



Halifax Community College  
Board of Trustees  
Board Meeting  
February 23, 2010  
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Frank Avent III, Vice Chairman  
David Cairns  
Lillie J. Solomon  
Jay Baker  
Jack Boseman  
Rachel Hux  
Helen Brown  
Bernella DeLaMora  
Frederick Webb, Jr.  
Theresa Raymond, SGA

Members Absent:

Reggie Baird

Others Present:

Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Tom Schwartz, Vice President of Institutional Advancement  
Vera Palmer, Dean of Con. Ed./Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Jennifer Jones, Administrative Assistant  
Mitchell Robinson, Controller  
Dr. Harriet Morrison, Dean of Curriculum Programs  
Dr. Edwin Imasuen, Director Institutional Effectiveness  
Linda Garner  
Dorothy Lashley-Turner  
Michael Earl, Learning Coach  
Tuwana Jones, Administrative Assistant  
Dr. Bill Blaylock  
Melanie Temple, PIO Office  
Jacqueline Hough, Daily Herald

**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.

**Introduction of Visitors**

All visitors introduced themselves. Linda Garner and Dorothy Lashley-Turner were introduced as Professional Tudors. Daniel Lovett, Freedom to Learn Program/Project Manager, introduced Michael Earl as a Freedom to Learn Learning Coach. Dr. Erica Holmes introduced Dr. Harriet Morrison as the Dean of Curriculum Programs and Tuwana Jones as the Administrative Assistant to the Dean of Curriculum Programs.

President Griffin announced that Theresa Raymond was appointed by the N4C SGA as President. She is the first Halifax Community College student selected as president of the N4C SGA and she will represent 48 North Carolina community colleges.

Dr. Bill Blaylock expressed his gratitude for the assistance provided during the free dental clinic held February 18-20. He reported that the clinic was very successful with 339 people receiving services.

**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 Frank Avent announced that new ethics manuals have been requested and should arrive shortly.

**Trustee Business**

**Approval of Agenda**

Trustee Jay Baker made a motion to approve the February 23, 2010 Board of Trustees meeting agenda. Trustee Lillie Solomon seconded the motion and the motion was carried.

**Approval of Minutes**

Trustee David Cairns made a motion to approve the January 26, 2010 Board of Trustees meeting minutes. Trustee Rachel Hux seconded the motion and the motion was carried.

**Halifax Community College Board of Trustees Bylaws**

The Halifax Community College Board of Trustees Bylaws was distributed for the viewing of additional language. Chairman Edwards asked that each member study the bylaws closely in order to make a decision as to whether to approve the changes at the next meeting.

## **Committee Reports**

### Building and Grounds

No Report

### Finance

Vice President Deborah Armstrong reported that the Finance Committee met December 18, 2009 and distributed minutes. Trustee Bernella DeLaMora made a motion to approve the December 18, 2009 minutes. Trustee Jay Baker seconded the motion and the motion was carried.

### Personnel/Student Services

No Report

### Academic Programs Services

Meeting scheduled February 23, 2010

### Announcements

Chairman Edwards appointed Trustee Jay Baker as HCC Board of Trustees Parliamentarian and Trustee Baker accepted.

Chairman Edwards shared a model of the trustee manual to be distributed when new trustees take office. The manual will include all up-to-date materials for new trustees.

Chairman Edwards directed the attention to information regarding the 2010 ACCT Awards Ceremony. He asked members to decide if they would like to submit nominations for any of the awards. The winners will be named during the AACC Congress scheduled October 20-23, 2010 in Toronto.

## **President's Report**

President Griffin began his presentation by sharing a document from NCCCS State Board stating that HCC's advanced planning had been approved and advised that we will need to incorporate comments in the plan if we receive funding. He talked about the outcome of the NC MOMS dental clinic and expressed his gratitude to the 350 volunteers who were present. He also mentioned that Senator Ed Jones and Representative Lucy Allen stopped by to show their support of the patrons. He especially thanked the Roanoke Rapids Daily Herald for partnering for the event.

President Griffin then directed members to his written report regarding the following topics:

- JobLink Budget
- HCC Satellite Centers
- Veterans Affairs Report
- Halifax County Budget
- HCC Editorial
- Legislative Luncheon

President Griffin concluded his report by thanking the board for their support. Trustee Lillie Solomon made a motion to accept the February 23, 2010 President's Report. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

### **Action Items**

#### **Revised Academic Administration Calendars 2010-2011**

The Academic and Administrative Calendars were approved by the Board of Trustees on January 26, 2010. The Fall 2010 Academic Calendar was approved with a class start date of August 9, 2010. However, August 9<sup>th</sup> is still in the summer session according to the State Board of Community Calendar. Therefore, the class start date needs to be changed to August 16, 2010. The HCC Board of Trustees is asked to approve the addendum to the Academic Calendar for Fall-2010.

Trustee Frank Avent made a motion to approve the revised Academic Administration Calendars 2010-2011. Trustee Jay Baker seconded the motion and the motion was carried.

#### **Internal Audit Plan- Summer and Fall 2009**

The Continuing Education Department is required to visit fifty percent of all off-campus and distance education /internet classes. The HCC Board of Trustees is asked to accept and approve the report as presented.

Trustee Frank Avent made a motion to approve the Internal Audit Plan for Summer and Fall 2009. Trustee Rachel Hux seconded the motion and the motion was carried.

## **Informational Items**

### **Academic Affairs**

#### **On Site JobsNOW Audit**

Vice President Erica Holmes shared information regarding an on-site JobsNow 12 in 6 program visit. The program is reported to be training 57 HCC students which is more than any college in the region. Some students have completed the program and will participate in graduation in May.

#### **On Site EEOC Audit**

Vice President Holmes provided information regarding an Equal Employment Opportunity Commission (EEOC) on-site audit. The visit is required for the validity of technical funds for Perkins funds.

### **Administrative Services**

#### **Financial Update**

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. In addition to the financial reports, an update was provided regarding the conditions of the campus during inclement weather conditions. Vice President Armstrong informed the Board that Rightmeyer Machine Rentals, Inc. was hired

to clear the parking lots and sidewalks after the snow storm to allow classes to take place promptly.

Vice President Armstrong informed the Board that the North Community College Systems office has provided all business offices with additional resources by holding a teleconference once a month to keep employees informed of new procedures and updates.

Vice President Armstrong explained that a safety inspection had been completed by the Environmental Health and Safety Institute at Blue Ridge Community College. The Board is asked to approve the contents of the report.

Trustee Avent made a motion to approve the safety inspection report and Trustee Rachel Hux seconded the motion. The motion was carried.

### **Institutional Advancement**

Vice President Tom Schwartz distributed information regarding an HCC foundation and grant update. He also provided information on new scholarship investment policies. Vice President Schwartz mentioned the development of a golf tournament as a fundraiser and provided information regarding the proposed plans for the spring event.

### **SGA**

SGA President, Theresa Raymond, informed the Board that the SGA volunteered at all the Black History Month events acting as servers, ushers, and in any other capacity needed. The SGA also hosted the annual Black History Month Quiz Bowl, awarded the winners with \$75 in prizes and awarded all participants with Certificates of Appreciation.

President Raymond also informed the Board that the HCC SGA will be attending the N4CSGA Spring 2010 conference. The attendees will submit a nomination and participate in the interview process for the Top "C" campus award. They are also looking forward to competing for the spirit stick. The conference is March 4, 2010 through March 7, 2010. Dr. Griffin has been invited and will attend the banquet on March 6, 2010.

President, Raymond concluded her report by announcing that she was appointed to assume the Office of N4CSGA President due to the resignation of the Past President. Her duties include presiding over the Spring Conference and chairing the two business meetings, submitting monthly reports to the State Board, and presiding over the N4CSGA Executive Board meetings

### **Announcements**

President Griffin announced that a Public Hearing will be held by local legislators March 16<sup>th</sup> 2010 in The Centre.

No Closed Session

**Halifax Community College  
Board Minutes  
February 23, 2010**

Trustee Bernella DeLaMora made a motion to adjourn the meeting and Trustee Rachel Hux seconded the motion. The meeting was adjourned at 12:30 p.m.

*Stanley Edwards*

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Dr. Stanley Edwards, Chairman

*Ervin V. Griffin, Sr.*

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Dr. Ervin V. Griffin, Sr., Secretary