**Richland One Middle College Board of Directors**

**Midlands Technical College Beltline Campus**

**Via MicroSoft Teams (Video Conference)**

**MINUTES**

**August 10, 2022**

**9:00 am**

**Board Members Present:** Dr. Erica Fields; Dr. Rob Gilmer, Dr. Tracy Dunn; and Mrs. Sherry Wright Moore

**Board Members Absent:** Mrs. Beverley Leeper, Mrs. Tracy Dixon, and Mr. Derrah Cassidy

**Staff Members Present**: Dr. Carla Brabham, Mrs. Teresa Niles and Dr. Prince

**Prestige Solutions Contract Staff:** Ms. Denise Hopkins

**Call to Order**

Dr. Erica Fields welcomed everyone and called the meeting to order at 9:04 a.m., via Microsoft Teams.

**Invocation**

The invocation was given by Mrs. Sherry Wright Moore.

**Roll Call and Establishment of Quorum**

Dr. Fields conducted the roll call and a quorum was noted.

**Consent Agenda (Action)**

Dr. Tracey Dunn made a motion to accept Agenda as presented. Motion was seconded by Dr. Erica Fields and passed unanimously.

**Public Comments\***

No Public Comments.

**Approval of July 2022 Minutes (Action)**

Dr. Dunn made a motion to accept Minutes as presented. The motion was seconded by Mrs. Sherry Wright Moore.

**July Financial Reports (Information)**

Ms. Denise Hopkins reviewed the July 2022 ROMC Financials with the Board. Ms. Hopkins shared with the Board the Statement of Revenues and Expenses. Highlights of the review:

 Total Assets – $ 958,028.43

 Payables – $ **46,762.51**

 Total Fund Balance - $ **844,686.27**

She shared that it is early in the year and the budget looks good. She noted that the financials are in good shape and looks forward to a great year.

**New Business**

1. **FY23 Budget Amendment Proposals**
2. **Salary Increases (Action)**

Dr. Brabham indicated that Richland School District One voted to give certified staff a $1,500 increase and the classified staff a $1,000 increase for the 2022-23 school year. She is requesting that the Board provide the same for ROMC employees to stay in alignment with the district salaries. Dr. Bradham shared that due to staff changes this would not impact the bottom line for the budget.

Dr. Dunn moved to accept Dr. Brabham’s recommendation for staff increases. Motion was seconded by Sherry Wright Moore and unanimously passed.

1. **Prestige School Solutions Services (Action)**

Dr. Brabham shared that ROMC’s current contract with Prestige School Solutions Services is up for renewal. The contract expired in July 2022. Prestige Solutions contract is currently $1471 and the proposed contract increases to $2300 per month. Dr. Brabham indicated that although, this is a large increase we are currently at a pivotal point as the Charter is up for renewal. As a result, Dr. Brabham made a recommendation to continue renew the contract with Prestige Solution.

Some discussion was held regarding the contract and the proposed increase. The discussion also noted that the contract expired in July so the Board must move as quickly as possible. It was noted also that the contract responsibilities are more than just the financial reporting and presentation at the monthly Board meetings. The increase appears large in a monthly calculation but overall it is probably in line with the various increases that we are experiencing due to the economy. It was recommended that Dr. Brabham’s recommendation and discussion be tabled until next month. In the meantime, Dr. Fields asked Dr. Brabham provide members with Prestige Solutions current responsibilities as outlined in the contract.

Dr. Fields stressed the importance for the Board to review the contract so that a thorough discussion and decision can be made.

1. **School Updates**

Dr. Brabham shared that the teachers have returned. Faculty and staff had a great first day back. There are approximately 80 students enrolled. The theme this year is “Leading with Literacy”. Student Success Day is scheduled for August 19. MTC classes for dual enrollment courses for our students begins August 22.

Dr. Brabham stated she was happy to share that we our first staff member, Mrs. Shelia Jones, to participate in the district convocation choir. A faculty retreat is scheduled for this Friday.

Dr. Gilmer shared that enrollment for the Beltline Campus has significantly increased, allowing for a more active campus. As a result, Dr. Gilmer indicated that parking may be a challenge.

Dr. Fields noted that she is the contact for textbook updates and wanted to make sure that ROMC is getting information updates. Dr. Fields further noted that any new textbooks being used must be sent to her. Dr. Brabham stated that she will follow up to make sure ROMC’s textbook coordinator is aware.

**Old Business**

1. **Charter Renewal (Information**)

Dr. Brabham thanked Dr. Fields and Dr. Prince for joining her in the meeting with Dr. Witherspoon. The meeting with Dr. Witherspoon was very productive. Dr. Witherspoon suggested presenting to Richland One Board of Commissioners on December 13, 2022.

Dr. Brabham shared a timeline with the Board to ensure that all of the renewal documents are completed and ready for submission by December 13. Dr. Brabham will send draft to members by September 14. At the October 12th meeting, the Board will review and provide feedback. ROMC will meet with Dr. Witherspoon and staff on November 9 and then present to Board of Commissioners on December 13. The deadline for the renewal submission is January 26, 2023.

Dr. Fields noted that she will send an email regarding reviewing the draft.

1. **Committee Reports**

Dr. Brabham shared that she and Mrs. Niles will be meeting with the Marketing Director and Mr. Cassidy of MTC to discuss ideas and partnership for marketing and recruitment. This is ROMC marketing and recruitment committee.

Dr. Fields asked all members to be aware of committee assignments.

**Adjournment**

There being no further business, meeting adjourned at 9:52 a.m.

**Next Scheduled Meeting:** September 14, 2022