



Minutes
Halifax Community College Board of Trustees
February 26, 2018

Board of Trustees Present:

Trustee Michael Felt, Chair
Trustee Marie Robinson, Vice Chair
Trustee Bettie Cofield
Trustee J. Deans Eatman
Trustee Stanley Edwards
Trustee Fannie Greene
Trustee Mary Mebane
Trustee John Smith
Trustee Ruel Solomon
Trustee Byron Waters
Trustee Sammy Webb
Trustee Gabriel Roberts, Student Representative

Board of Trustee Absent:

Trustee Michael Mills, excused

Others Present:

Dr. Michael Elam, President/CEO
Dr. Bruce Busby, Interim Chief Academic Officer and Dean of Curriculum
Dr. Barbara Bradley-Hasty, Vice President of Student Services and Enrollment Management
Dr. Jerry Edmonds, Interim Dean of Workforce & Economic Development & Director of the Small Business Center
Kimberly Mack, Executive Assistant to the President and Board of Trustees
Daniel Lovett, Director of PRIDE, Title III Programs, and Special Assistant to the President
Vanessa Council, Graphic Designer
Allen Purser, Director of the HCC Foundation, Inc.
Margaret Murga, Human Resources Director
David Forester, Vice President of Administrative Services
Molly Wallace, Director of Public Relations and Marketing
Victor Marrow, President of the Staff Senate

John Bennett, Faculty Senate Representative
Robert Lynch, Network Technician
Stacy Atkins, Controller
Carolyn Harmon, Daily Herald Reporter
Caroline Harris, Interim Information Systems
Manager

Call to Order

Chairman Michael Felt called the Halifax Community College Board of Trustees meeting to order on February 26, 2018 at 10 a.m. in the conference room in the Dr. Phillip W. Taylor Complex.

Trustee Quorum

Trustee Elam did a roll call. A quorum was met for the meeting.

Invocation

Trustee Smith gave the invocation.

Adoption of the Agenda

Trustee Robinson made the motion to adopt today's agenda. Trustee Greene seconded the motion. The motion carried.

Ethics Awareness & Conflict of Interest Reminder

Chairman Felt read the Ethics Awareness & Conflict of Interest reminder. There were no conflicts of interest.

Introduction of Visitors and New Staff

Everyone present introduced himself or herself.

Trustee Business

Consent Agenda

Chairman Felt stated the minutes needed to be removed from the consent agenda to fix the corrections. The minutes omitted Victor Marrow being present at the meeting and the last name was added to a trustee who was present. Trustee Waters made the motion to approve the minutes with the corrections. Trustee Cofield seconded the motion. The motion carried.

Committee Reports

Buildings, Grounds, Finance

Financial Report: Fiscal Year 2017-18 State, County, and the Griffin Centre Expenditures through January 31, 2018-David Forester, Vice President of Administrative Services, presented the Financial Report: Fiscal Year 2017-18 State, County, and the Griffin Centre Expenditures through January 31, 2018.

Status of the Foundation Finding-We plan to move the foundation finances into a foundation software instead of using Microsoft Excel. It will be a stand-alone unit that is non-profit centered for tracking finances. It would be a better tracking than the manual tracking in Excel. The contributions were overspent in the past. The foundation has been raising unrestricted dollars the last couple of years. The overall funds raised last year was \$13,642.92 This year funds raised were \$14,008.36. This year has not ended, so there is additional opportunity for fundraising. In the 2015-16 fiscal year, the “underwater” amount rose from \$138,192.15 to \$162,699.00. There will be an upcoming cost of \$8,000 to \$10,000 to pay for the auditor. Chairman Felt reminded everyone that the program dates back to 1979. The college hired private CPA to do the audit and it came out clean. The previous vice president noticed a concern and the previous president requested the state auditor’s office to do an audit on our foundation. Mr. Forester also reminded the Board that the information is informational. The state auditor could come in and see things differently. Trustee Eatman made the motion to accept the financial reports as submitted. Trustee Edwards seconded the motion. The motion carried.

