



**Halifax Community College
Board of Trustees Regular Board Meeting
January 29, 2013**

Board of Trustees Present: Trustee Frank Avent, III
Trustee Jay Baker
Trustee James Barmer
Trustee Bernella DeLaMora
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee Michael felt
Trustee Robert Knight
Trustee Lillie Solomon

Board of Trustees Absent: Trustee Betty Cofield-*excused*
Trustee David Cairns
Carmen Betancourt (SGA Representative)-*excused*

Others Present: Dr. Ervin V. Griffin, Sr., President
Dr. Joy Cooley, Acting Vice President of Academic Affairs
Robert (Bob) Howard, Vice President of Administrative Services
Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement
B. T. Brown, Dean of Curriculum Program
Dr. Barbara Hasty, Dean of Students
Dr. Adriane Leché, Dean of Institutional Effectiveness and Planning
Dr. Vera Palmer, Dean of Continuing Education
Debra Smith, Associate Vice President of Finance
Daniel Lovett, Director of Title III Program and PRIDE Male Mentoring Program
Melanie Temple, Public Relations and Marketing Director
Jacqueline Hough, Roanoke Daily Herald Reporter
Chris Butler, RVEC Principal
Shanetta Pittman, RVEC Assistant Principal
Thomas Bracy, RVEC Liaison
Kimberly Mack, Executive Assistant to the President

Call to Order

Chairman Frank V. Avent, III called the Halifax Community College Board of Trustees' Meeting to order at 10:00 am in the President's Conference Room at Halifax Community College, 200 College Drive, Weldon, NC 27890.

Invocation

Trustee Robert Knight gave the invocation.

Introductions

President Griffin welcomed everyone to the meeting. He introduced Dr. Joy Cooley, who will be the Acting Vice President of Academic Affairs until someone is hired. President Griffin received Dr. Holmes letter of resignation where she asked to resign effective January 2, 2013. Dr. Holmes had some health challenges and did not think she would be able to continue the job. Dr. Cooley had the opportunity to speak. She stated it was nice to see everyone and she knew just about everyone in the room. Dr. Cooley also stated that Halifax County is a wonderful place, and HCC is one of Halifax County's most valuable resources.

Ethics Awareness & Conflict of Interest Reminder

Chairman Avent read the Ethics Statement. There were no conflicts of interest.

Approval of Agenda

Trustee Felt made the motion to accept the agenda as printed. Trustee Hux seconded the motion. The motion carried. Dr. Griffin stated that Trustee Cofield and Ms. Betancourt asked to be excused today.

Approval of Minutes

Regular Meeting on November 20, 2012

Trustee Barmer asked that the minutes be approved with the correction to the spelling of his name from Balmer to Barmer. Trustee Baker seconded the motion. The motion carried.

Closed Session on November 20, 2012

Trustee Barmer asked that the minutes be approval with the correction to the spelling of his name from Balmer to Barmer. Trustee Mebane seconded the motion. The motion carried.

Committee Reports

Building and Grounds

No Report

Finance Report

Recommendation-Trustee Baker stated that the committee had a recommendation that will be discussed later in an action item.

Personnel and Student Services

No Report

Academic Program Services

No Report

Chairman Comments & Announcements

Thank You-Chairman Avent thanked everyone for their service last semester.

New Companies Coming to Halifax County-Chairman Avent announced that two new companies will be coming to the area.

1. **Solar Farm Company**-Chairman Avent stated that the announcement was in the paper recently. Seventy-two million will be spent to create 12 jobs. During the construction period, 400 jobs will be filled to get the solar farm up and running. The expected begin date is in about 30 days. Also, there will be an equipment site.
2. **German Wood Company**-Chairman Avent also announced that a German Wood Company is coming to Halifax County. It is a \$150 million investment and about 300-350 jobs will be available. The average salary for these jobs will be \$32,500. The average salary for Halifax County residents is about \$28,000. HCC has offered our facilities for job interviews.

Education Level-There are many jobs that our residents just don't qualify for. There are companies that have asked HCC to provide additional education. We have plenty of jobs; we just don't have qualified people. HCC has classes going on in Hollister, Gaston, Littleton, and Scotland Neck. Trustee Avent mentioned a quote from Governor Beverly Purdue, "Two hundred jobs in Charlotte is not a big deal, 200 jobs in Halifax Count mean a lot."

President's Report

Welcome Back-President Griffin welcomed everyone back for Spring 2013 Semester.

Note from Halifax Commissioner Reeves Manning-Dr. Griffin received a letter from Commissioner Manning praising the good work at HCC and for providing the location for the homecoming service for the Late Senator Ed Jones.

Dr. George Vaughan-President Griffin stated that Dr. George Vaughan came to campus for the Leadership Development Institute on November 16, 2012. He wrote a letter to Dr. Griffin after the event thanking him for the opportunity. Also, he complemented the cleanliness of our buildings. Dr. Griffin thanked Ray Hester, Maintenance and Housekeeping Supervisor and Housekeeping for always doing such a great job.

HCC Tour-At our next meeting, Dr. Griffin extended the offer to go on a tour to see the updates that have been done on campus using the PBI funds.

Enrollment-President Griffin reported the Spring 2013 enrollment at this point. HCC had 1463 students in the curriculum programs. He was expecting another 50 students to enroll in the correctional educational program (January 29 – Plumbing, Masonry, Electrical); 15 students were in a special certificate program in industrial maintenance through the New Generations Rural Center grant; and an estimated 15-20 students were enrolling in the mini-semester that will begin March 7,

2013. President Griffin estimated that our final spring enrollment may be between 1,540 -1,545 students. That would be an increase of about 2% over the 1,510 for the spring of 2012. He was very pleased that HCC's faculty and staff continued to be good enrollment managers and provided opportunities for students to attend and graduate from Halifax Community College. The enrollment by county showed that 73% of our students were from Halifax County; 17% were from Northampton County, and the rest from surrounding counties. The out of state student enrollment was only a few students. The largest enrolled associate degree programs were the Associate in Arts program (transfer) with 229 students followed by Nursing, Medical Office Administration, Human Services Technology, and Business Administration. Dr. Griffin stated the he planned to provide another enrollment update next Board of Trustee meeting with the new enrollment totals.

Plus 50 Encore Completion Program-President Griffin stated that several months ago he asked Ms. Temple and Continuing Ed to work on a "Plus 50 Encore Completion Grant." The program will provide opportunities for students 50 year of age and older. Ms. Temple explained that HCC was one of 17 colleges chosen in the nation. AACCC will offer \$15,000.00 a year over three years. Ms. Tiffany Hale will manage the program. Dr. Griffin explained that there are between 80 and 90 students enrolled at HCC over the age of 50.

Turning Point Workforce Development WIA Funding-Dr. Griffin reported that HCC received an additional \$19,782.00 in funds from Turning Point Workforce Development. These funds will be used for the JobLink services. HCC was very fortunate to have the additional funding and appreciated the working relationship with the Turning Point Workforce Development Board.

Student Success Center (SSC) Update-President Griffin asked that Ms. Iris Johnson, Student Success Center Coordinator, give an update on the Student Success Center. Ms. Johnson reported that they are very busy. Already this semester there are 90 requests. Currently, staff in the SSC is 1 full-time coordinator, 1 full assistant/professional tutor, 16 tutors (12 peer and 4 professional). Recently, 15 additional students were assigned to begin tutoring services this week. She also stated that SSC continued to work with the counseling department, SSS, biology department and math department. The biology and math departments provide study groups and labs. Below is a chart detailing the FTE earned from the fall semester.

Fall Semester 2012

FTE Total: 156,210 minutes; 2,603.50 hours

Total FTE: 5.08

Total Students Assisted: 171

Duplicated Student Count: 2,799

2012-2013 TOTAL FTE = 5.08

Roanoke Valley Early College Update-President Griffin asked Mr. Thomas Bracy, Early College Liaison, Ms. Shanetta Pittman, RVEC Assistant Principal, and Mr. Chris Butler, RVEC Principal to give an update on Roanoke Valley Early College. Some of the highlights from the presentation are listed below.

- RVEC named a "School of Distinction"-87.6% of the student population is proficient
- Student population is 134 student, which include students from grades 9th through 11th
- 50% of the students have a GPA between 3.0-4.0

- There was 7 students induced into Phi Theta Kappa for Fall and Spring 2012
- One student was on the Presidents List for Fall and Spring 2012
- Eleven students were on the Dean's List for Fall and Spring 2012
- RVEC is recruiting for 50 ninth graders for 2013-2014 academic year. The criteria for the students is they must be first generation college students, underrepresented in the college going populations (minorities or low socio-economic), at risk of dropping out of school, or would benefit from accelerated academic instruction.

