

ROANOKE-CHOWAN COMMUNITY COLLEGE
 Board of Trustees Meeting
 May 22, 2018
 7:00 p.m.
 Jernigan Building Boardroom

Call to Order: Trustee Andre Lassiter called the meeting to order at 7:01 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	Present	7:52 p.m.	President's Report
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
James Eure	Present	7:00 p.m.	Beginning
Rev. C. David Stackhouse	Absent	N/A	N/A
Mary Harrell-Sessoms	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), Charles Purser (Dean of Continuing Education), LaTonya Nixon (Dean of Student Services)

Others Present: Attorney Gilbert Chichester, Attorney Charles Francis, Mrs. Camellia Rice (Financial Consultant)

Invocation: Given by Rev. Smith.

Approval of the Agenda:

- On a motion by Trustee Harrell-Sessoms and seconded by Trustee Gatling, the Board approved the May 22, 2018 agenda.

Approval of Minutes:

- On a motion by Trustee Gatling, and seconded by Trustee Terry the Board approved the April 24, 2018 regular session minutes.

Dr. Elliott recognized the individuals receiving the Executive Certificate in Leadership Ministry Certificate.

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

Finance Committee

- Ms. Smith discussed the Month End Report dated April 30, 2018.

Mrs. Smith introduced Ms. Camilla Rice, Financial Consultant for the R-CCC Business Office. Ms. Smith also asked that \$40,000-\$50,000 be transferred to pay for the consultant. The Trustees told Mrs. Smith they could not vote on her request without having information in writing.

Personnel Committee

- Trustee Pierce discussed the handouts regarding the Mail Services Courier/Print Shop Specialist, and the Administrative Assistant to the Public Safety Department. Trustee Gatling asked if the positions were needed immediately. Dr. Elliott stated there was not an immediate need at the moment.

Trustee Gatling questioned that after receiving the internal audit and reading the contents of the information in it should the College be hiring during the month of May when the fiscal year ends on June 30th, especially if there is not an immediate need for the positions. He stated that maybe we should review the plan of action Dr. Elliott plans to take as a result of the audit before additional hires are made.

The consensus of the Board was to table the positions until the June 26, 2018 regular session meeting.

Policy & Quality Assurance Committee

- Mr. Eure discussed Section 2 Board Policies, and stated the Trustees would receive the revisions to Section 3 prior to the next meeting.
- On a motion by Trustee Pierce and seconded by Trustee Ruffin-Barnes the Board approved the revisions to the policies of Section 2.

Buildings & Grounds Report

- Trustee Smith discussed the internal audit and the portion related to the Connect NC Bonds project. The report states that the College has (9) capital projects approved by the State Board totaling \$6.26 million for planned facility improvements. None of these projects have moved forward despite of the fact that (7) of the projects are renovations to existing facilities and do not require a local match. An eighth renovation project only requires a very small match of \$30,000 in which the College has available.

He stated Dean Purser lacks experience managing publicly funded projects through the NCCCS Office and the Office of State Construction. Therefore, he will be attending training sessions this summer to assist him with information that is needed in order to move forward with these projects. Dean Purser reported to the consultant that the College was already delinquent in reimbursing the architect. Trustee Smith stated the problem needs to be rectified as soon as possible.

Board Chair Report

- Chairman Lassiter acknowledged Mrs. Dudley's birthday during the month of May.
- Chairman Lassiter stated he would discuss the review of the internal policy during closed session.

President's Report

- Dr. Elliott discussed a power point presentation, which included information regarding each department. (See handout.)
- Dr. Elliott shared a handout regarding enrollment and the estimated FTE for Summer 2018. The current unduplicated headcount is 239 and the total FTE 48.24.

Closed Session

- On a motion by Trustee Gatling, and seconded by Trustee Bazemore-Hall the Board agreed to go into closed session at 8:03 p.m. to discuss a personnel issue. GS 143.318.11. (a)(3).

T. Dudley did not take closed session minutes for this meeting.

Open Session

- On a motion by Trustee Gatling and seconded by Trustee Smith, the Board agreed that on May 28, 2018 the Board is prepared to enter into a contract with Attorney Francis for legal representation contingent upon Francis Law Firm being the only applicant.

Adjournment

- On a motion by Trustee Gatling, and seconded by Trustee Bazemore-Hall, the meeting adjourned at 9:42 p.m.