**Richland One Middle College Board of Directors**

**Midlands Technical College Beltline Campus**

**Via MicroSoft Teams (Video Conference)**

**Email** [**Erica.fields@richlandone.org**](mailto:Erica.fields@richlandone.org) **for login details.**

**September 14, 2022 9:00am**

**Board Members Present:** Dr. Erica Fields; Mrs. Tracy Dixon; Dr. Tracy Dunn; Mr. Derrah Cassidy; Dr. Rob Gilmer; Mrs. Sherry Wright-Moore; and Mrs. Beverley Leeper

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

**District Staff:**  None

**Prestige Solutions Staff:** Ms. Denise Hopkins and Mr. Bryan Cilone

**Call to Order**

Dr. Erica Fields welcomed everyone and called the meeting to order at 9:03 a.m., via Microsoft Teams.

**Invocation**

The invocation was given by Dr. Erica Fields.

**Roll Call and Establishment of Quorum**

Mrs. Sherry Wright Moore conducted the roll call and a quorum was noted by Dr. Fields.

**Consent Agenda (Action)**

Dr. Erica Fields asked the Board to review and give consent to the agenda. Dr. Tracy Dunn made a motion to accept agenda as presented. Motion was seconded by Mrs. Tracy Dixon and passed unanimously.

**Public Comments\***

No Public Comments. However, there were guests in attendance for meeting.

**Approval of March Minutes (Action)**

Dr. Tracy Dunn noted the misspelling of her first name in the August Minutes. The change was noted. Dr. Erica Fields made a motion to accept the minutes with the correction of Dr. Dunn’s first name. The motion was seconded by Mrs. Sherry Wright Moore and the motion passed unanimously.

**August 2022 Financial Reports (Information)**

Ms. Denise Hopkins of Prestige School Solutions, reviewed the August 2022 ROMC Financials with the Board. Ms. Hopkins shared with the Board the Statement of Revenues and Expenses. Highlights of the review:

Total Assets – $967,358.82

Payables – $ 18,148.70

Total Fund Balance - $973,328.42

**Old Business**

**Prestige School Solutions Services (Action)**

Dr. Brabham noted that the Board received in their packets the information regarding the renewal of the Prestige School Solutions contract. In addition, she presented an extensive list of how Prestige supports the ROMC administration. Dr. Brabham made a recommendation that the contract be renewed with Prestige School Solutions. There was some discussion on the procurement process and it was noted of the concern that ROMC does not use a purchase order process. It was further noted that the purchase order process allows for a “cleaner” reporting/audit process. Dr. Brabham stated that it was not required by the Charter but she understood the concern and would look into it.

The contract renewal is in the amount of $27,000 (reflecting increase/invoice monthly at $2,325) beginning July 1, 2022 through June 30, 2023. Mr. Bryan Cilone, CEO of Prestige shared with the Board that the increase is across the Board and that they are fully aware of cost reasonableness and is always looking at opportunities to keep costs in line for customers. Due to the delay in timeframe, it was noted that ROMC is currently paying the new contract amount as of July 1. A motion was made by Mrs. Sherry Wright Moore to renew the Prestige School Solutions contract, to include revised contract date of October 1, 2022 through June 30, 2023; understanding that the new renewal date reflects the delay in signing the renewal agreement and to note the month to month payments previously paid for July 2022, August 2022 and September 2022. The motion was second by Dr. Tracy Dunn and passed unanimously.

**Charter Renewal (Action)**

Dr. Brabham shared that the first draft of the application for charter renewal for the Board’s review. Dr. Brabham highlighted some of the major changes and updates to the application. The changes are a result of the last 10 years of operation. She noted that the Board may want to spend some time reviewing the changes to the Procurement Policy. She also noted that the Board may want to consider approval of this policy separately. Dr. Brabham encouraged Board members to contact her with any questions or concerns as the application is being reviewed. Mrs. Tracy Dixon made a proposal to accept the first reading of the Charter. This motion was seconded by Mrs. Sherry Wright Moore and passed unanimously.

**New Business**

**2022-23 Faculty and Staff Handbook (Action)**

Dr. Brabham noted that the Charter requires the Board approval of the school’s Faculty and Staff Handbook. Dr. Fields made a motion to not require Board’s approval of the Faculty and Staff handbook but to provide as an information item. This motion was seconded by Mrs. Moore. In addition, Dr. Fields made a request that the charter renewal process reflect this Board change.

**2022-23 Parent/Student Handbook (Action)**

Dr. Brabham also noted the same that the Charter requires the Board approval of the school’s Parent/Student Handbook. Dr. Fields made a motion to not require Board’s approval of the Parent/Student handbook but to provide as an information item. This motion was seconded by Mrs. Moore. In addition, Dr. Fields made a request that the charter renewal process reflect this Board change.

**Committee Reports**

Derrah Cassidy shared with the Board that the Marketing and Recruitment Committee met on August 22, 2022. Mr. Cassidy shared that he, Dr. Rhames, MTC President, Dr. Stefanie Goebler, Associate Vice President of Marketing, Dr. Brabham, Mrs. Niles, and Mrs. Jones were in attendance. During this meeting they discussed ways to leverage the college resources as well as ROMC resources. ROMC and MTC will identify successful alumni students from ROMC and MTC and share their stories.

**School Updates (Information)**

Dr. Brabham provided as information a copy of September’s school calendar. Dr. Brabham shared that Interim reports will be sent out today. Staff have been working to keep students focused on high school and college classes. She enthusiastically shared that 65-70% of ROMC students are enrolled in college courses this semester.

The Richland One College Fair is scheduled for Friday, September 16th. Our students will attend; therefore our Corporate Image day was moved from Wednesday this to Friday.

ROMC is hosting a Professional Development Day on September 23rd from 9:30 a.m. – 12:30 a.m.  We have presenters coming in to present on the following topics: Soft Skills, Financial Literacy, Digital Footprint, and Interviewing Skills. ROMC will be collaborating with TD Bank and Blue Cross Blue Shield and Toastmasters International.

Mr. Derrah Cassidy shared that he is working with Mrs. Courtney Moody, School Counselor, to ensure that ROMC’s dual enrollment students are successful. A form was approved by Dr. Diane Carr to be used only for ROMC students. Instructors will use this form if they see that a student is struggling in a class.

Next scheduled meeting is Wednesday, October 12, 2022.

Meeting adjourned.