

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, October 28, 2003  
Board Room, Jernigan Building**

**MINUTES**

Trustees Present: Jim Farmer, Nellie Fennell, Vernice Howard, W. Rob Lewis, Claude Odom, Judy Overton, Johnnie Reid, Wendy Ruffin-Barnes, Carl White, Lillie Owens-White, Richard Sawyer (SGA President)

Trustees Absent: Donna Jenkins (excused); Virginia Spruill (excused)

Staff Present: Mary C. Wyatt, President; Dr. Claudia Morris, VP 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; Leslie Byrum, Controller; Dee Dee Oakey, Public Information Officer; Charlene Jones, Recorder

The meeting was called to order by Vernice Howard. Invocation was given by Lillie Owens-White.

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

**Approval of Minutes – Regular Session.** On motion of Wendy Ruffin-Barnes, seconded by Judy Overton, the September 30, 2003 regular meeting minutes were approved as presented.

**Approval of Minutes – Closed Session.** On motion of Rob Lewis, seconded by Wendy Ruffin-Barnes, the September 30, 2003 closed session minutes were approved.

Dr. Wyatt introduced Annette Thompson, Associate Degree Nursing Instructor. The College is glad to have Ms. Thompson here.

Chair Vernice Howard announced that there would be a change in tonight's agenda. The closed session to discuss personnel issues will be moved up. On motion of Lillie Owens-White, seconded by Claude Odom, the Board went into closed session at 7:10 p.m.

On motion of Rob Lewis, seconded by Carl White, the meeting reconvened into regular session at 8:10 p.m.

The Board of Trustees would like to be informed of any recommendations that are made to the County Commissioners regarding additional funding.

**Update – Office of State Budget and Management Review.** Dr. Wyatt gave this report. There were 24 recommendations in this report relating to personnel, operations and Board of Trustees. For recommendations pertaining to personnel, the administration is looking at functions necessary to run the College. Students are at the top of the organization chart. Changes in personnel will not take effect until July 1, 2004. Discussion ensued.

**Executive Committee.** Vernice Howard gave this report. The committee did meet and discussed the following:

Update from Mamie Maness. Ms. Maness will be asked to come to the next board meeting to give a report on the status of the Business Office.

Salary Analysis. The Board needs to let Human Resources know exactly what they are looking for in a salary analysis.

Trustee Scholarship Luncheon. The Committee was in agreement with a Trustee Scholarship luncheon during the week of commencement 2004.

OSBM Report. Administration is working on a counter-proposal and will have a report for the Board meeting.

**Finance Committee.** Rob Lewis gave this report. The Committee did not meet but will meet on Wednesday, November 19, 2003 at 5:30 p.m.

**Personnel Committee.** This information will be discussed in closed session.

**Contract – Roanoke-Chowan Community College and Government of the District of Columbia – State Education Office.** The contract provides the terms and conditions under which the College will provide a vocational and/or developmental education program for eligible participants supported by the District of Columbia-State Education Office under the provisions of the federally funded Workforce and Community Transition Training for Incarcerated Youth Offenders grant program. Services will be provided at Rivers Correctional Institution in Winton. Inmates will pay out of state tuition. On motion of Rob Lewis, seconded by Johnnie Reid, the contract between Roanoke-Chowan Community College and Government of the District of Columbia – State Education Office is approved subject to approval of the State Board.

**President's Report.** This report is made a part of and incorporated in these minutes.

**SGA President's Report.** Student Government Officers are:

President	Richard Sawyer
Vice President	Shonda Epps
Secretary	Melissa Dawn Evans
Parliamentarian	LaQuita Lavern Cherry
Sergeant-at-Arms	Jermaine Hall
Communications Officer	Marie Baggett

The officers were able to attend the Fall Student Government conference October 17-19, 2003 at the Hilton in Greenville. The conference included seminars on leadership and public relations. SGA is trying to find ways to assist four RCCC students who were victims of Hurricane Isabel. SGA will also be looking at the issue of a dress code for students.

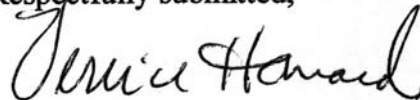
**Financial Position of College.** Leslie Byrum gave this report. The finances of the College are critical. September 30<sup>th</sup> is the end of the first fiscal quarter and the College's spending is at 25%. This is approximately where the spending should be. As Controller, Mr. Byrum has been cross-trained in every aspect of the Business Office. The College should continue to follow up with the County Commissioners regarding additional funding. The CAFR report has been submitted in a timely manner and has been approved by the State. The fixed asset inventory will be completed by November 5, 2003. All bank reconciliations are up to date.

**Attorney Report.** No report.

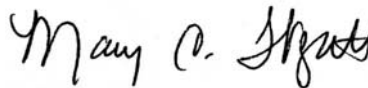
**Comments – Board Chair.** The dedication and commitment of the Board of Trustees is greatly appreciated.

On motion of Lillie Owens-White, seconded by Wendy Ruffin-Barnes the meeting adjourned.

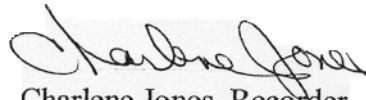
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder