hutchinson, Charlene Jones, Recorder

The meeting was called to order by Vernice Howard. Invocation was given by Jim Farmer.

Magistrate Linda Futrell administered the Oath of Office to Jermaine Hall, Student Government Association President. The Board of Trustees welcomed Mr. Hall and looks forward to working with him.

**Approval of Minutes – Regular Session.** Corrections noted: Nomination of Vernice Howard – Nellie Fennell made motion, Margaret Burgwyn seconded; Nomination of Carl White – Margaret Burgwyn made motion, Carl White seconded. Section “Building Names” – renaming should read naming. On motion of Lillie Owens-White, seconded by Jim Farmer, the September 24, 2002, regular meeting minutes were approved with corrections.

**Approval of Minutes – Closed Session.** On motion of Johnnie Reid, seconded by Glendale Boone, the September 24, 2002 closed session minutes were approved.

**Building Names.** Johnnie Reid gave this report. The Building and Grounds Committee was assigned to research naming of buildings on campus. The Committee is still researching this issue. It appears that the more research is done, the more research needs to be done. Therefore, the Committee recommends that the Board of Trustees delay further discussion and action on naming of buildings on campus until a later time.

**Introduction of New Employees.** Cleveland Blount introduced new employees: Mary Savage, Math Instructor; Jamie Burns, Health Technology/Nursing Assistant Instructor. These employees were previously part time and permanent part time employees for a number of years. Dr. Wyatt gave a welcome to the new employees.

**Personnel Update.** Personnel Update is incorporated and made a part of these minutes. *The Chronicle of Higher Education* has been used for recruiting new employees. Numerous applications have come in from this. The Public Information Officer should be on board shortly. Attached is personnel information on new employees introduced earlier.

**RCCC Budget.** Vernice Howard thanked all board members who came to the special called meeting regarding the budget. Thanks also to Lisa Rolan for getting the budget in on time. A corrected copy of the Budget Resolution has been distributed to all board members.

**Transfer Funds From Overhead Receipts to Child Care Center.** Overhead receipts are a 75%-25% split. The 75% split may only be used to benefit the financial aid or business offices. The Child Development Center account has a negative balance of approximately \$16,000. Permission is requested to put \$16,000 from overhead receipts in the Child Development Center account to clear the books. A motion was made by Johnnie Reid, seconded by Glendale Boone to accept the recommendation of the Manager of Finance and Administration to transfer funds from Overhead Receipts to the Child Development Center account.

**Library Fees To Be Deposited In Institutional Fund.** Information received in a memorandum from Kennon D. Briggs, Vice President Business and Finance, North Carolina Community College System, states that fees generated from the Library for faxing, copying, etc. are to be placed in a Proprietary Institutional Fund account. Permission is requested to set up a special institutional fund to offset some costs in the Library. A motion was made by Lillie Owens-White, seconded by Jim Farmer that the request by the Manager of Finance and Administration to set up an institutional fund to offset some costs in the library is approved.

**Strategic Plan/Board Retreat.** Dr. Wyatt gave this report in the absence of Dr. Claudia Morris. Board members should find time for the Board retreat. There will be two activities – Strategic Planning and Board Retreat. Strategic Planning is an overview session with all employees of the College in attendance. Dr. Jan King Robinson will be facilitator. Board members are invited to attend. It is crucial that all Board members attend the Board Retreat on Friday, November 15<sup>th</sup> from 10 – 3 at the Jernigan House Bed and Breakfast. Dr. J. F. Hockaday will be facilitator.

**Student Services Update.** Dean Diane Kimbrough gave this report. The update report is incorporated and made a part of these minutes. Many areas of Student Services do not appear on this report. A SACs recommendation of the need to expose students to wellness seminars is being met. Two or three wellness seminars are scheduled per month. Students seem to enjoy the workshops. Most of our students receive some type of financial aid, including the Federal Family Education (FFELP) Loans administered by the College. If the College default rate exceeds 25% for three consecutive years the College will lose all federal financial aid. After receiving the default rate for this year, it was felt that it was time to get out of this loan program. There are alternative loans available. Even though we are getting out of this program, our default rate will still be affected. The Financial Aid officers have attended several meetings on default management.

**Continuing Education and Workforce Development Update.** Robert Williams gave this report. The update report is incorporated and made a part of these minutes. Continuing Education will be doing staff development for Rivers Correctional Institution. The Department is working on getting an interview with the truck driving instructor to publicize the Truck Driver Training Course.

**Academic Affairs Update.** Dean Linda Alexander gave this report. The update report is incorporated and made a part of these minutes. The update report lists enrollment by program area and increase/decrease from last year. We are continuing to work with Hertford County Board of Education to meet the needs of teacher assistants. The Art Appreciation class scheduled in Jackson was canceled because of no students. This opportunity will be provided again in the Spring. We are presently working on college transfer courses for Rivers Correctional Institution.

**Service Area Update.** Dr. Mary Wyatt gave this report. We received a letter from Frank Ballance to President Martin Lancaster regarding the position Mr. Ballance took on the service area issue. Representatives of Halifax Community College Educational Opportunity Program have indicated a desire to come into our service area and set up an office on our campus. We need to proceed with caution. The Hertford County Board of Commissioners adopted a Resolution on October 7, 2002 supporting our position on the service area, which was forwarded to President Martin Lancaster.

**President's Remarks.** Dr. Mary Wyatt's report of activities:

- Northampton Partnership for Children
- Meeting with Virginia Spruill, Northampton County Commissioner
- Meeting with President Martin Lancaster, NC Community College System
- NCCCS Office – receive budget
- Hertford County Commissioners meeting
- NCACCT Leadership Seminar
- Interviews for Public Information Officer
- Weekly Planning and Budgeting Team meetings
- Executive Management Council 2<sup>nd</sup> and 4<sup>th</sup> Monday
- Ahoskie Chamber of Commerce
- Northeast Partnership
- Meeting with James Pickens, Superintendent Northampton County Schools
- Meeting with Dr. Claudia Morris and Jan King Robinson regarding strategic planning
- Meeting with Kysha Gary, Halifax Community College regarding outreach
- Meeting with students

On motion of Johnnie Reid, seconded by Jim Farmer, the meeting went into closed session at 8:45 p.m.

Regular Meeting of the Board of Trustees

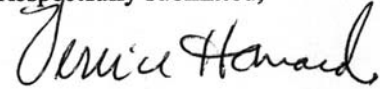
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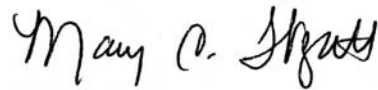
On motion of Jim Farmer, seconded by Glendale Boone, the meeting went back into regular session at 9:10 p.m.

On motion of Glendale Boone, seconded by Lillie Owens-White the meeting adjourned.

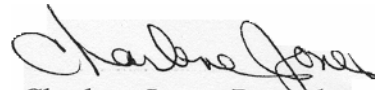
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder