

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, November 23, 2004  
Small Business Center, Freeland Building**

**MINUTES**

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

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

**Oath of Office.** The Oath of Office was administered to Sue Lassiter by Magistrate Linda Futrell. The Trustees welcomed Ms. Lassiter to the Board.

**Approval of Regular and Closed Session Minutes, October 26, 2004.** On motion of Johnnie Reid, seconded by Lillie Owens-White, the minutes of the regular and closed session of October 26, 2004 were approved as presented.

Discussion ensued regarding informational Notice of Rule-Making Proceedings.

The Board will check to make sure that Board Policies are in compliance. As policies are reviewed, they will go before the full Board for approval. A suggestion was made that any changes to policy should be brought before the Executive Committee.

**Committee Reports.**

**Executive Committee.** Dr. Claude Odom reported that this committee met and discussed recommendations from the retreat in October. It will be an ongoing process to implement these recommendations. All Board members will receive the Roanoke-Chowan CC Retreat Summary presented by Dr. Donny Hunter.

**Finance Committee.** Lillie Owens-White reported that this committee had met and discussed priorities for spending the \$100,000 special allocation. Recommendations from the Ad Hoc Building and Grounds Committee on how to spend these funds has been approved. However, since that time the College has been directed to revert \$34,000. The Finance Committee is asking for reconsideration for expenditures for the \$100,000 special allocation. Discussion ensued regarding a USDA grant of \$35,000. An additional \$15,000 in funds is needed to retrofit a classroom. Also, the Barbering program needs approximately \$15,000 to renovate a room for the program. The Committee is asking for approval so this could help expand programs and leverage the grant. This is the reason for the amendment request. Discussion ensued. Ray Burkett stated that the Bond money may pay for renovations for the Barbering program, but not equipment costs. Dr. Claudia Morris stated that the initial proposal for the \$100,000 was the result of a conversation with Ray Burkett. On motion of Jim Farmer, seconded by Donna Jenkins, the current proposal for spending the \$100,000 special allocation is

tabled and the Finance Committee is to go back and find some other way to accomplish the items in the current proposal.

**Personnel Committee.** Jim Farmer reported that this committee met and looked at revising one existing policy and two new policies. These policies were worked on at two Personnel Committee meetings. Board policy states that policies should be general and used as a guide. On motion of Jim Farmer, seconded by Wendy Ruffin-Barnes, Board Policy 2.27-Relationships, is accepted as presented. On motion of Jim Farmer, seconded by Virginia Spruill, Board Policy 3.3-Employment Contracts, is accepted with noted correction "all full and **part-time** employees". On motion of Jim Farmer, seconded by Judy Overton, Board Policy 3.28-Confidentiality of Employee and Student Records, is accepted as presented.

**Academic Affairs Committee.** Johnnie Reid reported that this committee met and discussed two policies. On motion of Johnnie Reid, seconded by Judy Overton, Board Policy 2.7-Responsibilities of Instructional Personnel and Board Policy 3.27-Employee Associations are accepted as presented. Discussion ensued on Board Policy 2.7-Responsibilities of Instructional Personnel. Policy is vague, President does not set policy. Last sentence should be stricken, not needed and not related to the Policy. On motion of Jim Farmer, seconded by Lillie Owens-White and a majority vote, the amendment overrides motion.

**Ad Hoc Building and Grounds Committee.** Nellie Fennell reported that this committee met and Board member Wendy Ruffin-Barnes and Ms. Fennell did a walk over of the campus. The campus needs landscaping. The Committee decided to do landscaping in phases. Discussion ensued. Landscaping services are in the bid process now. The pre-bid conference is November 24, 2004. The bid opening will be November 30, 2004 at 4 p.m. Board approval is needed to move ahead. Funds have been set aside for this project. On motion of Donna Jenkins, seconded by Judy Overton, the maintenance supervisor is authorized to move ahead with the first phase of landscaping.

A concern has been raised that desks are too small for some students. The College needs to look at replacing desks. Dr. Wyatt stated that the Institutional Researcher is preparing a survey of faculty to see what the needs are.

### **President's Report.**

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

- Met with Civil Rights Audit Team in exit interview
- Participated in Bertie County's kick off celebration of 21<sup>st</sup> Century Community Learning Centers Grant from Department of Public Instruction. The grant will provide an after school program at Bertie County middle schools for the next four years. Cassandra Smith will serve as RCCC's Project Coordinator. Fifteen employees and students have signed on as volunteers in the after school program.

- Visited Ahoskie Elementary School to present “My Three Kids” with a “Bag of Books and Educational Games”
- Participated in quarterly meeting of Northampton County Smart Start in Jackson, NC
- Participated in 27<sup>th</sup> Annual Law Conference for Community Colleges. Amy Wiggins accompanied me to the Conference.
- Attended Executive Committee meeting of President’s Association in Raleigh, NC
- Attended North Carolina Community College’s Day of Recognition Luncheon in Raleigh. Luncheon recognizes retiring members of the system as well as those who have received an Excellence Award.
- On Saturday, November 6, 2004 met with Mrs. Nellie Fennell, Mrs. Wendy Ruffin-Barnes of the Building and Grounds Ad Hoc Committee and Mr. Zane Roberts of Pleasant Grove Nursery to discuss landscaping needs of RCCC. Mr. Ray Burkett also participated in this discussion.
- On November 15, 2004 met with Curtis Wynn and Patricia Ferguson to discuss RCCC’s role in a new initiative with NC Department of Treasury and the Roanoke Center. Initiative is called North Carolina Saves and will focus on teaching limited resource individuals ways to save and invest. Through our Student Support Services program, RCCC will participate in the Pilot Project.
- Participated in RCCC Foundation Board of Directors meeting on November 15, 2004
- Attended Hertford County Board of Commissioner’s Meeting in Winton, NC on November 15, 2004
- Ms. Wendy Peele, Director of Enrollment Management, has been recognized as one of Hertford County’s outstanding volunteers. Nominated by Mary C. Wyatt, she received the governor’s Award in recognition of her commitment to volunteerism in Hertford County.
- Participated in Hertford County Schools’ Tour organized by Mr. Ronald Gatling. The tour was designed to allow participants in the Adopt A School Program an opportunity to visit the facilities to become familiar with the schools and programs. Dr. Claudia Morris also participated in this tour.
- Ms. Amy Wiggins participated in Mock Interview Sessions at GEO (Rivers Correctional Facility) in Winton, NC on November 1, 2004

- Bid Opening for science lab renovations was held on November 3, 2004. Norstate Contracting, Inc., Greenville, NC, presented the lowest bid.
- Blueprint drawings have been completed for the renovation in the Freeman Building to accommodate the Barbering Program
- The 2004 pass rate on the NCLEX-RN (North Carolina License Exam-Registered Nurses) is 83%. This exceeds the minimum standard set by the NCCCS for pass rates on licensure exams.
- The Associate Degree Nursing program has received \$1,886 from a Disadvantaged Nursing grant
- Ms. Janice Howell, a counselor in Student Support Services, has organized a support group for expectant mothers
- Wendy Peele, Director of Enrollment Management, submitted the names of 110 students for Who's Who Among Junior College students. To be considered for this recognition, students must be full-time and have a GPA of 3.7 or higher.
- Wendy Peele has been accepted in the 2004-2005 North Carolina Community College Leadership Program. She attended the first session on October 28-29, 2004 in Asheboro, NC
- Mrs. Diane Kimbrough reports that to date \$1,150, 646 has been awarded to students through the College's Financial Aid Program

Board Chair commented that the College needs to get more publicity. Five activities in the President's Report should have been publicized. Discussion ensued regarding a partnership with the newspaper. Discussion ensued regarding paying for space in the newspaper and on their website.

