

**ROANOKE-CHOWAN COMMUNITY COLLEGE**

Special Called Board of Trustees Meeting

July 25, 2019

7:00 p.m.

Jernigan Building Boardroom

**Call to Order:** Chairwoman Pierce called the meeting to order at 7:02 p.m.

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

**Trustee Attendance:**

<b>Trustee Name</b>	<b>Absent/ Present</b>	<b>Arrival Time</b>	<b>At what point did the Trustee enter on the agenda?</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	7:00 p.m.	Beginning
Dr. Kashi Bazemore	Present	7:09 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
John Trent	Present	7:00 p.m.	Beginning

**Staff Present:** Dr. Stanley Elliott (President), Tarsha Bush-Dudley (Board Clerk), Belinda Smith (Controller), Nicole Boone (Interim Human Resources Coordinator), Charles Purser (Dean of Continuing Education), Annette Edwards (Chief Finance Officer), Joanne Johnson-Shaw (Executive Administrative Assistant to the President), Jaime Heckstall (Institutional Effectiveness Coordinator)

**Others Present:** Attorney Charles Francis

**Invocation:** Given by Trustee Eure.

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

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**Approval of the Agenda:**

- On a motion by Trustee Turner and seconded by Trustee Matthews the Board approved the July 25, 2019 agenda.

**Finance Committee**

- Mrs. Belinda Smith distributed and discussed the May and June 2019 month end reports.
- On a motion by Trustee Trent and seconded by Trustee Turner the Board approved the May/June 2019 Month End Reports.

**Board Chair's Report:**

- Chairman Pierce reminded the Trustees that the College does not have a credit card, and stated to them if they planned to attend the 2019 ACCT Leadership Conference scheduled to take place on October 16-19, 2019, airline tickets and reservations for lodging must be paid up front by them. She stated to the Trustees they will be reimbursed upon return after the proper reimbursement forms have been completed.

**President's Report**

- Dr. Elliott formally introduced Ms. Annette Edwards to the Board of Trustees. He then presented the following new hires to the Board of Trustees: Sabrina Jacobs, Christopher Douglas (Network Administrator), Timothy Williams (Recruiter), Dwight Parish (Biology Instructor).
- Dr. Elliott distributed and discussed the 2019-20 Organizational Chart. The chart was tabled until the next regularly scheduled meeting due to the fact the Trustees did not have the document prior to the meeting in order review it.
- Dr. Elliot shared a power point presentation regarding the 2019 Fall Enrollment, and campus updates and initiatives that have taken place at R-CCC. (See handout.)

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- Dr. Elliot had Dean Purser to come forth to discuss the Capital Improvement Project Revision. He suggested that project 2272 be abandoned in order to complete the two other projects fully. The amount of the projects were different from the original plan; therefore, more information will be presented at the next regularly scheduled meeting upon contacting the architectural engineering firm that has been working with the College on the projects. Oakley Collier. If their schedule permits, Dean Purser will have them attend the meeting.

**Closed Session**

- On a motion by Trustee Lassiter and seconded by Trustee Harrell-Sesames the Board went into closed session at 8:07 p.m. to discuss a personnel and legal issue.

**Adjournment**

- On a motion by Trustee Gatling and seconded by Trustee Lassiter the meeting was recessed and will reconvene on Tuesday, July 30, 2019 at 7 p.m. in the Jernigan Building Boardroom.