

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, October 26, 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 (excused)

The meeting was called to order by Chair Dr. Claude Odom. Invocation was given by Robert Williams, Dean of Continuing Education and Workforce Development.

Approval of Regular and Closed Session Minutes, September 28, 2004. On motion of Johnnie Reid, seconded by Lillie Owens-White, the minutes of the regular and closed session of September 28, 2004 were approved. Note: the Personnel Committee will meet the third Tuesday at noon.

Committee Reports.

Executive Committee. Dr. Claude Odom reported that this committee had met but has no business to report.

Finance Committee. Lillie Owens-White reported that this committee had met and a report will be given at a later date.

Personnel Committee. Jim Farmer reported that this committee had met but has nothing to bring before the Board.

Academic Affairs Committee. Johnnie Reid reported that this committee will meet on November 11, 2004 at 5:30 p.m. to consider two Board policies. The committee will report on these policies at the next Board meeting.

Ad Hoc Building and Grounds Committee. Nellie Fennell reported that this committee met on October 12, 2004. Members present: Jim Farmer, Dr. Claude Odom, Dr. Mary Wyatt, Ray Burkett and Debbie Greene. Ms. Fennell presented a list of items to be taken care of utilizing the \$100,000 Special Appropriation. The debt on the Sheltered Workshop must be satisfied. Other items include GPS clocks, new floor scrubbing machine, back-pack vacuum, outdoor trash receptacles, indoor trash receptacles, recycle bins, 35-40 HP tractor. There will be approximately \$23,000 left over. The committee looked at landscaping and aesthetics. The outside appearance of the College needs to be targeted to project a better image. Ms. Fennell would adopt a building after new landscaping is done. Other suggestions include donations to the RCCC Foundation and Board members coming out on a Saturday morning. Ms. Fennell will organize this project. Discussion ensued. Wendy Ruffin-Barnes will contact several landscapers

for an estimate to landscape the entire campus. Michael Hartley, SGA President, has had discussions regarding adopting a building. On motion of Nellie Fennell, seconded by Jim Farmer, the list of items presented to the Trustees to use the \$100,000 Special Appropriation is approved.

President's Report.

Thanks to Trustees who attended the reception for Senator Holloman and Representative Hunter. Support from the community was good. College employees are asked to thank Senator Holloman and Representative Hunter personally.

Discussion ensued regarding articles appearing in the local newspaper. The College needs to communicate to Dee Dee Oakey what's happening. Ms. Oakey sends articles to all the local papers, but it is up to the paper to publish them. The News Herald has a new publisher. The PR person should go to the newspaper and meet with him.

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

- Attended invitational Luncheon at East Carolina University for Community College Presidents. The meeting was to discuss ways to collaborate as partners in meeting educational needs of constituents in the region
- Convened second meeting of RCCC's Employee Relations Group
- Participated in Board Retreat in Williamston, NC on October 1-2, 2004
- Attended Gates County Commissioner's meeting on October 4, 2004 and presented update on Services RCCC provides to Gates County
- Attended Atlantic District Fair in Ahoskie, Wednesday, October 6, 2005 – Education Day and Senior Day – October 7, 2004 and brought greetings on behalf of RCCC
- Participated in fall meeting of President's Association in Greensboro, NC on October 10-12, 2004. The meeting was held in conjunction with Instructor's Conference
- Participated in Ad Hoc Building and Grounds Committee's campus tour on October 12, 2004
- Participated in Education Task Force meeting in Murfreesboro, NC. The Task Force was formed as part of Department of Commerce's *21st Century Communities Initiative* for Northampton and Hertford Counties
- On October 13, 2004 held Fall President's Forum for Students. This meeting is to provide students the opportunity to dialogue on issues of concern

- Participated, by invitation, in Voter Education Training Seminar for Election Protection sponsored by the University of North Carolina's Center for Civil Rights/Voting Rights Project for Southern Studies, held at Shaw Cape Center
- On October 15, 2004 served as a judge in first annual Cosmetology Fashion Show and Competition "The Total Look" held in the Cosmetology Program area.
- On October 15, 2004 attended RCCC's monthly Staff Development Seminar "Use of Technology Resources – Protecting the Security of Our Network and Systems" presented by Neil Baker, IT Network Administrator
- Attended Hertford County Board of Commissioner's meeting in Winton, NC on October 18, 2004
- Participated as a volunteer in Rotary Club's Meals on Wheels Program on October 20, 2004

Amy Wiggins, Coordinator, Human Resources, was introduced to the Board. Ms. Wiggins was previously employed by Chowan College in Murfreesboro. She has come on board ready for work.

Attorney Report. No report.

Comments – Board Chair.

The Board Retreat professional development seminar was well organized and a good use of time spent together. Interaction between Trustees was excellent. Ms. Althea Riddick presented on Friday night and Dr. Donny Hunter presented all day Saturday. Dr. Wyatt gave a state of the College report. The Executive Committee will meet to see about implementing some things learned at this retreat. Northampton County Commissioners will be using Dr. Hunter for their retreat.

Comments – Board Members.

Trustees are reminded of Ad Hoc Buildings and Grounds Committee meeting on November 11, 2004 at 5:30 p.m.

Regarding revising Board Policy, Trustees are asked to review Board Policy 1.73 and 1.75.14

Regarding the Budget – Out of State Travel line item is over by 241%

Regarding Memberships and Dues line item of Budget – what is this?

SGA would like clarification on focus groups with students

One Stop Voting for Hertford County will end at 1 p.m. on Saturday.

There will be an Academic and Student Affairs meeting on Wednesday, November 10, 2004 at 5:30 p.m.

Announcements.

The Roanoke-Chowan Foundation will meet on November 15, 2004 at 5:30 p.m. in the Boardroom. The Foundation Board is discussing an event to be held at Quentin's Restaurant in February 2005 and this meeting is to form an action plan.

The Trustees will have an opportunity to meet and greet College staff and faculty. The Employee Relations Group is planning this event tentatively scheduled for 6 p.m. on November 23, 2004 (right before the Board meeting).

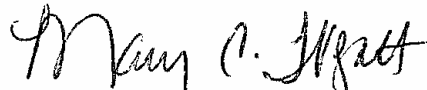
The bid opening for the Science Lab renovations will be November 3, 2004 at 2 p.m.

The meeting adjourned at 8:15 p.m.

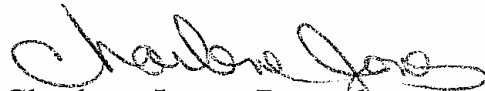
Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder