



**BOARD OF TRUSTEES MEETING**

Jernigan Building Boardroom

November 28, 2023

7 p.m.

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

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

**Trustee Attendance:**

<b>Trustee Name</b>	<b>Absent/Present</b>
<b>Ronald Gatling (Chair)</b>	<b>Present</b>
<b>Jeri Pierce (Vice-Chair)</b>	<b>Present</b>
<b>Mary Harrell</b>	<b>Present</b>
<b>Albert Vann</b>	<b>Present</b>
<b>Jean Matthews</b>	<b>Present</b>
<b>Betty Pugh</b>	<b>Absent</b>
<b>Otis Smallwood</b>	<b>Present</b>
<b>Renee Tyler</b>	<b>Present</b>
<b>Geneva Riddick-Faulkner</b>	<b>Absent</b>
<b>Catherine Wilson</b>	<b>Present</b>

**Staff Present:** Dr. Murray Williams (President), Ms. Miriam Caslin (Vice President, Administrative & Fiscal Services), Dr. Tanya Oliver (Associate Vice President of Student Services), Ms. Stephanie Benson (Executive Vice President for Workforce and Institutional Effectiveness), Ms. Kimberly Lassiter (Executive Director of Human Resources), Tarsha Bush-Dudley (Board Liaison)

**Others Present:** Magistrate Alfonzia Williams

**Invocation:** Given by Trustee Harrell.

**Oath of Office Ceremony:** The Oath of Office was presented to Rev. Raymond Faircloth, Jr. by Magistrate Williams.

**Conflict of Interest Statement:** Read by Chair Gatling. None were noted.

**Mission Statement Review:** Vice-Chair Pierce reviewed the R-CCC Mission Statement with the Trustees.



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**Introduction of New Employees:** The following person was introduced as a new employee of R-CCC:

1. Kimberly Lassiter, Executive Director of Human Resources

**Approval of the Agenda:** On a motion by Trustee Matthews and seconded by Trustee Harrell the November 28, 2023, agenda was approved by the Board.

**Approval of Board Meeting Minutes:** On a motion by Trustee Vann and seconded by Trustee Tyler, the Board approved the October 24, 2023, Board minutes.

**Committee Reports:**

**Finance Committee:**

- Ms. Caslin gave an overview of the Financial Report for October 2023, the FY 2023-2024 State Aid Allocations and Annual Budget, and the R-CCC Adjusted Salary Pay Scale.
- On a motion by Trustee Pierce and seconded by Trustee Harrell, the Board approved the Financial Report for October 2023.
- On a motion by Trustee Smallwood and seconded by Trustee Vann, the Board approved the FY State Aid Allocations and Annual Budget.
- On a motion by Trustee Pierce and seconded by Trustee Harrell, the Board approved the R-CCC Adjusted Salary Pay Scale.

**Policy & Quality Assurance Committee:**

- Trustee Smallwood gave an overview of the 2023-2024 Academic Calendar Approval-Christmas Break Modification.
- On a motion by Trustee Harrell and seconded by Trustee Matthews the Board approved the Christmas Break Modification for FY 2023-2024.

**Board Chair's Report**

- Chair Gatling discussed the R-CCC pledge cards that were distributed to the Trustees. He asked that the Trustees consider pledging a minimum of \$1,000 to the R-CCC Foundation by January 31, 2024.



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- Chair Gatling stated he has formed a Building Committee for Mitchell-Hall Health Sciences Building. The following people have been identified to serve on the committee:
  1. Dr. Murray Williams, R-CCC President
  2. Mr. Ronald Gatling, R-CCC Board Chair
  3. Mr. William Blanchard, EMT Director
  4. Ms. Miriam Caslin, Vice President of Administrative Services/CFO
  5. Ms. Stacy Futrell, Nursing Director
  6. Mr. Andre Lassiter, Sr., Former Trustee/Foundation Board Chair
  7. Mr. Timothy Lassiter, Facilities Director
  8. Ms. Wendy Ruffin-Barnes, Former Trustee
  9. Mr. John Trent, Former Trustee
  10. Ms. Kimberly Turner, Former Trustee

**President's Report**

- Dr. Williams cordially invited the Trustees to the R-CCC Annual Christmas Party that is scheduled to take place on Monday, December 11, 2023, from noon to 2 p.m. in the Freeland Building Community Room.
- Dr. Williams discussed the flyer distributed by the R-CCC Student Government Association regarding the Warm Christmas Blessing Donations to help people within the community that are less fortunate. Donated items are needed by Friday, December 8, 2023.
- Dr. Williams asked the Trustees to complete the two documents that were distributed to the Trustees regarding institutional accreditation. She asked the Trustees to complete the Trustee Profile Document and the Conflict-of-Interest Policy Acknowledgement and Disclosure Form and submit them to her at the end of the meeting.

**Closed Session:**

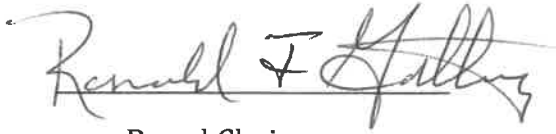
- There was no closed session for this meeting.

**Adjournment:**

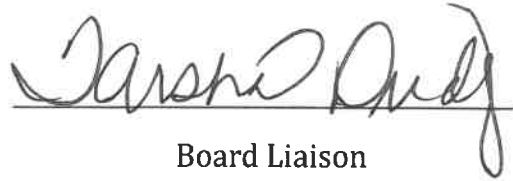
- On a motion by Trustee Harrell and seconded by Trustee Tyler the meeting adjourned at 7:33 p.m.

**Roanoke-Chowan Community College**

Board of Trustees Meeting  
Jernigan Building Boardroom  
Tuesday, November 28, 2023  
7 p.m.



Board Chairman



Board Liaison