



**Halifax Community College  
Board of Trustees Regular Board Meeting  
February 26, 2013**

- Board of Trustees Present:** Trustee Frant Avent, III  
Trustee Jay Baker  
Trustee James Barmer  
Trustee Carmen Betancourt (SGA Representative)  
Trustee David Cairns  
Trustee Rachel Hux  
Trustee Michael Felt  
Trustee Mary Mebane  
Trustee Lillie Solomon
- Board of Trustee Absent:** Trustee Bettie Cofield-*excused*  
Trustee Bernella DeLaMora-*excused*  
Trustee Stanley Edwards-*excused*
- Others Present:** Dr. Ervin V. Griffin, Sr., President  
Dr. Joy Cooley, Active Vice President of Academic Affairs  
Robert Howard, Vice President of Administrative Services  
Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement  
B. T. Brown, Dean of Curriculum Programs  
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 an PRIDE Male Mentoring Program  
Melanie Temple, Public Relational and Marketing Director  
Jacqueline Hough, Roanoke Daily Herald Reporter  
Sandra Weden, Faculty Senate Representative  
Robin White, Student  
Cindy Collins, Administrative Assistant in Financial Aid and Chair of Multicultural Affairs Committee  
Sherida Gholston, Director of Student Support Services

Kelly Harvey, School of Nursing and Allied Health Chair  
Jason Shotwell, Welding Technical Instructor  
Patrina Fuller, Cosmetology Instructor  
Verna High, Department Head for Dental Hygiene

### **Call to Order**

Chairman Frank V. Avent, III called the Halifax Community College Board of Trustees' meeting to order at 10:03 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**

Everyone present introduced themselves.

### **Ethics Awareness & Conflict of Interest Reminder**

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

### **Approval of the Agenda**

Trustee Felt made the motion to accept the agenda as printed. Trustee Baker seconded the motion. The motion carried.

### **Approval of Minutes**

#### **Regular Meeting on February 26, 2013**

Trustee Baker made the motion to approve the February 26, 2013 regular meeting minutes with the corrections. Trustee Barmer seconded the motion. The motion carried.

#### **Closed Session on February 26, 2013**

Trustee Barmer made the motion to approve the closed session minutes for February 26, 2013. Trustee Mebane seconded the motion. The motion carried.

### **Committee Reports**

#### **Building and Grounds**

Trustee Baker asked that the Board of Trustees to table the naming of buildings to celebrate the 50 year of celebration of the North Carolina Community College System until the next meeting, because this will give the committee time to review it.

#### **Finance**

No Report

#### **Personnel and Student Services**

No Report

### **Academic**

Trustee Solomon reported that the Academic Committee met on Tuesday, February 19, 2013 at 9:00 am. Six programs were reviewed. Trustee Solomon also stated that Dr. Cooley was going to share the recommendation and rationale for each one. She also stated that Trustee Felt and herself reviewed all of the programs thoroughly.

### **Chairman Report**

**Stamp Dedication-**Trustee Avent stated that he attended the Stamp Dedication program on February 5, 2013, and it was a great event. He also thanked the trustees that were able to attend. Mr. Carl Walton, Communications Coordinator, Greensboro District, US Postal Service was very appreciative of the Stamp Dedication.

**Heroes Program-** Trustee Avent mentioned that he attended the Heroes Program. He discussed the Late NC Senator Ed Jones receiving the Hero Award posthumously. Trustee Solomon stated how happy former Trustee Frankie Young was to receive the Hero Award.

### **President's Report**

**Roast-**President Griffin thanked everyone that was able to attend the Roanoke Avenue Business Alliance Roast of him at David's Restaurant. He stated that it was a great event that raised funds for downtown Roanoke Rapids, NC. President Griffin thanked the Board members that were able to attend. He also thanked all Board members for being able to attend all the events that have been held on February.

**African American Heroes' Program-**Dr. Griffin mentioned that over 300 people attended the Heroes' program. HCC will continue to recognize unsung heroes.

**Plus 50 Encore Completion Program-**President Griffin announced that HCC received its first check from the Plus 50 Encore Completion Program.

**Association of Community College Trustees (ACCT) Legislative Summit-**Dr. Griffin stated that the ACCT summit was held in Washington, DC on February 11-14, 2013. Trustee Avent, Trustee DeLaMora, Trustee Mebane, Trustee Felt, and Trustee Edwards attended. They met with Congressman Butterfield. Also, everyone discussed the gloom and doom of the administration.

**North Carolina Community College Legislative Priorities-**President Griffin announced that there are weekly legislative updates. He also mentioned the Governor's budget would be out next month.

**Enrollment Update-**Dr. Griffin stated that classes start for the mini-semester on March 7, 2013. With the students enrolled in mini-semester, it should bring enrollment up to 1530 or 1535.

**PBI Funding Update-**Mr. Daniel Lovett, Director of Title III Program and PRIDE Male Mentoring Program provided an update on PBI Funding. Some of the highlights from Mr.

Lovett's presentation were as follows: PBI matched \$170,000 in funds for scholarships, upgrades have been made in many areas, generators were bought, equipment was bought for welding and science classes, books were bought for the library and other library resources, and etc. Trustee Felt made the motion to accept the PBI Funding Update report. Trustee Baker seconded the motion. The motion carried.

### **Action Items**

**Program Reviews-**Dr. Joy Cooley, Vice President of Academic Affairs, reported that NC Administrative Code mandates that programs be reviewed every 5 years. This year, Advertising Graphic Design, Associate Degree Dental Hygiene, Associate Degree Nursing, Cosmetology Certificate, Practical Nursing and Weldon Certificate program were reviewed. Each program will be voted upon separately.

1. **Advertising Graphic Design-**The recommendation for Advertising Graphic Design was continuation of the program with corrective action. There was a need for 3<sup>rd</sup> party reporting and making sure that the graduates are retaining employment. Trustee Felt made the motion to accept the Advertising Graphic Design program review. Trustee Baker seconded the motion. The motion carried.
2. **Associate Degree Dental Hygiene-**The recommendation for the Associate Degree in Dental Hygiene is continuation of the program with corrective action. The goal is 80% passing rate on licensure exams.
3. **Associate Degree Nursing-**The recommendation for the Associate Degree in Nursing is continuation of the program with corrective action. The goal is to have 90% pass rate for licensure exams. The nursing program is already very diligent in 3<sup>rd</sup> party notification. Trustee Felt made the motion to accept the Associate Degree Nursing program review. Trustee Barmer seconded the motion. The motion carried.
4. **Cosmetology Certificate-**Dr. Cooley announced that the recommendation for Cosmetology Certificate program is identification of the program for further study. Ms. Fuller, Cosmetology Instructor was present to address the Board regarding licensure. She stated that there are issues with students keeping on track, financial difficulties, and transportation issues. Trustee Baker made the motion to accept the Cosmetology Certificate program review. Trustee Mebane seconded the motion. The motion carried.
5. **Practical Nursing-**Dr. Cooley stated that the Practical Nursing program recommendation is continuation of the program at the current level of activity. Trustee Felt made the motion to approve the Practical Nursing program review. Trustee Baker seconded the motion. The motion carried.
6. **Welding Certificate-**Dr. Cooley reported that the Welding Certificate program recommendation is continuation of program with correction action. One of the issues reported was more space needed. Trustee Felt made the motion to accept the Welding Certificate program review. Trustee Solomon seconded the motion. The motion carried.

Dr. Cooley reminded everyone that this is not the end of the process for program reviews. Everyone should be looking for ways to improve. President Griffin commended the academic committee for their work.

**HCC's 50<sup>th</sup> Year Celebration of the North Carolina Community College System**-This action item was tabled until next meeting.

**CODA (Commission of Dental Accreditation Report)**-President Griffin reported that Halifax Community College presented to CODA a report and answer to a recommendation cited in the August 9, 2013 site visit report. CODA sent a letter to him stating CODA determined that the recommendation cited on the August 9, 2012 site visit report has been met and adopted a resolution to change the program's accreditation status to "approval without reporting requirements." (Approval without reporting requirements means the accreditation classification granted to an education program indicating that the program achieves or exceeds the basic requirements for accreditation.) The next site visit for the Dental Hygiene program is scheduled for 2019. Trustee Felt made the motion to accept the report. Trustee Baker seconded the motion.

## **Informational Items**

### **Academic Affairs**

**Student Satisfactory Survey Results for Fall 2012**-Dr. Joy Cooley, Acting Vice President of Academic Affairs, asked Dr. Adriane Leché, Dean of Institutional Effectiveness and Planning, to present the results of the Fall 2012 Student Satisfactory Survey results. After the results were given, there was some discussion.

**HCC Leadership Development Institute**-Dr. Cooley, Acting Vice President of Academic Affairs, asked Ms. Sherida Gholston, Director of Student Support Services, to give an update on the HCC Leadership Development program. Ms. Gholston stated that funding for the program came from Upper Coastal Plains. Ms. Gholston also stated the activities that have been completed. On April 10, 2013, the HCC Leadership Development Institute members will travel to Raleigh, North Carolina to visit the North Carolina General Assembly.

**Women of Excellence Conference**-Dr. Cooley, Acting Vice President of Academic Affairs, asked Ms. Cindy Collins, Chair of the Multicultural Committee, to come and give information on the Women of Excellence Conference. Ms. Collins stated the title of the conference was "Woman! Arise! Breaking the Cycle." The conference will address domestic violence. Women of Excellence learned so much about the topic volunteering at Hannah's Place and thought this was a topic that should be addressed. The conference kick-off speaker will be Leslie Kingsberry and the keynote speaker will be Wambui Bahati, Inspirational Speaker, Motivational, Humorist, Entertainer, and Author.

### **Administrative Services**

**Financial Report: FY 12-13 State Expenditures through January 31, 2013**-Vice President Robert Howard, gave an overview to the Board of Trustees regarding the financial report on the State, County, and the Centre at HCC.

### **Institutional Advancement**

**Scholarship Applications**-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that the application process for scholarships were to begin on March 1, 2013 and will close on April 26, 2013. Information has been sent out to students and flyers were put up.

**Doc Brown Scholarship**-The Doc Brown scholarship funds is now up to \$4205.00

**Ed Jones Scholarship**-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, stated that Ms. Jones wanted to thank everyone for the support that has been given to her and her family. The total amount raised thus far for the Senator Ed Jones scholarship is now \$1,000.00. Ms. Jones has also signed the paperwork for the scholarship to be established.

**Donating**- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, encouraged everyone to donate to scholarships.

### **Student Government Association**

**NC4SGA**-Ms. Carmen Betancourt, SGA President, announced that on Feb. 16, 2013 and March 2, 2013, she attended the NC4SGA meetings. They discussed the top issues concerning the students. The top issues to be discussed are financial aid, accessibility for the handicapped, and formation of study groups with other schools.

### **Adjournment**

Trustee Baker made the motion to adjourn the meeting. Trustee Solomon seconded the motion. The motion carried. The meeting was adjourned at 11:30 am.