

ROANOKE-CHOWAN COMMUNITY COLLEGE  
 Board of Trustees Meeting  
 March 24, 2018  
 8:00 a.m.  
 Jernigan Building Boardroom

**Call to Order:** Trustee Andre Lassiter called the meeting to order at 8:09 a.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	8:00 a.m.	Beginning
Ronald Gatling (Vice-Chair)	Present	8:00 a.m.	Beginning
Wendy Ruffin-Barnes	Present	8:00 a.m.	Beginning
Dr. Kashi Bazemore-Hall	Present	8:00 a.m.	Beginning
Rev. Daniel Smith	Present	8:00 a.m.	Beginning
Jeri Pierce	Present	8:00 a.m.	Beginning
Kimberly Turner	Present	8:00 a.m.	Beginning
Julie Terry	Present	8:00 a.m.	Beginning
Carl White	Present	8:00 a.m.	Beginning
James Eure	Present	8:00 a.m.	Beginning
Rev. C. David Stackhouse	Present	8:00 a.m.	Beginning
Mary Harrell-Sessoms	Absent	N/A	N/A
Megan Hunnicutt (Student)	Present	8:00 a.m.	Beginning

**Staff Present:** Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Executive Administrative Assistant to the President/Board Clerk)

**Others Present:** Dr. Audre Levy (Retreat Facilitator)

**Invocation:** Given by Trustee Smith.

**Approval of the Agenda:**

- On a motion by Trustee Pierce and seconded by Trustee Bazemore-Hall the Board approved the March 24, 2018 agenda.

### **Approval of Minutes:**

- On a motion by Trustee Turner, and seconded by Trustee Stackhouse the Board approved the February 27, 2018 regular session minutes.

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

### **Finance Committee**

- On a motion by Trustee Eure and seconded by Trustee Stackhouse, the Board approved the Month End report February 2018.

The Trustees reviewed and discussed the audit findings prepared by Cynthia D. Carter, CPA. The Trustees discussed the first line of the report, which states: **This report does not constitute an audit of R-CCC's finances nor is it an auditor's opinion of R-CCC's financial reports. It is a review of specific items based on the data provided by R-CCC management.** The Trustees would like to move forward with an internal audit of the finances of the institution.

### **Buildings & Grounds Report**

- Trustee Smith stated the Buildings & Grounds Committee met on Wednesday and discussed the location of the Fine Arts Building. He stated the suggested location is near the front of the campus. There are fiber optic lines located at this location. There will be a fee associated with the removal of these lines. Trustee Smith stated that Mr. Timothy Lassiter would contact a company to inquire about the cost of this project.

### **Policy & Quality Assurance Committee**

- On a motion by Trustee Gatling, and seconded by Trustee Stackhouse, the Board approved the Section 1 Board Policies: General Provisions, Definitions, and Governance.
- The Trustees discussed Section 2 Board Policies. Trustee Eure asked that a copy of Section 2 be sent to the Trustees for review prior to the next regularly scheduled meeting.

### **Board Chair Report**

- Chairman Lassiter discussed the resignation of Attorney Gilbert Chichester. He stated Attorney Chichester stated he would stay on with the Board until a replacement is found. Chairman Lassiter also stated solicitation for an attorney should be conducted immediately.
- Chairman Lassiter discussed an email from Dr. Elliott regarding a response from Shante Martin of the NCCCS. The inquiry was made by Trustee Kimberly Turner regarding equal Trustee representation for Northampton County. The Trustees discussed the response from Ms. Martin, and Chairman Lassiter read excerpts from the original initiation plan from the College. The Trustees discussed the importance of contacting outside entities when a fee is paid each month for the College attorney. Trustee Turner stated upon reading the General Statutes regarding Board of Trustees, she was inquisitive about county representation; however, she stated never meant to offend anyone.

### **Closed Session**

- On a motion by Trustee Stackhouse, and seconded by Trustee Gatling the Board agreed to go into closed session at 9:32 a.m. to discuss a personnel issue.  
GS 143.318.11. (a)(3)

### **Adjournment**

- On a motion by Trustee Gatling, and seconded by Bazemore-Hall, the meeting adjourned at 9:36 a.m.