

**Roanoke-Chowan Community College
Board of Trustees Meeting
Jernigan Building Boardroom
October 28, 2025
6 p.m.**

Regular Session Minutes

Call to Order: Chair Pierce called the meeting to order at 7:00 p.m.

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

Trustee Attendance:

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

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: None

Invocation: Given by Trustee Vann.

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.

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

- Brianna Cofield (CCR Data Specialist)
- Veronica Clark (Accounts Payable Technician)
- Terrance Green (Director of TRIO)

Approval of the Agenda:

- On a motion by Trustee Vann and seconded by Trustee Harrell, the October 28, 2025, agenda was approved by the Board.

Approval of Board Meeting Minutes:

- On a motion by Trustee Harrell and seconded by Trustee Tyler, the Board approved the regular session minutes dated August 26, 2025.

Committee Reports:

Finance Committee:

- Mrs. Moore gave an overview of the Financial Report dated September 2025.
- On a motion by Trustee S. Pugh and seconded by Trustee Roberson, the Board approved the Finance Report dated September 2025.
- On a motion by Trustee Smallwood and seconded by Trustee Harrell the Board approved the 2025-2026 Annual Budget.

Policy & Quality Assurance Committee:

- On a motion by Trustee Eley and seconded by Trustee Faircloth the Board approved R-CCC Policy 3.3.4 (See attached.)
- On a motion by Trustee Harrell and seconded by Trustee S. Pugh the Board approved Policy 3.3.6. (See attached.)

Records Retention and Disposition:

- On a motion by Trustee Roberson and seconded by Trustee B. Pugh the Board approved the Records Retention and Disposition Schedules.

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Board Chair's Report:

- Chairman Pierce acknowledged the Trustees that have celebrated a recent birthday: (Trustee Harrell- 9/12, Trustee Horton-10/15, Trustee Eley-10/28)
- Chairman Pierce reminded the Trustees to support the R-CCC Foundation and to submit their pledge cards to Dr. Williams.
- Chairman Pierce reminded the Trustees of the Board Retreat which is scheduled to take place on March 27-28, 2026.
- Chairman Pierce stated Trustee Riddick-Faulkner has resigned from the Board.
- Chairman Pierce stated the next regularly scheduled Board meeting will take place on Tuesday, January 27, 2026, beginning at 7 p.m.

President's Report:

- Dr. Williams stated Chair Pierce and Mr. Andre Lassiter, Sr. represented the College well as presenters for the session entitled Building a Strong Board of Trustees at the national ACCT Conference that was recently held in New Orleans.
- Dr. Williams stated the College will be working with the Belk Center of Raleigh at no cost to create a new strategic plan beginning January 2026.
- She asked the Trustees to sign and return the Conflict-of-Interest documents that were distributed at the beginning of the meeting.
- Dr. Williams congratulated VP Matthews on the recent approval of the training proposal from the U.S. Navy and BlueForge Alliance. The initiative to establish a Maritime Electrical Program within the Continuing Education Division was awarded \$520,000 to support building renovations and the purchase of equipment for student training.
- Dr. Williams informed the Board that the college would be eliminating the part-time board clerk position and the administrative duties related to the Board would be handled by the president's executive assistant beginning January 2026.

Closed Session:

- On a motion by Trustee Roberson and seconded by Trustee Gatling the Board went into closed session at 8:42 p.m.

Adjournment:

- On a motion by Trustee Harrell and seconded by Trustee Vann the meeting adjourned at 9:10 p.m.



Board Chairman



Board Secretary