



**Halifax Community College
Board of Trustees Regular Board Meeting
January 28, 2014
Minutes**

Board of Trustees Present: Trustee Bernella DeLaMora, Chair
Trustee Michael Felt, Vice Chair
Trustee Donna Clements
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee Mary Mebane
Trustee Dominique Mills, SGA President
Trustee Marie Robinson
Trustee John Smith
Trustee Lillie Solomon

Board of Trustees Absent: Trustee Jay Baker, excused
Trustee James “Ray” Barmer, excused
Trustee Bettie Cofield, excused

Others Present: Dr. Ervin V. Griffin, Sr., President
Dr. Deryl Davis Fulmer, Vice President of Academic Affairs
Debra Smith, Vice President of Administrative Services
Dr. Dianne Rhoades, Vice President of Institutional
 Advancement
Dr. Barbara Hasty, Dean of Students
Dr. Adriane Leché, Dean of Institutional Effectiveness and
 Planning
Daniel Lovett, Director of Title III Program an PRIDE Male
Mentoring Program
Melanie Temple, Public Relations and Marketing Director
Dr. Vera Palmer, Dean of Workforce Development and
 Continuing Education
Terry Jones, New Student Development Advisor
John Foriest, New Director of Resource Development

Kimberly Mack, Executive Assistant to the President

Call to Order

Bernella DeLaMora called the Halifax Community College Board of Trustee meeting to order at 10:00 am in the President's conference room at Halifax Community College, Dr. Phillip W. Taylor Complex, Weldon, NC 27890.

Trustees Attendance

A quorum was met stated President Griffin.

Invocation

Trustee Smith gave the invocation.

Adoption of Agenda

Trustee Felt made the motion to adopt the agenda. Trustee Edwards seconded the motion. The motion carried.

Introductions

Everyone present introduced themselves. Also, Ms. Terry Jones, Student Development Advisor and John Foriest, Director of Resource Development were introduced as new staff. Dr. Rhoades introduced Mr. Foriest, she stated that the foundation's goal was to write 250,000-300,000 in new grants and had planned to reach the 2 million dollar mark.

Ethics Awareness & Conflict of Interest Reminder

Chairman DeLaMora read the Ethics statement. There were not conflicts of interest.

Trustee Business

Consent Agenda

Trustee Felt made the motion to approve the consent agenda, which included approval of the November 19, 2014 minutes and the agenda for today's meeting, January 28, 2014.

Committee Reports

Buildings and Grounds-No Report

Finance-Trustee Baker announced that the last meeting did not have a quorum, so they received only informational items.

Personnel and Student Services- Trustee Edwards stated that at their stations was folders with evaluation instruments that are numbered. Recently, HCC asked other community colleges for a copy of their evaluations instruments. The personnel and student services committee is asking for all board members to take these home, and decide which one you like best.

Academic Committee- Trustee Solomon reported that there were two new Career and College Promise programs that were planned to begin in Fall 2014. These programs had been approved by the college's Curriculum Committee and were being submitted to the System Office for final approval. Students in the 9th grade will be able to enroll in the Industrial Systems Technology program and earn a certificate. This program would be instrumental in enhancing the STEM offerings and encouraging youth to be focused on math and science during their high school years. Students also expressed interest in learning about the judicial system.

Through a collaborative effort between HCC's Law Enforcement Coordinator/Instructor, Mr. Greg Parker and District Attorney Melissa Pelfrey, HCC was offering a new Driver Safety course to benefit the citizens of our district. During this 16-hour class, instructors and students will cover topics such as speeding, restraint systems, vehicle equipment, distracted and aggressive driving. This course will be offered through continuing education and at a cost of \$70. An article regarding this initiative was featured in the January 22nd edition of the Daily Herald.

The board had been interested in reducing the number of credits students needed to complete many of our programs. The faculty made tremendous efforts to address this concern and have delivered on the following programs with curriculum changes to decrease total credit hours:

- Nursing program = from 72 to 66 hours
- MLT program = from 74 to 66 hours
- Paralegal Technology =from 73 to 65 hours
- Business Administration= awaiting approval to reduce credits from 69 -64 hours
- Medical Office Administration has Upgraded and has 66 hours

The minimum credit hour requirement here is North Carolina is 64.

Chairman Comments

Thank you note-Chairman DeLaMora read a thank you note from B.T. Brown for remembering her during her illness. She received a potted plant from HCC.

Additional Days Off during the Winter Break-President Griffin mentioned to her that the faculty, staff, and administration were grateful for the additional days off. He received several thank you notes. Also, the gifts received from the President's Office were bought with Foundation Presidential Discretionary Funds. President Griffin thanked them for the funds.

Flowers-Ms. Lille Solomon thanked Dr. Griffin and trustees for the flower sent while she was ill. She also thanked everyone for the telephone calls, visits, and prayers.

