



Halifax Community College
Board of Trustees
Board Meeting
January 27, 2009
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
Cary Whitaker
Reggie Baird
Rachel Hux
Lillie J. Solomon
Bernella DeLaMora
Jack Boseman
Jay Baker
Theresa Raymond, SGA

Members Absent:

Helen Brown
David Cairns

Others Present:

Dr. Ervin Griffin, Sr., President
Deborah Armstrong, Vice President Administrative Services
Thomas Schwartz, Vice President Institutional Advancement
Dr. Erica Holmes, Vice President Instructional Services
Vera Palmer, Dean of Con. Ed./Community Services
Barbara Bradley-Hasty, Dean of Student Services
John Stams, Faculty Senate Chair
Jennifer Jones, Administrative Assistant
Jason Stewart, Director of The Centre
Mitchell Robinson, Controller
Dr. Pocahontas Jones, Dean of Curriculum Programs
Delois Mercer, Personnel Officer
Kevin Kupietz, Fire Service/EMS, Co-ord. & Instructor
Dr. Julie Dilday, Psychology Instructor
John Foriest, JobLink, Satellite Manager
Carolyn Stuart, Director of Counseling Services
Larry Crisafulli, Business & Industry Co-ord./Instr.

Melissa Purvis, Freedom to Learn
Bill Evans, JobLink
Marcus Lewis, Freedom to Learn
Stevie Lawrence, Freedom to Learn
Ethel Edwards, Cashier
Lakezia Gilchrist, Accounts Receivable Technician
Calvin Stansbury, Math Instructor
Daniel Lovett, Freedom to Learn
Dana Scott, Administrative Assistive
Russell Barrett, IT
Daniel Bennett, Webmaster

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board and Trustee Robert Knight delivered the invocation.

Introductions of Visitors

Mitchell Robinson, Controller, introduced Lakezia Gilchrist as the Accounts Receivable Technician, and Ethel Edwards as the Cashier. Vice President Tom Schwartz introduced Daniel Lovett as the Freedom to Learn Initiative Director, Stevie Lawrence, Marcus Lewis, Melissa Purvis as the FLI Learning Coaches, and Dana Scott as the FLI Administrative Assistant. Russ Barrett introduced Daniel Bennett as the Information Technology Department Webmaster. President Griffin introduced Calvin Stansbury as HCC's newest Math Instructor.

President Griffin presented Grant Certificates to Larry Crisafulli, Business & Industry Coord./Instr and Kevin Kupietz, Fire/EMS School Director. Retirement plaques were presented to William (Bill) Evans, Joblink Satellite Case Mgr., and Russ Barrett, Computer Systems Administrator.

Ethics Statement

Chairman Edwards read the Ethics Statement. There was no indication of members having an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter.

Trustee Business

Chairman Edwards announced that Trustees David Cairns would not be attending the meeting.

Approval of Agenda

An additional item was added to the agenda for a SACS QEP presentation. Trustee Frank Avent made a motion to accept the addition to the agenda and Trustee Rachel Hux seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jay Baker made a motion to approve the minutes of the November 18, 2008 regular meeting and Trustee Frank Avent seconded the motion. The motion was carried.

Trustee Jack Boseman made a motion to approve the minutes of the December 19, 2008 special called meeting and Trustee Reggie Baird seconded the motion. The motion was carried.

QEP Presentation

Dr. Julie Dilday, Psychology Instructor/QEP Coordinator, made a presentation regarding the Quality Enhancement Plan for HCC. She informed the Board that the plan would be a 100 page five year plan with an objective to improve student learning. The consequence is to improve retention as well. Faculty, staff, and students held several focus groups in order to obtain the information needed for the plan. Dr. Dilday also informed the Board that the topic chosen for the plan was a faculty driven process.

Committee Reports

Building and Grounds

Trustee Frank Avent reported that the Building and Grounds committee received reports regarding the lighting in the parking lots. Trustee Avent stated that he had discussed the complaints with Vice President Armstrong, and is in the process of working out a solution for the problem. President Griffin informed the Board that he and Vice President Armstrong completed an investigation regarding the complaints and will have a solution before the next meeting.

Finance

No Report

Personnel/Student Services

No Report

Academic Programs Services

Trustee Bernella DeLaMora distributed a report regarding program review recommendations. Trustee DeLaMora asked that the reports be reviewed thoroughly because they would need to be approved at the next meeting. President Griffin asked that a workshop be held to discuss the recommendations before they were approved. Chairman Edwards agreed to schedule a call meeting before the next regular meeting.

Announcements

Chairman Edwards shared information from Attorney Donna Rasco regarding a lawsuit. He advised that things were headed in the direction that it should be and more information would be provided soon.

Chairman Edwards also advised that the NCACCT meeting had been scheduled, but stated that he did not know if the budget would allow members to travel. He stated that there continued to be concerns with freezing state travel funds outside of the service area and mandating training for new trustees.

President's Report

President Griffin began his report by providing information regarding the following topics:

- The Top Ten Programs for Spring Semester
- Economic Impact of Service Area
- Update on Budget

- The President's Honor Roll
- Leadership Seminar for SACS
- Invitation to Serve on SACS Committee for Pasco Hernando Community College
- Annual Graduation Survey
- Nursing Agreement with NC Central University
- 2008-2009 Program Review

President Griffin concluded his report by announcing that the Spring Enrollment had increased from the fall semester. He also provided information regarding percentages of the students in programs from all surrounding counties.

Trustees Lillie Solomon made a motion to approved the January 27, 2009 President's Report. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Action Items

Calendar for Academic Year 2009/2010

The current academic and administrative calendars approved by the Board of Trustees will end after summer 2009. The Board of Trustees is asked to approve the academic and administrative calendars for the 2009/2010 fiscal year prepared by the Calendar Committee. Dr. Pocahontas Jones, Dean of Curriculum Programs, distributed the Calendars for approval. Trustee Jay Baker and Trustee Reggie Baird expressed their concern with Calendar Committee members receiving changes of the academic and administrative calendars at the last minute. Dean Jones assured the Board that the Calendar Committee had the necessary time to view the 2009/2010 changes and approve them by consensus before the meeting.

Trustee Jay Baker made a motion to table the approval of the 2009/2010 academic and administrative calendars until the February meeting. Trustee Reggie Baird seconded the motion. Four trustees were in favor of the motion, four trustees opposed, and one trustee abstained.

Trustee Robert Knight made a motion to approve the 2009/2010 academic and administrative calendars. Trustee Lillie Solomon seconded the motion. Four trustees were in favor of the motion, four trustees opposed the motion, and one trustee abstained. Chairman Edwards stated that he would vote in favor of approving the motion and the motion was carried. Trustee Knight expressed his appreciation to the Calendar Committee for their efforts.

HCC Self-Supporting Policy

The North Carolina Community College System requires a periodic approval of the self-supporting policies for individual colleges by the local Board of Trustees. The policy permits the offering of self-supporting classes, whereby, each student is required to pay a prorated share of the class cost. It is the intent of HCC to keep student charges as low as possible.

Trustee Frank Avent made a motion to approve the HCC Self-Supporting Policy. Trustee Jay Baker seconded the motion and the motion was carried.

Informational Items

Instructional Services

HCC 2006/2007 Financial Aid Audit

President Griffin informed the Board that the 2006/2007 Financial Aid Audit had no liabilities for HCC. President Griffin also asked the board to approve the findings of the report. Trustee Lillie Solomon made a motion to approve the findings of the report and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Small College Prison Fund Grant

President Griffin informed the Board that a Career Readiness Grant in the amount of \$17,532 was awarded to HCC to conduct HRD 3001 Employability Skills at Caledonia Correctional Institution.

Incident Management Courses Grant

President Griffin informed the Board that the North Carolina Homeland Security Memorandum of Agreement with NCCCS awarded \$23, 993 to HCC to deliver the Incident Management Courses.

Tobacco-Free Campus

President Griffin informed the Board that some of the faculty and staff were discussing the possibility of developing a tobacco-free campus in the future. He stated that a committee may be formed with faculty, staff, and students to discuss the issue in depth.

Administrative Services

Financial Update

President Griffin announced that he had received a memo from President Scott Ralls recommending that all travel be cancelled due to budget issues. Vice President Armstrong explained the process of how state funds would be received in allotments beginning February. Vice President Armstrong also submitted an update on the roofing repairs. She stated that the county approved the funds for the repairs and announced that the materials had been purchased and delivered.

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. The reports were previously mailed to the Board of Trustees.

Institutional Advancement

Vice President Tom Schwartz distributed an update on the HCC Foundation.

SGA

Theresa Raymond, SGA President, provided information regarding activities planned for the spring semester. She also mentioned that SGA officers would not be attending the state conference in March because of budget reversions.

Closed Session

Trustees Jack Boseman made a motion to go into closed session and Trustee Cary Whitaker seconded the motion. The motion was carried.

The meeting reconvened at 1:00 p.m. with no information to report. Trustee Frank Avent made a motion to adjourn the meeting and Trustee Lillie Solomon seconded the motion. The motion was carried.

Stanley Edwards

Dr. Stanley Edwards, Chairman

Ervin V. Griffin, Sr.

Dr. Ervin V. Griffin, Sr., Secretary