Personnel and Student Services-No report

Academic

Program Reviews-Trustee Eatman reported the committee met on Friday and is in the annual program review process. This year six programs were reviewed. The program review process provides an assessment of each academic program’s effectiveness through enrollment and data. Each academic program department head gathers data needed to complete the program review process. That information is shared with the campus program review committee comprised of faculty. The committee makes recommendations to the Vice President of Academic Affairs; the Vice President gives the report to the president who submits the report to the Board of Trustees for final review, recommendation, and action. Trustee Eatman explained what each level meant. The levels are 1-program moves forward as is, 2-program moves forward with corrective actions, 3-program is recommended for further review, and 4-program is recommended for suspension. If a program is discontinued, there will be a teach-out plan created to see that the students left in the program will graduate. The following programs were reviewed:

Associate Degree Nursing-Trustee Eatman informed the board the academic committee is recommending a three for the Associate Degree Nursing Program. The committee is recommending the Associate Degree Nursing program increases their retention rates and develop a strategic plan for enrollment management, including using the Aviso. Trustee Eatman made the motion to give the Associate Degree Nursing a recommendation of a three and charge the Board Chair with signing the form. Trustee Edwards seconded the motion. The motion carried.

Practical Nursing (Certificate)-Trustee Eatman stated the Board of Trustees made the recommendation of a two for the Practical Nursing program and charged the chair with signing the form. Trustee Mebane seconded the motion. The motion carried.

Advertising & Graphic Design (AAS, Diploma, Certificate)-Trustee Eatman informed the board the Academic Committee is recommending a four for the Advertising and Graphic Design program. He asked Dr. Busby, Interim Vice President of Academic Affairs and Dean of Curriculum, to give the details. He mentioned there was one full-time faculty member in the program. He had diligently worked in trying to build the program, and there was even an enrollment increase. However, the program has continued to be underwater the past four years. The program generates three FTE, and 20 are needed to support one full-time faculty member. The program had been operating with a -\$28,000 underwater. There are three students in the program. A teach-out plan has been made for them. There will be no new students enrolled in the program. There will also be online resources for these students. The program can be revisited in the future should the college want to bring the program back. Trustee Eatman made the motion to suspend the Advertising and Graphic Design program and charged the board chair with signing the form. Trustee Smith seconded the motion. The motion carried.

Cosmetology (Certificate)-Trustee Eatman stated the committee made a recommendation of a two with continuation of program with corrective action. They are doing a good job. They have an FTE of 22. They are capped with enrollment, due to the facility cap. They would like to use customer service fee collected through the years to expand their work area. Cosmetology will work on a proposal and bring it back to the Board of Trustees. Trustee Eatman recommended a two for continuation of the program with corrective action and for the board chair to sign the form. Trustee Cofield seconded the motion. The motion carried.

Dental Hygiene (AAS)-Trustee Eatman informed the board that the committee is recommending a two. Dr. Busby expressed concerns about finding another part-time dentist. Dentists are hard to find because they only are paid \$50.00 an hour here. Students cannot do their clinical work unless supervised by a dentist. The other concern they need to address is making sure the students get a variety of customers. Due to the success of the program, HCC has many repeat customers. Trustee Eatman made the motion to give the Dental Hygiene program a two for continuation of the program with corrective action. Trustee Waters seconded the motion. The motion carried.

Welding (Certificate)-Trustee Eatman reported that despite low enrollments across the country, the welding program enrollment is growing even though they are in a restricted space. Trustee Eatman made the motion to give the welding program a recommendation of a two with a continuation of program with corrective action. Trustee Smith seconded the motion. The motion carried.

Trustee Eatman stated this concludes the six-program review report for the 2017-18 academic year.

2016-2017 Program Review Follow-up report-Last year, the paralegal program had a recommendation of a three. As a result, the academic committee has made the recommendation to suspend the program. It is running at 1.28 FTE. The enrollment should be 20 to support a faculty program. They are working on a teach-out program for the

students. To maintain this program HCC must be certified and must keep \$20,000 in subscriptions each year through the library for a collection. HCC should not continue this program and should suspend the library subscription at the earliest opportunity. Trustee Eatman made the recommendation to suspend the program and charge the chair with signing. Trustee Smith seconded the motion. The motion carried.

Future Considerations: Early College MOUs-Dr. Elam stated he just completed a summit with the high schools. The role of the summit is to put all the schools on the same accord. There are a lot of growth and changes. HCC will now have four early college programs. There will be some necessary changes to make the programs more uniform to have one early college program instead of four. The MOUs will be sent to the Board of Education in March. Dr. Elam plans to bring the MOUs to the HCC Board of Trustees in April meeting. There is one item of contention. We have not charged fees in the past. It may be challenged, but the fee is absolutely necessary.

EMS Program Approved Procedures-Dr. Elam reported that as a part of the partnership moving forward with Halifax County School. One of the pathways was EMS. We offer all of the classes for EMS except for one to get the certification. HCC is in discussion with the systems office regarding what the demand is for EMS in our area.

Chair Comments and Announcements

1. **Dr. Edwards Update-**Chairman Felt stated we have a Dr. Edwards update, but he is here. He told everyone how he is doing. Dr. Edwards thanked everyone for their calls, prayers, and visits. He is doing much better and is ahead of schedule in the recovery. Chairman Felt also informed the Board that he attended a conference call regarding the EDA grant. He also mentioned HCC had a delegation, Dr. Elam, Trustee Robinson, and himself, attend the AACT Legislative Summit and the Rural Community College Alliance Legislative Day. They were able to meet with staff, and both conference were good. The SACS-COC has a new principal, Trustee Self-Evaluation, the personnel and student services committee will meet next month to review language and questions for the trustee self-evaluation. The trustee board retreat will be next month, April 24, 2018. The county managers and commissioners will be present from both counties. Chairman Felt also appointment Trustee Edwards, Trustee Robinson, and Trustee Cofield to the president's evaluation committee. HCC is planning to give the Board of Commissioners a campus tour and lunch. He realizes many of the Board of Commissioners has never visited HCC's campus beyond the Centre. The next NCACCT seminar will be April 11-13, 2018 in Raleigh. If anyone is interested in attending, please inform Kim Mack.

President's Report

During the president's report, Dr. Elam shared with the board the 2018 ACCT Community College Federal Legislative Priorities. He shared that he attended the Caledonia graduations on Feb. 8th and 23rd. There were 129 graduates from Caledonia. Dr. Elam thanked everyone who attended the Black History Month activities. All programs were well attended. He announced the 2018 Robotics Tournament. He encouraged board members to attend if they could. HCC childcare

center was now demonstration site CADA Head Start site + design workshop. HCC will have a redesign playground that will expose the children to STEM and gardening. Dr. Elam discussed he attended the education summit: Partnership for Success meeting on February 19th. The summit was about success and student opportunities going forward. Lastly, everyone was given a Working Together Works Bumper sticker. (More details from the report are in Attachment A, which is a PowerPoint presentation.)

Informational Items

Institutional Effectiveness & Advancement

1. **Foundation Board Report**-Allen Purser, Executive Director of the HCC Foundation discussed the Foundation Retreat that was held on February 7th. The evaluations from the retreat showed a 100% satisfaction rate.

Student Government Association (SGA) Report

Gabriel Robert, SGA President, discussed the stamp dedication SGA elections and the SGA officers for 2017-2018.

Approval of the President's Report

Trustee Smith made the motion to approve the president's report, which also included reports from Institutional Effectiveness and Advancement and the Student Government Association. Trustee Greene seconded the motion. The motion carried.

Closed Session

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

Adjournment

Trustee Eatman made the motion to adjourn. Trustee Cofield seconded the motion. The motion carried. The meeting adjourned at 11:40 a.m.



Michael G. Felt, Board Chair



Dr. Michael A. Elam, President/CEO

Appendix A



President's Report



AMERICAN ASSOCIATION OF COMMUNITY COLLEGES
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES



2018 COMMUNITY COLLEGE FEDERAL LEGISLATIVE PRIORITIES

REAUTHORIZE THE HIGHER EDUCATION ACT

Pell Grants - Provide Pell Grant eligibility for students enrolled in short-term, workforce-oriented programs. Index Pell Grants to inflation. Fully reinstate Pell Grant eligibility for "Ability-to-Benefit" students. Allow Pell Grants to be used for up to 14 full-time equivalent semesters.

- Short-term workforce development programs allow students to quickly and cost-efficiently increase their skill levels and earning potentials.
- Increasing the maximum Pell Grant award helps ensure that low-income students can attend college, while reducing the need for borrowing.

Risk Sharing - Oppose additional federal financial assessments levied on institutions that are based on borrowing, student aid, or educational outcomes.

- Community colleges oppose risk sharing, including changes to R2T4 included in the House's PROSPER Act.
- Community colleges do not have the resources to absorb large federal financial penalties. Implementation of risk sharing at community colleges would inevitably result in either increased costs or reduced educational services for students.



Federal Loans - Link loan limits to enrollment intensity as well as degree and program type. Revise student loan cohort default rates by incorporating the percentage of a college's students who borrow. Simplify and consolidate Direct Loan repayment options with low-debt borrowers in mind. Enhance student loan servicing. Maintain subsidized federal loans for low-income students.

- Support the House PROSPER Act's provisions that will give colleges new authority to limit borrowing.
- Oppose the elimination of subsidized student loans in the PROSPER Act.

Transparency and Measurements - Create a national student unit record data system to efficiently track completion and post-college earnings. Track completion for up to 300% of a program's "normal time."

- An effectively implemented unit record data system would reduce administrative costs as well as produce more relevant and comprehensive data than are currently being generated.

Campus-Based Aid and Institutional Aid - Community colleges oppose the PROSPER Act's elimination of Federal Supplemental Educational Opportunity Grants (SEOG) and the Strengthening Institutions program (Title III-A). The allocation formulas for Federal Work-Study and SEOG should ensure that needy students at all institutions have equitable access to funds.

- The elimination of federal SEOG will increase costs for millions of college students and families.
- Title III-A provides critical resources for institutions serving high numbers of low-income and first-generation students.
- Community colleges oppose the PROSPER Act's application of a minimum graduation rate for Minority Serving Institutions to qualify for grants under Titles III and V.



INVEST IN EDUCATION AND WORKFORCE DEVELOPMENT

Provide Sufficient Funding for Higher Education and Workforce Development - Higher education and workforce training investments generate significant economic and social dividends.

- Congress must adequately fund the Labor, Health and Human Services, and Education funding bill to provide necessary support for key community college programs.

Ensure Pell Grant Funds Benefit Students - The Pell Grant surplus should be used solely to support students in the Pell program. Raiding the surplus could impact the future stability of the program.

- Community colleges encourage Congress to use the Pell Grant reserve funds in a fiscally responsible manner to enhance college affordability for our diverse student population.

Federal Student Aid and Institutional Aid - Congress should provide additional funding for the SEOG, Federal Work-Study, TRIO, and GEAR UP programs. Congress should increase current funding for institutional aid programs, including: Title III-A; Strengthening Historically Black Colleges and Universities; the Developing Hispanic-Serving Institutions programs; and other programs serving traditionally underrepresented populations.

Adult Basic Education, Perkins CTE, and WIOA - Congress should increase funding for Perkins Career and Technical Education (CTE) programs, Adult Basic and Literacy Education state grants, and state grants under the Workforce Innovation and Opportunity Act (WIOA) to support needs in these areas.

CCAMPIS and the National Science Foundation's ATE program - The Child Care Access Means Parents in School (CCAMPIS) program and NSF's Advanced Technological Education (ATE) program provide critical resources for community college students. Congress should increase funding for these key programs.



Invest in Workers to Build Our Nation's Infrastructure - Proposals to invest in our nation's infrastructure have the potential of creating thousands of new jobs. Employers report shortages of qualified workers for a range of jobs in construction, welding, HVAC, engineering, information technology, and other infrastructure-related fields.

Any federal infrastructure investment plan should include funding to support partnerships between community colleges and businesses to train workers in these high-need fields.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS AND THE DREAM ACT

Support Dreamers - Community colleges encourage Congress and the Administration to quickly enact the Dream Act or similar legislation that provides Dreamers with permanent legal status and an eventual path to citizenship.

DACA provides educational and career opportunities for undocumented young people who were brought to the U.S. as minors and who frequently have no ties to the countries from which they came.

The DACA phase-out leaves thousands of young people, including many students, in a precarious status.

In addition to changing their immigration status, the DACA rescission will curtail the ability of these individuals to work lawfully and, in some instances, to receive in-state tuition.



REAUTHORIZE THE PERKINS CAREER AND TECHNICAL EDUCATION ACT

Focus Postsecondary Support on Sub-Baccalaureate Program - Making baccalaureate programs eligible for Perkins funds would inappropriately change the program's emphasis and diminish the support for associate degree and certificate programs focused on high-demand middle-skill jobs.

Support Highly Effective CTE Programs - Reauthorization should emphasize the importance of strong connections between Perkins recipients and local, regional, and statewide businesses and industries.

Streamline CTE Reporting Requirements - Streamline and better align the postsecondary performance indicators with the Workforce Innovation and Opportunity Act (WIOA).



Caledonia Graduations

The Caledonia Correctional Institution has their graduations on February 8th and February 23rd, 2018 for their medium and minimum units. The totaled number of students that graduated were 129..





Black History Month Activities The Stamp Dedication Was Held February 6, 2018.





Black History Month Activities

Building Bridges and Saluting Our Local African American Heroes Event was held on February 15, 2018





Black History Month Activities

International Cultural Festival and Food Tasting was held February 22, 2018.





MUST-INNOVS, INC.

The Fuel for Economic Prosperity

2018 Robotics Tournament

Schedule of Events

March 10, 2018

Ervin V. Griffin Jr. Centre

Participants Check-In	8:00 a.m.
Judging	9:00 a.m. – 12:00 a.m.
Lunch	12:00 noon
Opening Ceremony	1:00 p.m.
Welcome	1:15 p.m.
Dr. Michael Elam, President, Halifax Community College	
RRVEC Ultimeers Competition	1:30 p.m. – 2:30 p.m.
Awards Ceremony	2:30 p.m.
Robot Award	
Project Award	
Core Values Award	
Champion Award	
Rising Star Award	
Against All Odds Award	
Closing Remarks	2:45 p.m. – 3:00 p.m.



Preventing Obesity by Design 4

HCC Demonstration Site CADA Head Start Site Visit + Design Workshop

NC STATE Design



Preventing Obesity by Design 4 (POD 4)
Halifax Community College Demonstration Site
CADA Head Start
Site Visit + Design Workshop
Building 400, Room 401 A&B

February 9, 2018

NLI Team: Nilda Cosco, Robin Moore, Mary Archer

AGENDA

- 7:00 NLI Team Departs NCSU**

- 8:30 NLI Team Arrives at CADA Head Start**
Outdoor Learning Environment site visit and measurement confirmation

- 9:45 NLI Team Arrives at Halifax Community College**
Set up training room

- 10:30 Community Presentation Opening Remarks**
Dr. Michael A. Elam, President, Halifax Community College
Sallie P. Surface, Executive Director, Choanoake Area Development Association of NC (CADA)

- 10:45 Community Presentation (College Administrators, Faculty, Students, Center Director, Teachers, Parents, Community Members)**



Education Summit: Partnership for Success

Halifax Community College
Partnership for Success
Supporting Common Standards
for Our Local Education Agencies

Monday, February 19, 2018
10:00 am – 12:00 noon
Halifax Community College
Room 401

10:00 Welcome and Introductions	Dr. Michael A. Elam, President Halifax Community College
10:05 Video "Success in the New Economy" https://vimeo.com/67277269	Mr. Jerry Edmonds, Interim Dean of Workforce & Economic Development and Director of the Small Business Center
10:25 Funding Opportunity	Dr. Walter Lowe, Department of Physics & Astronomy, Howard University
10:30 Student Success at HCC	Mr. Marcus Lewis
11:00 Break	
11:10 Open Discussion	Dr. Barbara Bradley-Hasty, Vice President Student Services & Enrollment Management
12:00 Adjourn	



Working Together Works Bumper Stickers





**President's Report
Informational Items
Institutional Effectiveness & Advancement**



Foundation Board Retreat

The HCC Foundation Board of Directors held a Foundation Retreat on February 7 at the Center for Energy Education.

Great discussions were centered on the following:

1. Fundraising in general
2. The need to develop Board Committees (3) for a formalized fundraising plan (*Finance Committee, Fundraising & Development committee, and Signature Event Committee.*)
3. The role of Board of Directors and the Board of Trustees in regards to fundraising.
4. Comparisons were made to Institutions of similar size and demographics.

The Foundation Board members pledged to be better cheerleaders in the community for the College.

Event evaluation result showed a 100% Satisfaction rate.



**President's Report
Informational Items
Student Government Association Report**



Student Government Association Report

Stamp Dedication

On February 6, 2018, SGA officers assisted the Cultural Learning and Enrichment Committee with the 2018 HCC Stamp Dedication. Jekyra Brooks greeted visitors at the door while Gabriel Roberts sat on the platform to give the history of the Stamp Dedication at HCC.

SGA Elections

The Halifax Community College Student Government Association began the process of SGA officer elections Thursday, February 1, 2018. Students were given the following timeline:

February 1, 2018 – Students will begin submitting applications

March 1, 2018 – Campaign speeches will be held in Café 300 at 12noon.

March 7, 2018 – Voting will take place during Spring Fling event.

March 8, 2018 – 2018-2019 SGA officers will be announced.

SGA Officers for 2017-2018

- Gabriel Roberts, President
- Jekyra Brooks, Secretary/Treasurer
- Vacant Position, Public Information Officer
- Vacant Position, Parliamentarian
- Advisors- Jennifer Welch-Jones and Antonio Squire