Closing School due to weather- There were some concerns with expecting bad weather. Dr. Fulmer explained that if the school was closed due to bad weather, assignments would be given through black board.

President's Report

President Griffin began his executive report discussing the items that were in the trustees' folders. Some of the items included the lyceum series of events, information on the radio segment on WEZU, and a copy of the presentation that Daniel Lovett and Larry Crisafulli.

1. **Enrollment Update**-President Griffin gave the enrollment update for Spring 2014. Enrollment was down from last semester with 207 less students. Enrollment is down all over the state. Dr. Griffin also provided enrollment comparison by program, FTE breakdown, freshman, transfer, & returning, and enrollment by county. The majority of the students served at Halifax Community College came from Halifax and Northampton County. Also, 22 students were enrolled from Warren County and Nash County. Seventeen students came from Hertford County.
2. **Hosting NCACCT Training on February 25, 2014-The Role of the Board of Trustees in student success (oversight, responsibility/accountability)**- President Griffin announced that Halifax Community College was a host school for a NCACCT training. The NC Association of Community College Trustees and the NC Association of Community College Presidents had unanimously endorsed a project that involved trustee education in the board's role in student success. That was a major issue for Boards of Trustees across the country and that in the future more and more issues, including college funding, will be decided by evaluations of student success. This project was funded by the Bill & Melinda Gates Foundation in hopes that this training taking place in North Carolina and the process being used can become a national model.
3. **IPEDS Data Feedback Report 2013**-President Griffin presented the IPEDS Data Feedback Report 2013 to everyone.

Academic Affair Report

1. **NC Back-to-Work program Update**-Dr. Deryl Davis Fulmer gave an update on NC Back-to-Work program. Through a \$120,000 grant from the North Carolina Community College System, Halifax Community College (HCC) was currently providing qualified citizens with targeted, short-term training. Training categories included manufacturing, construction trades, transportation and BioAg/natural resources, and was to provide area employers with trained workers and Roanoke Valley citizens with back-to-work skills. Mrs. Ruby Ward was hired on November 20, 2013 as the coordinator of this program and began recruiting students that very day. By the end of the semester, several of the programs were full and students were registered, tested and appropriately placed in both non-credit and credit bearing

courses. One hundred forty five (145) applications were received for 92 seats. Eighty-three (83) are currently enrolled and attending classes.

2. **Outreach Efforts with Local School Districts-** Dr. Fulmer announced that Halifax Community College had a successful partnership with the individual local school districts (Halifax, Roanoke Rapids, Weldon and Northampton County) over many years. In the past few months, the college had engaged in efforts to work more closely with the districts as a K-12 entity rather than separate districts, while respecting each individual district. Through stronger outreach, we were now involved in several key initiatives which required the cooperation and collaboration amongst and between all school districts and Halifax Community College (HCC). The two projects we were working on were a “Youth CareerConnect” grant and Career and Technical Education (CTE) Advisory Committee that was organized by the Roanoke Valley Chamber.
3. **Articulation Agreement with Virginia Union University and Halifax Community College-** VUU and HCC were hereby joined in a collaborative effort to facilitate the transfer of students graduating from HCC into a baccalaureate degree program at VUU and agree that a graduate of HCC with a degree in Associates in Art, Associate in Science, and/or Associate in General Education with at least a cumulative grade point average (GPA) of 2.0 based on a 4.0 scale was to be admitted to VUU provided all other conditions for admission are satisfied. Students may receive up to a maximum of sixty-five (65) semester hours of academic credit.

Administrative Services

1. Financial Report: FY 13-14 State Expenditures through December 31, 2013-Ms. Debbie Smith, Vice President of Administrative Services, presented to the Board of Trustees the financial report regarding State, County, and the Centre at HCC.

Institutional Advancement

Dr. Dianne Rhoades provided an update on the many activities that Institutional Advancement were working on.

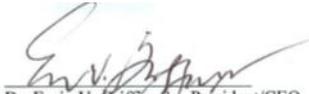
1. **NC Symphony-**The NC Symphony came to Centre on December 17th. There were 800 tickets sold and 300 attended the reception.
2. **Foundation Audit-**Dr. Rhoades announced that the Foundation had an audit to complete. It was schedule to take place in March 2014.
3. **2014 Calendar of Events and Lyceum Series of Events-**Dr. Rhoades invited everyone to attend as many events as they could during the February Lyceum Series. The calendar provided a schedule for the rest of the year.

SGA Report

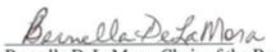
Dominique Mills, SGA President gave an SGA update.

Adjournment

Trustee Felt made the motion to adjourn the meeting. Trustee Solomon seconded the motion. The motion carried.



Dr. Ervin V. Griffin, Sr., President/CEO



Bernella DeLaMora, Chair of the Board of Trustees