

**Regular Meeting of the Board of Trustees  
Roanoke-Chowan Community College  
Tuesday, November 25, 2003  
Small Business Center, Freeland Building**

**MINUTES**

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

Staff Present: Mary C. Wyatt, President; Dr. Claudia Morris, Vice President for Planning and Advancement; Diane Kimbrough, Dean of Student Services; Linda Alexander, Dean of Academic Affairs; Robert Williams, Dean of Continuing Education; Cleveland Blount, Human Resources Manager; Debbie Greene, Manager, Finance and Administration; Leslie Byrum, Controller; Dee Dee Oakey, Public Information Officer; Charlene Jones, Recorder

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

**Approval of Minutes – Regular and Closed Sessions.** Correction to page two of regular session minutes: “Students are at the top of the organization chart.” Should read “Students are at the top of the functional chart.” This was a planning tool used by the Administration for position analysis. On motion of Virginia Spruill, seconded by Judy Overton, the October 28, 2003 regular and closed session minutes were approved with noted correction.

**Funding for Academic Assistance for Disadvantaged Nursing Students.** A letter evidencing receipt of \$3,724 for Assessment materials and software was presented for information purposes. Board Chair Vernice Howard recommended writing a congratulatory letter from the Board of Trustees to Ms. Bonnie Jordan to be placed in her personnel file.

**Executive Committee.** This committee did not meet.

**Finance Committee.** The committee met and discussed the following:

Organizational Chart – the committee did not have sufficient information on proposed changes to make a recommendation. Job descriptions should be completed for all changed positions and submitted to the Board before action can be taken.

Budget Shortfall – the budget shortfall was discussed. The State budget shortfall may not be as dire as once thought. The Business Manager should have some contingency plans in place for the budget shortfall.

**Personnel Committee.** Committee Chair Lillie Owens-White gave this report. The committee met and discussed the following:

**Board Policy 3.5 – Use of Funds Other Than State or Local** – currently four employees are paid from federal funds. As of October they have on the books vacation time totaling \$22,146. If they should separate tomorrow, the College will have to pay them for vacation time. Discussion ensued. There are no provisions in place at the present time for handling this. It was suggested provisions be written in Board

Policy 3.5 for payment of leave for employees working under grants. The Board recommended that Attorney Mitchell McLean look into this matter. Mr. McLean will meet with the Personnel Committee at its next meeting to review this issue.

**Board Policy 3.17 - Holidays** – to bring Board Policy 3.17-Holidays in line with the State Personnel Act, the committee recommends that the number of RCCC holidays be decreased from 14 to 11 or 12, depending on which day Christmas falls. Discussion ensued. On motion of Lillie Owens-White, seconded by Claude Odom, the recommendation from the Personnel Committee to bring the number of RCCC holidays in line with the State Personnel Act, 10 or 11 days, depending on which day Christmas falls, is approved. The date for implementation will be FY 2004-5.

Conservation measures were also discussed. These include power consumption analysis, sodium vapor lights outside and lock boxes on heating/air conditioning units.

**Donation-Air conditioning, Heating and Refrigeration Equipment.** The North Carolina Petroleum Marketers Association has donated a Thermo Pride Oil Package Unit to the College. Based on the donor's estimate, this unit has a retail value of about \$3,200. This donation is before the Board for approval. On motion of Rob Lewis, seconded by Carl White, the donation of a Thermo Pride Oil Package Unit is accepted.

**Annual Approval of Student Fees.** It was recently ruled that student fees should be brought before the Board annually for approval. Also, an increase in the student insurance fee from \$1.25 to \$2.00 is requested. This is for accident insurance to cover students. This increase will take effect next semester. Discussion ensued. On motion of Johnnie Reid, seconded by Virginia Spruill, the student fees of the College are approved for the 2003-2004 school year.

**RCCC By-Laws.** Consideration of the RCCC By-laws is tabled until another meeting.

**Finance Report – Debbie Greene.** Debbie Greene, Manager, Finance and Administration reported that the College is waiting for a check for an insurance claim for damages from Hurricane Isabel. Ms. Greene will bring information regarding HUB compliance issues at another meeting. Expenditures from the County budget through November are \$253,000. If County spending continues at this rate the College will be \$45,000 in the red. Approximately \$65,000 is needed to complete this fiscal year. The College has borrowed \$25,000 from institutional funds. Invoices are being looked at on a daily basis. Discussion ensued. The Board recommends developing a contingency plan if additional funds are not secured. This contingency plan should be brought back to the Board at the next meeting. State budget – the curriculum side is in good shape, but the support side is tight. The College should be able to break even at fiscal year end. Discussion ensued. On motion of Donna Jenkins, seconded by Nellie Fennell, at the next meeting of the Finance Committee, Debbie Greene and Leslie Byrum will present budget status reports to be taken to the full Board. There is an opportunity to request 2% from curriculum salaries budget in early January. This would be approximately \$49,300. These funds would be used for CIS. The CIS cost projection was distributed. On motion of Rob Lewis, seconded by Virginia Spruill, the request for a 2% transfer from curriculum salaries, with a breakdown of this transfer to be presented at the January Board meeting is approved.

