

ROANOKE-CHOWAN COMMUNITY COLLEGE
 Board of Trustees Meeting
 February 27, 2018
 7:00 p.m.
 Jernigan Building Boardroom

Call to Order: Trustee Andre Lassiter called the meeting to order at 7:02 p.m.

Roll Call: Roll call was done by Tarsha Bush-Dudley.

Trustee Attendance:

<u>Trustee Name</u>	<u>Absent/Present</u>	<u>Arrival Time</u>	<u>At what point did the Trustee enter on the agenda?</u>
Andre Lassiter (Chair)	Present	7:00 p.m.	Beginning
Ronald Gatling (Vice-Chair)	Present	7:00 p.m.	Beginning
Wendy Ruffin-Barnes	Present	7:00 p.m.	Beginning
Dr. Kashi Bazemore-Hall	Absent	N/A	N/A
Rev. Daniel Smith	Present	7:00 p.m.	Beginning
Jeri Pierce	Present	7:00 p.m.	Beginning
Kimberly Turner	Present	7:00 p.m.	Beginning
Julie Terry	Present	7:00 p.m.	Beginning
Carl White	Present	7:16 p.m.	Finance Report
James Eure	Present	7:00 p.m.	Beginning
Rev. C. David Stackhouse	Present	7:00 p.m.	Beginning
Mary Harrell-Sessoms	Present	7:00 p.m.	Beginning
Megan Hunnicutt (Student)	Present	7:00 p.m.	Beginning

Staff Present: Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Executive Administrative Assistant to the President/Board Clerk), Deborah Dickinson (Dean of Academic Affairs), Belinda Smith (Comptroller), Nicole Boone (Human Resources Coordinator), Dawnelle Robinson (Dean of Administrative & Fiscal Services), Charles Purser (Dean of Continuing Education), LaTonya Nixon (Dean of Student Services)

Others Present: Attorney Gilbert Chichester.

Invocation: Given by Trustee Smith.

Approval of the Agenda:

- On a motion by Trustee Gatling and seconded by Trustee Stackhouse the Board approved the February 27, 2018 agenda.

Approval of Minutes:

- On a motion by Trustee Harrell-Sessoms and seconded by Trustee Terry the Board approved the January 23, 2018 regular session minutes.

Conflict of Interest Statement: Read by Trustee Lassiter. None were noted.

Finance Committee

Dean Robinson presented the Month End Report for January 2018. She distributed and discussed the amended State Budget Summary, which noted \$60,000 that was transferred from the Administrative/Support line item under supplies for the Continuing Education department, and \$35,000 from the same line item to be placed in the Curriculum Department. There was also a noted gain in the State Budget line in the amount of \$153, 701. A detailed explanation of the budget dollars is listed on the back of the budget sheet.

Trustee Gatling inquired about why additional funds were being moved to the Continuing Education and Curriculum Departments. Dean Robinson's response was that FTE has increased, and additional courses will be offered. She stated that the GED Department was underfunded.

Dr. Elliott stated there has been an increase in the number of part-time employees, resulting from an increase in numbers and course offerings at the prison. He also stated there would be an additional 60-70 Early College High School student, which will increase enrollment to over 200 students.

Chairman Lassiter asked if money could be legally transferred from the Administrative/Support budget and moved into another line item. Dean Robinson stated that the Administrative/Support line was a reserve amount, and anytime money is moved, it would be moved from this account.

Trustee Turner questioned if the Administrative/Support line item money would be moved to support the negative balances in Curriculum and Continuing Education. Dean Robinson agreed that it would.

Chairman Lassiter inquired about if the money is not spent, does the College draw down on it? Dean Robinson stated that there are plans to expend all of the funds.

Trustee Gatling asked the purpose of the Administrative/Support line item. Dean Robinson stated it has everything to do with supplies, and everyone in the Jernigan Building. He asked how many people are in the GED Department. Dean Purser stated there are approximately 40-42 people.

Trustee Pierce stated she would like to see a breakdown of what will be allocated in each area. Dean Robinson agreed to get that information to the Board.

Chairman Lassiter stated, "The Trustees were advised by Dean Robinson that the October Month End Report was incorrect, so basically we voted to approve an inaccurate report." He asked Dean Robinson if she had a revised copy. She stated she could have the information to the Trustees by the end of the week.

- On a motion by Trustee Stackhouse, and seconded by Trustee Harrell-Sessoms the budget amendments were approved.
- On a motion by Trustee Stackhouse, and seconded by Trustee Turner the Board approved the January 2018 Month End Report.

Personnel Committee

- On a motion by Trustee Harrell-Sessoms, and seconded by Trustee Stackhouse the Board approved the Additional Duties/Salary Increase for the Director of Continuing Education.
- On a motion by Trustee Ruffin-Barnes, and seconded by Trustee Eure the Board approved the Director of Comprehensive Public Service Programs position.
- On a motion by Trustee Ruffin-Barnes and seconded by Trustee Harrell-Sessoms the Board approved the Director of College and Career Readiness position.

Chairman Lassiter inquired if there would be an updated organizational chart to reflect the changes that were voted upon tonight. Dr. Elliot stated there would be an updated version of the organizational chart at the next meeting.

Policy & Quality Assurance Committee

- Trustee Eure discussed the changes that have been made to Section I, and asked that the Trustees review the changes, and be ready to vote on them at the next regularly scheduled meeting.

President's Report

- Student Trustee Hunnicutt, presented a power point presentation regarding activities that have taken place in the Student Government Association.
- Dean Purser, Dean Nixon, and Dean Dickinson gave an extensive overview of their departments. (See attachment.)
- Dr. Elliott shared a power point presentation on campus updates and where the College is currently. (See attachment.) He stated there would be a fire school held on campus on March 23rd -24th.

Board Chair Report

- Trustee Lassiter shared information he received during the 2018 National Legislative Summit.
- Chairman Lassiter discussed the 2018 Spring Retreat, and gave the Trustees an option of two dates. The Trustees chose March 23-24, 2018 as the date for the retreat.
- On a motion by Trustee Stackhouse and seconded by Trustee Eure the Board approved the resolution for Dr. W. Eric Thomas.

Closed Session

- On a motion by Trustee Gatling and seconded by Trustee Harrell-Sessoms the Board agreed to go into closed session at 8:20 p.m. to discuss a personnel issue.
GS 143.318.11. (a)(3)
- On a motion by Trustee Turner, and seconded by Trustee Terry the Board approved the January 23, 2018 closed session minutes.

Adjournment

- On a motion by Trustee Gatling and seconded by Trustee Harrell-Sessoms, the meeting adjourned at 9:25 p.m.