



**AGENDA  
BOARD OF TRUSTEES  
CALLED MEETING**

**Via Conference Call: Dial-In Number: 641-715-3580 and Access Code: 796980**

**Thursday February 25, 2016 9:30 am**

9:00 am Call to Order.....Chairman Michael Felt

9:03 am Trustees Attendance.....President Griffin

9:05 am Adoption of the Agenda

9:07 am Ethics Awareness & Conflict of Interest Reminder

Ethics Statement ..... Chairman Felt

*“Each member of this board of trustees (except the student representative) is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even the appearance of conflicts of interest. Does any member of this board know of an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter coming before this board?”*

9:10 am **Trustees Business**.....Chairman Felt

1. Policy Change to add Good Friday as a Holiday to the HCC Personnel Policy Manual Holiday Schedule

**Adjournment**

Halifax Community College  
Board of Trustees  
February 25, 2016

**Action Item**

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Item: Policy Change to add Good Friday as a Holiday

Area: Academic Affairs

Presenter: Dr. Deryl Davis Fulmer-Vice President of Academic Affairs

Recommended Action: The HCC Board of Trustees is asked to approve a change in our Personnel Policy Manual Holiday schedule so it does not conflict with the approved administrative calendar. The Board of Trustees is asked to approve Good Friday as a day off for all staff.

Background: The change in the Personnel Policy Manual Holiday schedule would match the administrative calendars, if approved. There are not classes scheduled for Good Friday. The administrative calendar was approved at the April 28, 2015 Board of Trustees meeting.



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# **PERSONNEL POLICIES MANUAL**

July 2015

## **20. Other Employee Benefits**

### **Holidays**

All full-time employees shall receive full pay for the following legal holidays that fall Within their contract period:

- New Year's Day
- Martin Luther King, Jr. Day
- Easter Monday
- Memorial Day (\*)
- Independence Day
- Labor Day
- Veterans Day (\*)
- Thanksgiving Day plus One Day
- Christmas Day plus Two Days

(\*) These holidays may be taken on dates that do not conflict with the academic calendar.

## **21. Political Activity**

As an individual, each employee of Halifax Community College retains all the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the Constitution and laws of the United States of America; however, no employee of Halifax Community College shall take an active part in managing a campaign or campaign for political office or otherwise engage in political activity while on duty or within any period of time during which he/she is expected to perform services for which compensation is received from the state. No employee shall approve or allow political activity on the campus (see NC Statute 23 2C.0208).

The employee shall not use the authority of his/her position to utilize state, county, or federal funds, supplies, or vehicles to secure support for or oppose any candidate, party, or issue in a partisan election involving candidates for office or party nomination or affect the results thereof.

No Halifax Community College official shall use any promise of reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate, or party.

Failure to comply with this regulation is grounds for disciplinary action which, in case of deliberate or repeated violation, may include dismissal or removal from office.