**Richland One Middle College Board of Directors**

**Midlands Technical College Beltline Campus**

**Via MicroSoft Teams (Video Conference)**

**MINUTES**

**July 13, 2022**

**9:00 am**

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

Board Members Absent:

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

**Prestige Staff:** Dr. Prince and Ms. Denise Hopkins

**Call to Order**

Dr. Erica Fields welcomed everyone and called the meeting to order at 9:01 p.m., via Microsoft Teams.

**Invocation**

The invocation was given by Mrs. Leeper.

**Roll Call and Establishment of Quorum**

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

**Consent Agenda (Action)**

Dr. Erica Fields asked the Board to review and give consent to the agenda. There were noted changes to the agenda and as a result, Dr. Dunn made a motion to adopt the agenda with the noted changes. Motion was seconded by Mrs. Dixon and passed unanimously.

**Public Comments\***

No Public Comments.

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

Mrs. Dixon noted two changes to the June 2022 minutes regarding the title in her name (should not be listed as Dr.). With notation to the changes, Dr. Dunn made a motion to accept Minutes. The motion was seconded by Dr. Fields and passed unanimously.

**June 2022 Financial Reports (Information)**

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

 Total Assets – $ 944,228.74

 Payables – $ 71,747.18

 Total Fund Balance - $ 757,831.36

She shared that meetings have begun in anticipation of audit work starting in the next few weeks. Ms. Hopkins noted that financials are in good shape and this has been a good year. She indicated although we have been good about adjusting the budget as items are changed, she indicated that final numbers will be addressed when audit begins.

It was asked about the contract with the financial services company and its annual review and renewal. Ms. Hopkins indicated that the company, Prestige School Solutions, should send an engagement letter when time for renewal. Considerable discussion was held. Ms. Hopkins further stated that the letter was sent and that she will forward to Dr. Brabham to share with members. It was determined that

**New Business**

1. **School updates (Information)**

Dr. Brabham indicated that the goal for the number of students for the new school year has been reached. There are currently 77 students; however, this number should not be considered final as students and/or parents for whatever reason can change plans. She also announced that 220-day employees will return on July 20th. Dr. Brabham also updated members that this year’s focus will be on literacy with theme of Leading with Literacy.

**Old Business**

1. **Charter Renewal (Information**)

Members were sent charter document for information and review. Dr. Brabham noted that the Charter Association’s suggested changes were in the areas of the procurement process and board by-laws. Dr. Brabham also met with Midlands Tec’s president, Dr. Rhames regarding the charter renewal and Midlands Tech’s commitment. She indicated that Dr. Rhames pledged his full support and commitment to the charter. Finally, she stated that there is also a scheduled meeting with Dr. Witherspoon and Dr. Prince regarding the charter renewal. Dr. Prince confirmed that the meeting is scheduled.

1. **Special Services Position Update (Information)**

Unfortunately the person the Board approved at the special called meeting in May for the special services position will not be able to take the position due to not being able to be released from her current contract with District Two. As a result, the position is open and for the coming year a certified substitute will be in place. In the meantime, Dr. Brabham will rely also on the guidance from the district office.

**ROMC ANNUAL MEETING**

1. **Election of 2022 – 2023 Officers (Action)**

Dr. Fields opened annual meeting. She indicated that the meeting includes election of new officers. She asked for members for feedback on current slate of officers. She further stated that if current officers are okay with current position that a motion can be made to that effect. A question was asked about the term and Dr. Brabham indicated because of how members came into office that these officers will be in place until 2023. As a result, Mrs. Leeper made the motion to allow for the current officers to stay in place for the coming year. It was seconded by Mrs. Dixon and passed unanimously. The ROMC officers for the 2022 – 2023 year are chair, Dr. Fields; vice chair, Dr. Tracy Dunn; secretary, Mrs. Sherry Wright Moore; and Treasurer, Mrs. Tracy Dixon.

1. **2022 – 2023 Meeting Schedule (Action)**

Dr. Fields stated to members that currently our meetings are scheduled for every second Wednesday of each month, unless it interferes with a holiday. The question was asked about whether the board could have a “free” month maybe July. Dr. Fields indicated that occasionally we have to have a special called meeting but we can make our last meeting in June, allowing for the board to not meet in July. A motion was made by Mrs. Moore to continue to meet on second Wednesday of each month with exceptions of holidays and then meeting would be moved to the next Wednesday. The motion was seconded by Mrs. Dixon and passed unanimously.

Dr. Fields stated she will send members a copy of the full meeting schedule for the coming year. Also Dr. Fields thanked members for their willingness to serve; however, she emphasized to members the importance of making the board meetings a priority on their calendars. She noted that conflicts or emergencies will come up however just be mindful of our duty as board members.

1. **Proposed Bylaw Updates (Action)**

Dr. Brabham provided an overview of proposed changes in ROMC Bylaws. Members were provided a copy for review. She addressed and explained changes which consisted of updated language. Members were given an opportunity to comment. A motion was made by Mrs. Leeper to accept the proposed updates, and it was seconded by Mrs. Dixon and passed unanimously.

1. **Committee Proposals (Action)**

Dr. Brabham indicated that she and the ROMC staff are doing many things to ensure school is moving forward in a positive way. However, after careful review, she is in need of assistance in the area of marketing and recruitment and school safety. As a result, she proposed to have two committees in place to help her with ideas and/or even suggestions. Considerable discussion was held and members agreed to providing assistance by way of committee. A motion was made by Mrs. Leeper to establish these two committees (Marking and recruitment). The motion was seconded by Dr. Fields. The Marketing and Recruitment committee members are Dr. Fields, Mr. Cassidy, Dr. Dunn and Mrs. Moore as consulting member. The School Safety committee consist of Mrs. Leeper, Dr. Gilmer, and Mr. Brown (the new police chief for Midlands Tec), and Mrs. Dixon as consulting member.

**Old Business**

There was no old business.

**Adjournment**

There being no further business, meeting adjourned at 10:45 a.m.

**Next Scheduled Meeting:** August 10, 2022