After the presentation, there were a few questions. Mr. Bracy thanked everyone who made the collaboration work between HCC and RVEC. Trustee Solomon stated that she is really excited about the program, and that it is helping to save our students.

Presentation-Dr. Griffin announced that at the end of the meeting or during the meal, he will show a presentation with pictures showcasing the activities during the fall semester. This was prepared by Ms. Mack.

Approval-Dr. Griffin asked that the Board allows the President Reports and the Executive Report, which is in their folders, to be a part of the official minutes. Trustee Solomon made the motion to accept President Griffin's president report and executive report, and the both reports are a part of the official minutes. Trustee DeLaMora seconded the motion. The motion carried.

Action Item

1. **FY 2013-2014 Halifax County Budget Request-**Mr. Robert (Bob) Howard, Vice President of Academic Affairs, presented the FY 2013-2014 Halifax County Budget Request to the Board of Trustees. He asked them to approve the attached operating and capital budget, which will allow HCC to take the request to the Halifax County Manager and Commissioners. HCC were seeking an operating budget of \$1,028,509 from Halifax County for FY14. HCC was also requesting capital improvement funding in the amount of \$272,792. The FY will begin July 1, 2013. He also reported that the budgeted supported the buildings and grounds and security of the college, along with the staff that worked in areas of maintenance, housekeeping, police, and security officers. Also, the county has provided a supplement to the President's compensation. After much discussion, Trustee Baker stated that he has a recommendation that was on the process not on the merit. Trustee Baker made the motion to accept the FY 2013-2014 Halifax County Budget Request with the exception to move the proposed supplemental increase for the president to a separate line item, conduct an executive pay study, and establish a policy on executive pay review. Trustee Baker seconded the motion. The motion carried.

Informational Items

Academic Affairs-No Report

Administrative Services

New Employee Flexible Benefit Plan-Mr. Robert (Bob) Howard, Vice President of Administrative Services, stated that HCC now has a New Employee Flexible Benefit Plan.

Ms. Delois Mercer, former Personnel Officer, lead a committee to consider new vendors to manage the Flexible Benefits Plan. One of the highlights with this new plan is that the college was providing \$10,000 in term life insurance to all employees who qualify for benefits at no cost to the employee.

Financial Report: FY 12-13 State Expenditures through December 2012-Vice President Robert (bob) Howard gave an overview to the Board of Trustees regarding the Financial Report on the State, County, and the Centre at HCC.

Institutional Advancement

Annual Campus Drive-Dr. Rhoades, Interim Vice President of Institutional Advancement, reported on the Annual Fund Drive. She stated that HCC's goal was to raise \$20,000 and we should, giving all projections, meet that goal and pass it. The total amount in pledges is \$22,000.

Spring Scholarships-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that Spring Scholarships will be given out on February 13, 2013, which is the same day Pell Grants will be given out. The amount in scholarships given will be \$37,914.

Doc Brown Scholarship- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that the Doc Brown Scholarship Fund has raised \$4,200.

Ed Jones Scholarship- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement reported that \$900 has been raised for the Ed Jones Scholarship.

C. L. Kelly-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that she did receive the \$15,000 for C. L. Kelly.

Audit-Everything is in place for the audit. The 990 will be filed on February 15, 2013.

Lyceum Series Events- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, encouraged everyone to attend the Lyceum Series events.

SGA Report-In the absence of the SGA President, Dr. Hasty presented her report.

- SGA were partnering with American Red Cross to have a Blood Drive. It will be on February 6, 2013 from 9:00 am to 2:00 pm.
- SGA Elections were scheduled for March 5, 2013. Campaigning will be from February 15, 2013-March 21, 2013.
- All Student Organizations were working with SGA to schedule a monthly campus clean-up date.

Motion to Go Into Closed Session

Trustee Edwards made the motion to go into close session pursuant to NCGS 143-318.11 (a)(1) to discuss a confidential personnel matter pursuant to NCGS 115D-27. Trustee Solomon seconded the motion. The motion carried.

Closed Session

The Board met with President Griffin concerning a confidential personnel matter. Trustee Baker made the motion to return to regular session. Trustee Solomon seconded the motion. The motion carried.

Adjournment

Trustee Felt made the motion to adjourn the meeting. Trustee Edwards seconded the motion. The motion carried. The meeting was adjourned at 11:55 am.

DRAFT