



Halifax Community College  
Board of Trustees  
Board Meeting  
January 31, 2012  
Administration Board Room

Members Present:

Frank Avent III, Chairman  
Dr. Stanley Edwards  
Rachel Hux  
Jay Baker  
Bettie G. Cofield  
Reverend Robert Knight  
David Cairns  
Bernella DeLaMora  
Lillie Solomon  
Mary Mebane  
James (Ray) Barmer

Members Absent:

Reggie Baird  
Carmen Betancourt, SGA

Others Present:

Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Barbara Bradley-Hasty, Dean of Student Services  
B.T. Brown –Dean of Academics  
Dr. Vera Palmer – Dean of Continuing Education  
Dr. Linnie Carter – Vice President Institutional Advancement  
Mitchell Robinson, Associate VP Administrative Services  
Hilda J. Hawkins, Executive Assistant to the President  
Melanie Temple, PIO Officer  
Jacqueline Hough, Daily Herald

Others Absent:

Dr. Edwin Imasuen, Director of Institutional Research

**Call to Order**

Chair Frank V. Avent, III, called the meeting to order at 10:03 a.m. Dr. Ervin V. Griffin, Sr., checked the attendance of the Board of Trustees. Trustee Stanley Edwards delivered the invocation.

**Introduction of Visitors**

**Introduction and Oath of New Members**

Following the introduction of all visitors, Delois Mercer, Notary Public, administered the oath to new board member, James (Ray) Barner.

**Presentation**

Dr. Griffin presented Mr. William Boseman and award for his support and dedication to the HCC Board of Trustees. Dr. Griffin presented Mr. Allan Exum, past HCC Chief of Police an award for his support and dedication to the College.

**Ethics Statement**

Chair Frank Avent 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**

**Approval of Agenda**

Trustee Jay Baker made a motion to approve the January 31, 2012 Board of Trustees meeting agenda with the addition and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

**Approval of Minutes**

Trustee Stanley Edwards made a motion to approve the November 15, 2011 and January 3, 2012 Board of Trustees meeting minutes and Trustee Jay Baker seconded the motion and the motion was carried.

**Committee Reports**

**Building and Grounds**

Debra Armstrong gave an update to the Board of Trustees regarding the parking lot and inform the board that all the renovations to room 108 have been completed.

**Finance**

No Report

Personnel/Student Services

No Report.

Academic Programs Services

Trustee Lillie J. Solomon announced that the Academic Programs Committee met and Dr. Erica Holmes will give an update later in the board meeting.

Announcements

President's Report

President Griffin thanked the Board of Trustees and all of the HCC Family for a very good semester even though we continue to struggle with issues related to our funding base and changes on the national level concerning financial aid. If some of the changes occur, it will affect some of our current students and those that will attend HCC in the future.

HCC continues to establish relationships with our internal constituencies and our external clients. We were pleased to host a meeting with Ms. Elizabeth Outten, regional liaison with U. S. Senator Kay Hagan, based in Raleigh, NC. We were able to bring Ms. Kathy Scott from our Halifax County Economic Development Office and Doug Hempsted, from LSA to the meeting so they could discuss pertinent issues with Ms. Outten. Our staff met with her for about an hour to discuss a wide range of issues that we will continue to follow up on at the ACCT meeting in Washington, D.C. in February 2012.

Greg Goddard from the Upper Coastal Plain Council of Government, asked and Dr. Griffin agreed to serve on the Comprehensive Economic Development Strategy (CEDS) advisory committee representing Halifax Community College.

In an attempt to provide greater services to our current and future students, HCC has joined the Jobs NOW Employment and Training Project. The project is designed to help low-income and first-generation students persist, complete postsecondary education, and secure gainful employment. We will be collaborating with MDC of Durham, North Carolina to implement the project. This will be a grassroots effort led by MDC to connect low and moderate income North Carolinians with work supports, public benefits, and student financial.

HCC also visited East Carolina University to meet with the College of Technology and Computer Science to view their technical offerings and see how we might collaborate with them to bring in more technical programs to our region and College. We also discussed future partnerships and transfer opportunities for our students.

The HCC Foundation assets have grown considerably in the last 5 years. The foundations net assets as of **6/30/2006 were (\$688,416.00)**. I am pleased to report that our net assets have grown to **\$958,996.16 as of June 30, 2011**. The net assets have **increased \$270,550.16 or 39.30%** during this period. I believe we are now positioned to have over 1 million in net assets very soon.

Dr. Griffin stated that he wanted to thank the board of trustees and the foundation board for increasing our assets in a very tough fiscal environment.”

#### Spring Enrollment Update

Before reporting on our spring 2012 enrollment, Dr. Griffin have the official (unduplicated) enrollment for the 2010-11 academic year for Curriculum and Continuing Education. Halifax Community College total curriculum enrollment for last year was 2,338 students in curriculum programs and 5,143 students in our continuing education programs. HCC served 7,104 students in all of our programs last year.

