

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, November 26, 2002
Board Room, Jernigan Building**

MINUTES

Trustees Present: Glendale Boone, Margaret Burgwyn, Nellie Fennell, Vernice B. Howard, W. Rob Lewis, II, Johnnie Reid, Lillie Owens-White

Trustees Absent: Leroy Douglas, Jim Farmer, Carl White

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, Charlene Jones, Recorder

The meeting was called to order by Chairwoman Vernice Howard. Invocation was given by Johnnie Reid.

Approval of Minutes – Regular Session. On motion of Lillie Owens-White, seconded by Glendale Boone, the October 22, 2002 regular meeting minutes were approved.

Approval of Minutes – Closed Session. Correction noted: the reason for closed session should be identified in minutes. On motion of Johnnie Reid, seconded by Margaret Burgwyn, the October 22, 2002 closed session meeting minutes were approved with correction.

Student Trustee Report. In the absence of the Student Government President, Dean Diane Kimbrough reported that six students attended the North Carolina Student Government Association meeting.

Personnel Update. Personnel Update is incorporated and made a part of these minutes (per attachment). Cleveland Blount reported that Public Information Officer interviews were held some time ago. However, due to budget constraints, the position could not be filled at this time. This position has been merged with the Webmaster Publication Specialist.

Planning and Advancement Update. Dr. Claudia Morris gave this report. The kick off for the strategic planning process was held on November 8, 2002. Ninety-nine percent of all employees attended. Trustees Johnnie Reid and Vernice Howard also attended. Efforts are moving forward in getting the RCCC Foundation board back up and running. Previous board members have been contacted and only one is interested in serving. Efforts are being made to recruit new members. The Foundation can be instrumental in getting external dollars for the College. Effective December 1st personnel changes in Planning and Advancement have taken place. Two positions have been merged: Public Information Officer and Webmaster; and Clara Moore will assume

50% administrative and clerical and 50% print shop. The College will be executing a contract with Roanoke Electric Cooperative to provide some services on the web and assistance with grant writing. The College tabloid has been received in a new, revised format. The College is required to have an IEP, Technology Plan and Diversity Plan. The Diversity Plan was not updated. The Diversity Plan has been before the Personnel Committee and Executive Management Council for the purpose of updating it. The Plan seeks to prioritize the advancement of women and minorities. A copy of the Plan was distributed for review. The basic changes in the Plan are titles and a statement of the role of the Manager of Human Resources in employment selection process.

Budget Resolution. Dr. Wyatt reported that in preparing the initial Budget Resolution the Business Manager inadvertently transferred dollars from several line items. The Budget Resolution had to be revised to reflect corrections needed as noted by the System Office. The revised Resolution is presented for approval. On motion of W. Rob Lewis, seconded by Margaret Burgwyn, that the Budget Resolution be resubmitted as amended was approved.

Student Services Update. Dean Diane Kimbrough reported that more than 500 students have registered. The report with actual FTE count will be distributed to Trustees at the January meeting.

Request for Approval of Admission Fee for Basketball Games. Organized basketball teams is an expense for the College. Student Services must use student activity fees to cover expenses. Student Services is requesting to be able to charge adults (not RCCC students with ID) a \$3.00 fee. High School students would be free with identification. Student Services will collect the fees and turn them over to the Business Office for the Student Activity account. A schedule of games will be distributed to the Trustees. On motion of Margaret Burgwyn, seconded by Lillie Owens-White, the request by Student Services to charge a \$3.00 fee for adults (non-RCCC students) to attend basketball games is approved.

Continuing Education Workforce Development Update. Update is incorporated and made a part of these minutes (per attachment). Dean Robert Williams reported that training for Continuing Education staff has been scheduled with North Carolina Community College System. This training will insure that Continuing Education reports are completed correctly.

Academic Affairs Update. Dean Linda Alexander reported that the Art Appreciation class scheduled for Northampton County was canceled because of no interest. The College is working with Nucor to provide information systems courses in the Spring for employees. Also working with Hertford County High School to get Huskins students enrolled during early registration. Teacher aides are registering for Early Childhood classes. The faculty is working on revising curriculum requirements for the new catalog. Offering courses at Rivers Correctional Institute, other than curriculum, is still under review.

Hertford County Amended Budget. Dr. Wyatt reported that the Hertford County revised budget amount is \$549,321. RCCC's budget will reflect this change in January 2003.

President's Remarks. President's Report is incorporated and made a part of these minutes (per attachment) . Thanks to the County Commissioners and Board of Trustees for their support on the service area issue. A meeting with representatives of Halifax Community College regarding this issue will be scheduled. A Request for Proposal is being developed to hire an attorney on retainer.

On motion of Margaret Burgwyn, seconded by Glendale Boone, the meeting went into closed session at 8:25 p.m. to discuss a personnel matter.

On motion of W. Rob Lewis, seconded by Lillie Owens-White, the meeting reconvened into regular session at 8:55 p.m.

Committee Reports. Committee reports were tabled until the January meeting. Chairwoman Vernice Howard urged committees to become more active. Committees are to meet on a regular basis. A list of the current committees follows:

Executive Committee

Vernice B. Howard, Chairwoman
Rob Lewis
Leroy Douglas
Lillie Owens-White
Board Secretary

Building and Grounds

Johnnie Reid, Chair
Jim Farmer
Carl White
Margaret Burgwyn
Vernice B. Howard, ex-officio

Finance Committee

Rob Lewis, Chairman
Leroy Douglas
Vernice B. Howard, ex-officio
Board Secretary

Personnel Committee

Lillie Owens-White, Chairwoman
Glendale Boone
Nellie Fennell
Leroy Douglas
Jim Farmer
Carl White
Vernice B. Howard, ex-officio
Board Secretary

An Academic and Student Affairs Committee will be appointed at the next board meeting. All committees should meet and report at the next meeting.

On Motion of W. Rob Lewis, seconded by Margaret Burgwyn, charging a \$10.00 research fee and \$.25 per page for copies is approved. Carl White gave a no vote.

Regular Meeting of the Board of Trustees

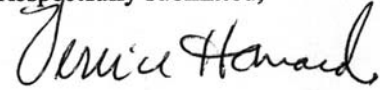
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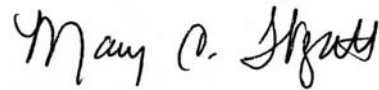
New Board Policy. The preparation of a policy regarding contributions and endorsement of political parties by the President is tabled until the next meeting.

On motion of Lillie Owens-White, seconded by Rob Lewis, the meeting is adjourned.

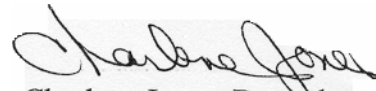
Respectfully submitted,



Vernice Howard, Trustee



Mary C. Wyatt, Secretary



Charlene Jones, Recorder