

**Roanoke-Chowan Community College
Board of Trustees Meeting
Jernigan Building Boardroom
August 26, 2025
6 p.m.**

Regular Session Minutes

Call to Order: Interim Chair Pierce called the meeting to order at 6:00 p.m.

Oath of Office Ceremony: Hertford County Magistrate Tammy Askew administered the Oath of Office to the new and reappointed Trustees. (See agenda.)

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

Trustee Attendance:

<u>Trustee Name</u>	<u>Absent/Present</u>
Jeri Pierce (Interim Chair)	Present
Mary Harrell	Present
Albert Vann	Present
Jean Matthews	Present
Betty Pugh	Present
Otis Smallwood	Present
Renee Tyler	Present
Geneva Riddick-Faulkner	Absent
Catherine Wilson	Absent
Raymond Faircloth, Jr.	Present
Sheila Eley	Present
John Horton	Present
Shavonda Pugh	Present
Ron Roberson	Present
Deborah Gatling	Present
Keedra Whitaker	Present

Staff Present: Dr. Murray Williams (President), Mrs. Miriam Moore (CFO/VP of Administrative Services), Dr. Tanya Oliver (Executive Vice President of Academic and Student Affairs), Mr. Steven Matthews (Vice President of Workforce & Institutional Advancement), Mr. Clarence Hall (Director of Information Technology), Tarsha Bush-Dudley (Board Liaison)

Others Present: Family members of the new and reappointed Trustees.

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Election of Officers:

- Dr. Williams opened the floor to nominations for Chairman.
- Trustee Matthews nominated Trustee Pierce as Chairman of the R-CCC Board of Trustees for fiscal year 2025-26.
- Trustee Harrell closed the motion on the said name.
- **On a motion by Trustee Matthews and seconded by Trustee Harrell the Board approved Trustee Pierce as Chairman of the R-CCC Board of Trustees for fiscal year 2025-26.**
- Chairman Pierce opened the floor for nominations of Vice-Chairman for fiscal year 2025-26.
- Trustee Roberson nominated Trustee Smallwood as Vice-Chairman of the R-CCC Board of Trustees for fiscal year 2025-26.
- Chair Pierce nominated Trustee Harrell as Vice-Chairman of the R-CCC Board of Trustees for fiscal year 2025-26.
- Trustee Harrell respectfully declined the nomination.
- Trustee Roberson closed the motion on the said name.
- **On a motion by Trustee Harrell and seconded by Trustee Betty Pugh the Board approved Trustee Smallwood as Vice-Chairman for the R-CCC Board of Trustees for fiscal year 2025-26.**
- Chairman Pierce opened the floor for nominations for R-CCC Board Secretary for fiscal year 2025-26.
- Trustee Pugh nominated Dr. Williams as the R-CCC Board Secretary for fiscal year 2025-26.
- **On a motion by Trustee Pugh and seconded by Trustee Vann the Board approved Dr. Williams as the R-CCC Board Secretary for fiscal year 2025-26.**

Invocation: Given by Trustee Faircloth.

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

Mission/Vision Statement Review: Vice-Chairman Smallwood read the R-CCC Mission and Vision Statements with the Trustees.

Introduction of New Employees: Dr. Oliver introduced the following individuals as new employees of R-CCC:

- Octavia Woodley - Assistant Registrar
- Shanequa Brockers – Admissions & Records Specialist
- Janel Barnes- Financial Aid Specialist
- Johnathan Jenkins- HVAC Faculty

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Approval of the Agenda:

- On a motion by Trustee Vann and seconded by Trustee Harrell, the August 26, 2025, agenda was approved by the Board.

Approval of Board Meeting Minutes:

- On a motion by Trustee Tyler and seconded by Trustee Pugh, the Board approved the regular session minutes dated June 24, 2025.

Committee Reports:

Finance Committee:

- Mrs. Moore gave an overview of the Financial Report dated June 30, 2025.
- On a motion by Trustee Faircloth and seconded by Trustee Vann, the Board approved the June 30, 2025, Finance Report.

Policy & Quality Assurance Committee:

- Dr. Williams distributed and discussed R-CCC Policy 5.4.3.
- On a motion by Trustee Matthews and seconded by Trustee Harrell the Board approved R-CCC Policy 5.4.3. (See attached.)

Board Chair's Report:

- Chairman Pierce welcomed the new Trustees.
- Chairman Pierce acknowledged the Trustees that have celebrated a recent birthday.
- Chairman Pierce reminded the Trustees to support the R-CCC Foundation. A pledge card was given to each Trustee.
- Chairman Pierce stated the next regularly scheduled Board meeting will take place on Tuesday, October 28, 2025, beginning at 7 p.m.
- Chairman Pierce asked the Trustees to choose a date from the ones that were previously given that best fits their schedule for the local Board Retreat.

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President's Report:

- Dr. Williams stated the College has an FTE of 833, which is a 6.5% increase from 2024, and the highest FTE the College has had since 2019.
- Dr. Williams stated enrollment has increased by 5.8% from last year.
- She asked the Trustees to sign and return the Conflict-of-Interest documents that were distributed at the beginning of the meeting.
- Dr. Williams gave an update on the R-CCC Building Projects. She stated there will be a meeting with an architect on September 5th to discuss the new Allied Health Building. She also stated she is working with another firm on the Dupont Davis and Lassiter-Gatling Building.

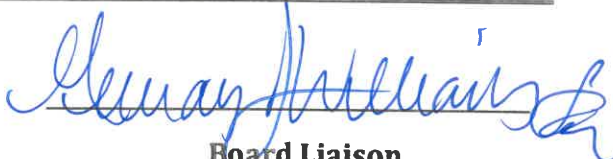
Closed Session:

- On a motion by Trustee Matthews and seconded by Trustee Harrell the Board went into closed session at 6:45 p.m.

Adjournment:

- On a motion by Trustee Tyler and seconded by Trustee Faircloth the meeting adjourned at 7:35 p.m.


Board Chairman


Board Liaison