**SGA Report.** Michael Hartley, SGA President, reported that a Bloodmobile Drive was held and 25 pints of blood were received. There was good participation, but the goal was not met. The RCCC float in the Christmas Parade won third place. It was suggested that the Student Government Officers be invited to the next Board meeting.

**Budget Update.** Expenditures are on target at this time. There are concerns about line items being over, mostly travel. The Board needs clarity from the Business Manager. As a board, the budget for travel needs to be clarified. The budget is showing no money allocated for maintenance, leasing, out of state travel. Some items in the travel budget is for the SACs meeting in Atlanta. Three people are attending. Some of the problems with the budget is the way it is set up. The Planning and Budget Team gave the Business Office directions on how to set up the budget, but it has not been done. Posting is an issue; the College does not have a problem. The Finance Committee has requested a clearer budget format. The Board would like

to have line item revisions. The situation in the Business Office must be dealt with. The College must get the budget process straight. The Board authorizes the Finance Committee to meet with the President and administrative staff to develop a timeline as to when line items can be corrected. Trustee Judy Overton stated that this is the third time she has asked for a description of what "Memberships and Dues" in the amount of \$12,000 is about. Dr. Wyatt presented a budget revision for a reduction in the budget of \$33,547. Budget Form 104 has to be sent to the System Office tomorrow. All state agencies must help pay for storm related items. These funds will come from line item 210 – Salaries. On motion of Virginia Spruill, seconded by Lillie Owens-White, the budget reduction in the amount of \$33,547 is approved.

**Presentation of Logo.** Dee Dee Oakey gave a PowerPoint presentation on the history of the development of a new logo for the College. Discussion ensued. Ms. Oakey advised that this has been done. The faculty and staff voted on the logo presented and the Board now needs to decide. A vote of Trustees was taken – 3 in favor, 9 opposed. Trustee Overton made some artistic changes to the present logo, i.e. rounding words "Roanoke-Chowan" to match abstract rivers and "Community College". On motion of Ronald Gatling, seconded by Jim Farmer, the logo presented is approved with artistic changes suggested by Trustee Judy Overton.

**Attorney Report.** Attorney McLean reported that he is working on a contract matter that Dr. Wyatt has brought to his attention. The contract is between East Carolina Health-Bertie d/b/a Bertie memorial Hospital and Roanoke-Chowan Community College. Attorney McLean has some concerns on the College's behalf. A meeting has been scheduled for tomorrow with Dr. Wyatt to discuss this contract.

On motion of Virginia Spruill, seconded by Lillie Owens-White, the meeting went into closed session at 8:30 p.m.

On motion of Ronald Gatling, seconded by Lillie Owens-White, the meeting reconvened into regular session at 9:05 p.m.

Trustees would like to have a tape recorder to record regular session minutes.

On motion of Virginia Spruill, seconded by Carl White the recommendation from Human Resources to employ the following persons is approved:

Valerie Freeman  
Kelly Vann  
Jill Umphlett  
Mildred Hardy

Barbara Lies  
Franklin Horne, Jr.  
Carolyn Hyde

**Comments – Board Members**

Need more communication.

Red flags in budget

Still trying to get budget. Progress has been made.

Communication problems behind the scenes. Have Trustees involved in budget development.

Welcome Sue Lassiter.

**Announcements.**

The Roanoke-Chowan Foundation is sponsoring a campus enhancement raffle. Tickets are \$10.00 with the prize being \$1,000.00. The drawing will be December 17, 2004. Dr. Claudia Morris is working on an alumni list to generate revenue for the Foundation.

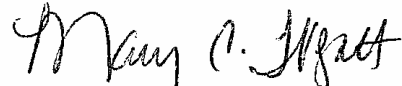
The RCCC College Basketball schedule was distributed. Support the team.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,



Claude Odom, Chairperson



Mary C. Wyatt, Secretary



Charlene Jones, Recorder