- Spring 2012 enrollment is 1,510 students in curriculum programs. Our fall 2011 enrollment was 1,560 students. We are very pleased with our enrollment for the spring semester. Our enrollment breakdown includes 1,033 (68%) females and 477 (32%) males.
- Top majors include Associate in Arts (Transfer), Nursing, Business Administration, Medical Office Administration, Human Service Technology, Criminal Justice, Early Childhood Associate, Industrial System Technology, and we have 67 students from our Early College in the Associate in Arts program.
- Even with the late start, we have 26 students enrolled in the Career and College promise program.

#### Predominantly Black Institution Grant Program

Dr. Griffin wanted to update the Board of Trustees on the PBI Program. HCC has an award for 1,250,000 dollars over the next 5 years to implement a variety of programs that will benefit our students. The redesign of Room 108 is an indication of the types of projects we will undertake over the next 5 years to improve the learning environment at Halifax Community College.

#### Northwest Halifax High School Partnership

Dr. Griffin had the unique opportunity to attend a ceremony at Northwest Halifax High School where they are trying to maintain a culture of excellence and college attendance in all of the students. They renamed all of their educational buildings after colleges and universities in the region. Dr. Griffin was very pleased that they named the general office after Halifax Community College. Everybody has to come by the Halifax Community College building to get to all the other buildings. It was a great event and brilliant idea to engender a college going culture among the students at Northwest.

#### Small Business Report

The Small Business Center at HCC has been making great strides in working with our areas residents in making their visions become a reality. Dr. Griffin asked Mark Stewart to give the Trustees a report on his efforts.

Again, Dr. Griffin thanked all members of the Board of Trustees, faculty, staff, students, and community for their continuing support of Halifax Community College and his administration.

Trustee Lillie J. Solomon made a motion to approve the January 31, 2012 President's Report. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

**Action Items**

Annual Internal Equipment Audit Summary Report 2010/2011

The HCC Board of Trustees was asked to approve the Annual Internal Equipment Audit Summary Report 2010/2011 for Halifax Community College presented by President Griffin.

Trustee Lillie Solomon made a motion to approve the Annual Internal Equipment Audit Summary Report 2010/2011 for Halifax Community College. Trustee Rachel Hux seconded the motion and the motion was carried.

Halifax Community College Self-Supporting Class Policy

The HCC Board of Trustees was asked to approve the Halifax Community College Self-Supporting Class Policy for Halifax Community College presented by Dr. Erica Holmes.

Trustee James Barner made a motion to approve the Halifax Community College Self-Supporting Class Policy for Halifax Community College. Trustee Mary Mebane seconded the motion and the motion was carried.

Academic and Administrative Calendars 2012-2013

The HCC Board of Trustees was asked to approve the Academic and Administrative Calendars 2012-2013 for Halifax Community College presented by Dr. Erica Holmes.

Trustee Mary Mebane made a motion to approve the Academic and Administrative Calendars 2012-2013 for Community College. Trustee Jay Baker seconded the motion and the motion was carried.

**Informational Items**

**Academic Affairs**

Introduction of new Faculty and Staff

Dr. Holmes introduced new faculty and staff to the Board of Trustees.

New Programs for College Transfer Pathway

Dr. Holmes gave an overview to the Board of Trustees regarding New Programs for College Transfer Pathway.

2011 Graduate Survey

Dr. Holmes gave an overview to the Board of Trustees regarding 2011 Graduate Survey.

Student Success Center FTE Fall 2011

Dr. Holmes gave an overview to the Board of Trustees regarding Student Success Center FTE Fall 2011.

Dental Program Accreditation

Dr. Holmes gave an overview to the Board of Trustees regarding Dental Program Accreditation.

**Administrative Services**

Financial Update

Vice President Deborah Armstrong gave an overview to the Board of Trustees regarding the Financial Report.

**Institutional Advancement**

General College Brochure

Dr. Linnie Carter gave an overview to the Board of Trustees regarding the General College Brochure.

North Carolina Community Colleges Marketing Partnership Initiative

Dr. Linnie Carter gave an overview to the Board of Trustees regarding the North Carolina Community Colleges Marketing Partnership Initiative.

Fundraising Update

Dr. Linnie Carter gave an overview to the Board of Trustees regarding Fundraising Update.

Sponsorship Program

Dr. Linnie Carter gave an overview to the Board of Trustees regarding Sponsorship Program.

**Student Government Association (SGA)**

No report.

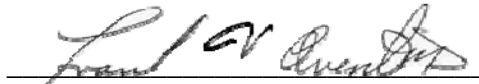
**Closed Session**

Chairman Frank Avent asked the Board of Trustees to go into closed session.

Trustee Bernella DeLaMora made a motion to go into closed session. Trustee Lillie J. Solomon seconded the motion and the motion was carried. The Board convened to discuss personnel matters.

Trustee Lillie J. Solomon made a motion to come out of closed session. Trustee Rachel Hux seconded the motion and the motion was carried. The Board reconvened at 12:00 noon.

Trustee Lillie J. Solomon made a motion to adjourn the January 31, 2012 board meeting and Trustee Rachel Hux seconded the motion. The motion was carried. The meeting was adjourned 12:05 p.m.

  
Frank Avent, III, Chairman

  
Dr. Ervin V. Griffin, Sr., Secretary