

**ROANOKE-CHOWAN COMMUNITY COLLEGE**

Board of Trustees Meeting

January 22, 2019

7:00 p.m.

Jernigan Building Boardroom

**Call to Order:** Chairwoman Pierce called the meeting to order at 7:03 p.m.

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

**Trustee Attendance:**

<b><u>Trustee Name</u></b>	<b><u>Absent/Present</u></b>	<b><u>Arrival Time</u></b>	<b><u>At what point did the Trustee enter on the agenda?</u></b>
Jeri Pierce (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. Claudia Richardson	Present	7:15 p.m.	Personnel Report
Dr. Kashi Bazemore	Present	7:25 p.m.	Finance Report
Rev. Daniel Smith	Present	7:00 p.m.	Beginning
Andre Lassiter	Present	7:00 p.m.	Beginning
Kimberly Turner	Present	7:00 p.m.	Beginning
Jean Matthews	Present	7:00 p.m.	Beginning
James Eure	Present	7:00 p.m.	Beginning
Mary Harrell-Sessoms	Present	7:00 p.m.	Beginning
Bradley Peacock (SGA)	Present	7:00 p.m.	Beginning

**Staff Present:** Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Board Clerk), Belinda Smith (Comptroller), Nicole Boone (Human Resources Coordinator), LaTonya Nixon (Dean of Student Services), Charles Purser (Dean of Continuing Education), Dr. Adriane Leche (Dean of Curriculum), Jaime Peele (Institutional Effectiveness Coordinator). Mr. Mark Alt (Small Business Center Director), Joanne Johnson-Shaw (Executive Administrative Assistant to the President),

**Others Present:** Attorney Charles Francis, Michelle Boone-Gatling, Carol L. Williams, Michael E. Williams

**Invocation:** Given by Trustee Smith.

**Conflict of Interest Statement:** Read by Chairwoman Pierce. None were noted.

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**Approval of the Agenda:**

- On a motion by Trustee Harrell-Sessoms and seconded by Trustee Trent the Board approved the January 22, 2019 agenda.

**Recognition of Certificates for Executive Leadership in Ministry:**

Dr. Elliott recognized the following individuals: Michelle Boone-Gatling, Joanne Johnson-Shaw, Carol L. Williams, and Michael E. Williams

**Approval of Minutes:**

- On a motion by Trustee Ruffin-Barnes and seconded by Trustee Turner the Board approved the November 27, 2018 regular session minutes.

**Personnel Committee:**

- Dr. Elliott introduced the Trustees to Mr. Mark Alt who is the newly hired Director of the Small Business Center.

**Finance Committee**

- On a motion by Trustee Gatling and seconded by Trustee Turner the Board approved the November 2018 Month End Report.
- On a motion by Trustee Trent and seconded by Trustee Harrell-Sessoms the Board approved the December 2018 Month End Report.
- On a motion by Trustee Ruffin-Barnes and seconded by Trustee Trent the Board approved the Allowable Methods Awarding Compensation Increase Reserve Funds item (c) which reads as follows:

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**Allowable Methods of Awarding Compensation Increase Reserve Funds: Section 35.11 provides community college boards of trustees with the flexibility to award salary increases through various methods within guidelines adopted by the State Board. Colleges must award Compensation Increase Reserve funds to employee base salary/pay through one or more of the following methods consistent with local policies and/or actions approved by the local board of trustees:**

- a) Merit-based adjustments,**
- b) Across-the-board adjustments,**
- c) Retention/market rate adjustments, and**
- d) Other adjustments authorized by local policy (i.e. increases for educational attainment, experience, etc.)**

**The method(s) selected by the college must be implemented consistent with local policies and/or board of trustee directives.**

**In addition to colleges increasing pay rates, colleges may also increase base salaries for retention/market purposes by extending the number of months in the**

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**: Committee Report on the Base and Expansion Budgets dated May 28, 2018: Item 65 on page B 20.**

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**contractual term (i.e. provide 12-month vs. 9-month contracts). This is consistent with our argument that the salary provided through a nine-month faculty contract may not be competitive with the salary provided by a competing employer for 12 months of work. However, Compensation Increase Reserve funds may not be used to provide stipends or other one-time adjustments to pay for temporary work assignments.**

**In addition to the recurring adjustments listed above, colleges may also use Compensation Reserve funds to provide recruitment bonuses in order to attract high quality candidates. No other types of bonuses/non-recurring adjustments are allowable with these funds.**

**Compensation increase funds cannot be reverted as part of the Management Flexibility reduction.**

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

- Mr. Eure asked the Trustees to review the Whistleblower Policy and the Continuing Education & Workforce Development Continuity and Integrity Plan that was included in the packet, and be prepared to vote on these policies at the February 26, 2019 meeting.
- On a motion by Trustee Eure and seconded by Trustee Bazemore the Board approved R-CCC Policies 10-13.
- Dean Leche presented a power point presentation on SACSCOC Compliance Recommendations. She stated the College has been placed on warning for six months as a result of the response to unsolicited information regarding non-compliance with standards related to the governing board, board/administrative distinctions, the CEO and personnel matters. She stated the College was placed on warning due to failure to make timely and significant progress toward correcting deficiencies that led to the finding of non-compliance. The maximum time in warning status is two years; however, R-CCC has been given 6 months which will end in June 2019. She reviewed Standards 4.1 a-e Governing Board Characteristics, 4.2b Board /Administration Distinction, 5.2a CEO Control, and 5.5 Personnel Appointment and Evaluation policies. She stated a conference call has been set up with SACSCOC on January 29<sup>th</sup> at 2 p.m., and there will be a monitoring visit on April 9-11, 2019. The monitoring report is due six weeks prior to the visit.

### **Board Chair's Report:**

- Chairwoman Pierce acknowledged Trustee Ruffin-Barnes's birthday on January 10<sup>th</sup>.
- Trustee Pierce stated she has discussed having a Board orientation with Dr. Elliott, She asked all new Trustees to contact Dr. Elliott to specify a date in mid-February that would possibly fit their schedules so that everyone is able to attend. She stated Dr. Elliott's leadership team will give the new Trustees and overview of their departments and the orientation will conclude with a tour of the College. Trustee Bazemore asked that she be added as part of the tour.

### **President's Report**

- Dr. Elliott asked Mr. Peacock to come forth and give an overview of the Student Government activities that have taken place during the month of October.
- Dr. Elliot shared a power point presentation regarding the campus updates and initiatives that have taken place at R-CCC. (See handout.)

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**Closed Session**

- On a motion by Trustee Gatling and seconded by Trustee Eure the Board went into closed session at 8:50 p.m. to discuss a personnel and legal matter.

**Announcements**

- Mr. Peter Hans will visit the R-CCC campus on Thursday, January 24, 2019 at 1 p.m. The meeting will take place in the Jernigan Building Boardroom.

**Adjournment**

- On a motion by Trustee Bazemore and seconded by Trustee Eure, the meeting adjourned at 9:47 p.m.