**Presentation by Neil Baker, Network Administrator.** RCCC must “go live” with CIS no later than July 1, 2004, or it will not be provided with support from ACS (the company which handles the software

aspect of the system). Employees are preparing for CIS implementation. CORE and Financials training has begun. To date, approximately \$130,000 has been spent on CIS training and equipment; an additional \$350,000 is projected for future CIS needs. CIS will be implemented in three phases: Phase I – Financial, July 2004; Phase II - Human Resources, January 2005; Phase III - Student Services, 2007.

For at least the next five years, the College will be operating with two separate data systems (plus a test system): the one it currently has in place (IIPS) and the one being implemented (CIS). The recommended minimum full-time staffing situation is one employee to implement the new system and one employee to work with the current system and train on the new system. As such, additional full-time staffing in the Information Services area is needed. The System Office has warned us repeatedly to get additional staff in this area. Adding staff to this area also would address a recommendation made in the OSBM report.

Some positive features of CIS are as follows: can communicate across the board (from one division to another) whereas current system cannot; “records” every transaction that takes place on the system; constantly updates college and departmental budgets; electronic requisitioning of supplies/equipment (E-procurement).

Campus Cruiser, an optional component of CIS, will “go live” in January 2004. This software provides students with e-mail accounts and facilitates communication between faculty and students.

Trustee Overton asked Mr. Baker what was being done to provide Internet access to students. Mr. Baker informed the Board that the College has approximately 420 computers, 350 of which are student access computers. The labs in the Learning Resources Center are open whenever the College is opened. The other labs on campus are open at various times throughout the day.

Trustee Overton further inquired if anything was being done (grants being sought) to provide students with laptops. Mr. Baker explained that to do so (provide students with laptops) would require a separate network for student connection because students would not be allowed access to the College’s main network. A separate network would be expensive to set up and maintain.

President Wyatt asked the Board for approval to reallocate some of the College’s human resources in an effort to facilitate CIS implementation: The reallocation would entail the following: move employee who is currently the Registrar to the Information Services Department as Systems Administrator and move the employee who is currently Personnel Associate to Registrar. These employees currently make a salary that falls within the salary range designated for their proposed new positions, so no salary adjustment would be necessary. Trustee Jenkins wants to see a job description for the new Systems Administrator; Dr. Morris distributed this description to Board members. Trustee Lewis motioned for the Board to approve this change in personnel subject to the Board’s final approval of a revised organizational chart. Trustee Owens-White seconded the motion. The motion passed.

**SGA Report by Richard Sawyer.** The College is currently collecting new and unwrapped toys for RCCC families affected by Hurricane Isabel and for distribution by Hertford County Social Services. Other SGA-sponsored activities include: Veterans Day program, costume and poetry contests, blood drive, and Christmas Float (RCCC placed 2nd in the Ahoskie parade).

**Attorney Report.** Attorney McLean told the Board that whenever the Board makes a motion for something that would depart from a current policy, the change needs to be detailed so it will be documented in the minutes. This clarification arose from an earlier motion to allow the Board to approve “large” bids for services, which is not called for in the current policy.

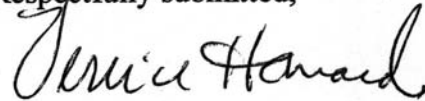
The Board asked to table the discussion of the Trustees Scholarship Luncheon to the next meeting.

In a 9-2 vote, the Board approved to have its meetings moved back to the Jernigan Building Board Room. The motion was made by Trustee Jenkins and seconded by Trustee Farmer.

The next meeting is January 27, 2004, at 7 p.m.

Trustee Reid motioned for the meeting to adjourn, Trustee Owen-White seconded. Motion passed.

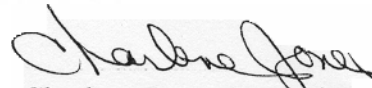
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder