



Halifax Community College
Board of Trustees
Board Meeting
February 28, 2012
Administration Board Room

Members Present:

Frank Avent III, Chairman
Dr. Stanley Edwards
Rachel Hux
Jay Baker
Bettie G. Cofield
Bernella DeLaMora
Lillie Solomon
Mary Mebane
James (Ray) Barner

Members Absent:

David Cairns
Reverend Robert Knight
Carmen Betancourt, SGA

Others Present:

Dr. Ervin Griffin, Sr., President
Dr. Erica Holmes, Vice President Academic Affairs
Robert (Bob) Howard, Vice President Administrative Affairs
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
Dr. Edwin Imasuen, Director of Institutional Effectiveness/Planning
Mitchell Robinson, Associate VP Administrative Services
Hilda J. Hawkins, Executive Assistant to the President
Melanie Temple, PIO Officer
Jacqueline Hough, Daily Herald

Others Absent:

Call to Order

Chair Frank V. Avent, III, called the meeting to order at 10:01 a.m. Dr. Ervin V. Griffin, Sr., checked the attendance of the Board of Trustees. Trustee Stanley Edwards delivered the invocation.

Introduction of Visitors

Dr. Griffin announced to the Board of Trustees that Dr. Linnie Carter, VP Institutional Advancement will be leaving the College on March 2, 2012 to take another position.

Ethics Statement

Chair Frank Avent read the Ethics Statement. There was no indication of members having conflict of interest or appearance of a conflict of interest which exists with regard to any matter.

Trustee Business

Approval of Agenda

Trustee Ray Barmer made a motion to approve the February 28, 2012, Board of Trustees meeting agenda and Trustee Jay Baker seconded the motion. The motion was carried.

Approval of Minutes

Trustee Lillie J. Solomon made a motion to approve the February 28, 2012, Board of Trustees meeting minutes and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Committee Reports

Building and Grounds

No Report

Finance

No Report

Personnel/Student Services

No Report

Academic Programs Services

Trustee Lillie J. Solomon passed out to each Board of Trustees a copy of the Academic Programs Committee meeting minutes that was given to her by Dr. Erica Holmes. Trustee Stanley Edwards made a motion to approve the Academic Program Committee meeting minutes and Trustee Lillie J. Solomon seconded the motion. The motion was carried.

Announcements

Chair Frank Avent announced to the Board of Trustees that Trustee Reggie Baird resigned from the Halifax Community College Board of Trustees. Chair Avent and Trustee Stanley Edwards gave an overview of the Community College National Legislative Summit.

President’s Report

President Griffin thanked the Board of Trustees for their continued support of our students, faculty, staff, and administration in all of our endeavors to fulfill the mission and purpose(s) of our College. Dr. Griffin stated that he had been asked on occasion why his report starts with the same statement at each meeting. Dr. Griffin stated that his explanation was very simple, “as I travel and meet with other colleagues and even at the Association of Community College Trustees (ACCT) meeting in Washington, DC, there is ample evidence that the supportive relationship that we enjoy at Halifax Community College between the Trustees and our College administration is something that is very valuable.” Dr. Griffin wants the Board of Trustees to know that he appreciates the relationship and continues to reiterate the same statement because he knows how important it is to the success we have enjoyed at Halifax Community College. Dr. Griffin updated the board on several items before he moved to the agenda items. They are as follows:

PBI Scholarship Initiative 2010-11. The PBI grant allows Halifax Community College to build its Institutional Advancement Program through a matching grant program. We started last year by putting \$25,000 in the grant that was to be matched through our fund raising activities throughout the year. This report includes the following scholarships that have been matched through our PBI program.

	Amount of Contribution	Amount of PBI Formula Grant Match
	\$5,000.00	\$5,000.00
Name of Scholarship Fund	\$5,021.24	\$5,021.24
Cummins Rocky Mount Engine Plant Endowed Scholarship	\$10,000.00	\$10,000.00
Libby Grant Scholarship	\$65,000.13	\$4,978.76
Total	\$85,021.37	\$25,000.00

The College plans to continue the process for the next four years of the grant if we can raise the matching funds. The total added to our foundation, if the fundraising and friends of HCC continue to give, will be at the minimum an additional \$125,000 in funding from PBI. And

hopefully \$125,000 in matching grants which would raise the amount in the foundation by \$250,000 over the next five years. The College is very pleased with this program and the opportunity to provide more scholarships for our deserving students.

Halifax Community College and MDC – Jobs Now Employment Partnership and Training Project. A report was made on HCC’s participation in a demonstration project, which seeks to increase postsecondary retention, completion, and post graduate employment rates among low-income and first generation students. Three primary strategies will include (1) connecting students with support currently available through the Benefit Bank, (2) Deploy Success Coaches, and (3) Accessing federal and state resources available to students through the benefit bank. Today a report will be made on deployment of our success coaches.

Staffing

The Jobs E&T project will train four (4) HCC staff to serve as "Success Coaches" to low-income and first-generation students navigating through the Community College experience. Success Coaches will provide:

1. Career and employment advice
2. Financial education, counseling, savings, and asset-building strategies; connect students to community resources, (including the opportunity to claim available education and employment tax credits)
3. Public benefits such as nutrition, health, and energy assistance
4. Assistance with referring students to the HCC Financial Aid Office to complete the FAFSA.

HCC staff includes the following:

HCC Staff	% Dedicated	Value	*Hours Each Week
Daniel Lovett, Director, Title III and PRIDE Male Leadership Program	25%	\$6,875	MW 10-12 Thu 2-3
Linda Smith, Job Link Case Manager	25%	\$6,875	Tue/Thu 10-12:30
Sherida Gholston, Director of Student Support Services	25%	\$6,875	M-F 9-10 am
Howard Epps, SSS Tutorial Services Specialist	25%	\$6,875	M-F 2-3 pm

*HCC staff provides approximately 5 hrs weekly per success coach.

Contributions

HCC is expected to contribute one HCC Full Time Equivalent (FTE) in services to the project. This equates to a value of approximately \$55,000. The Jobs-NOW E&T project may be able to provide up to one-half (\$27,500) in support.

Training

- MDC will provide training and technical assistance to staff at no cost on an ongoing basis. Initial training was scheduled on January 26 – 27, 2012 with subsequent training to follow. MDC will cover expenses including travel, lodging, and meals. Compensation for staff will count as an in-kind match against MDC's private grant dollars in 2012.
- The above training (2.5 days – phase one) was completed by HCC's four designated Success Coaches on January 25, 26, 27 2012.

2012 Lyceum Series of Special Events

Trustees are invited to all HCC's special events. HCC had a very exciting month while celebrating African American History. We have had great attendance at all of our activities. You have a schedule of all of our activities for March and April 2012. The discussion panel consisted of faculty, staff, and students from International backgrounds. HCC 5th Annual International Day and Food Tasting event was successful.

- The annual Women's Conference will be on March 20, 2012 from 8 to 3 pm in the Centre area. We will be focusing on "Successful Women Think Differently" featuring author, speaker, and Certified Personal and Executive Coach – Valorie Burton.
- The annual Men to Men Summit will be on April 4, 2012 in the Centre. Our speaker will be Bakari Sellers, the youngest member of the South Carolina House of Representatives.
- The United States Air Force Heritage of America Band – Rhythm in Blue Jazz Ensemble is scheduled for Saturday, April 21, 2012 at 7 pm.

Item 1: Washington DC Trip Meeting with Congressman Butterfield

Chairman Avent noted in his report to the Board, we had a wonderful meeting with Congressman Butterfield. Dr. Griffin thanked Congressman Butterfield for his help in securing grants that have helped HCC develop as an institution of higher education in the region. Dr. Griffin showed the Board of Trustees a short power point presentation that was presented to Congressman Butterfield and legislative aid Dennis Sills.

Dr. Griffin discussed a document entitled, "2012 Community College Federal Legislative Priorities." The meeting's focus was on **Preserving the Current Appropriated Pell Grant Maximum Without Limiting student eligibility**. Major changes include the following:

- **Elimination of the Ability to Benefit Students:** Abilities to benefit students are those who do not have a high school diploma or GED but have demonstrated the capacity to benefit from College access through testing or course completion. While affecting 65,000 community college students [nationwide], HCC will not be affected by the change. We have no students who received Pell grant funds based on the ability to benefit.

- **Change to Income Levels for Zero Expected Family Contributions (EFC).** The Effective Family Contribution is the amount a student or family is expected to contribute toward college costs. Under the new rules, the maximum income for automatic zero EFC has been reduced from \$32,000 to \$23,000. This will affect a number of students at HCC. According to our financial aid office, **we have 205 students in 2011-12 with automatic zero EFC.** A zero EFC would give the students the maximum Pell Grant of \$5,500 or more than 1.1million dollars in financial aid. Next year the students will be eligible for Pell but not the “automatic zero expected family contribution”.
- **Elimination of Student qualifying for less than 10% of the maximum.** Students eligible for less than the minimum Pell Grant award of \$555 no longer qualify to receive Pell as of July 2012. Our financial aid office noted we have about 3 students who will no longer be eligible.

The Pell Grant program is very important to our students’ ability to access and graduate from Halifax Community College. Note the following:

Year	*Unduplicated Students	Pell Recipients	Percentage
2010-2011	2087	1535	74%
2011-2012	1952	1415	73%

*(Does not include students in correctional programs, high school students, RVEC students, and certificate program enrollees who are not eligible for Pell)

We need to preserve the Pell Grant program for our students and keep it whole. Our ability to expand access and increase College completion rates will depend on making this program sustainable.

Item 2: Community College Update on the State Issue

- The primary legislative issue in the upcoming general assembly is called – Restore and Reinvest. The last three years our College has grown tremendously but we have not been able to fund the academic and continuing education programs as we should have because of our management flexibility reductions. HCC was cut \$251,087 in 2009-10; \$341,507 in 2010-11; \$701,231 in 2011-12 for a total of \$1,293,897. This was during a period when our College grew 25% in student enrollments.
- As the charts point out, there are a number of areas in our academic, continuing education, workforce development and student support areas are appropriately funded in order to serve various communities.

Reinvest

The modest decline in enrollment for the 2011-12 school year may provide an estimated \$10.8 million in enrollment growth funds that may be available for 2012-13; these dollars could be reinvested in other Community College education and training priorities. The four areas of reinvestment include strengthening STEM programs; forego the scheduled increase in training opportunities for continuing education; adjust the multi-campus funding formula to help students succeed at every community college campus; and enhance Colleges' capability to meet community workforce needs.

We have a short session in the NC legislature this year and we need your support in making sure the outlined agenda is clearly articulated and reinforced by our trustees.

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

Trustee Lillie J. Solomon made a motion to approve the February 28, 2012 President's Report. Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Action Items

Approval of Reappointment of HCC Foundation Board Members

The HCC Board of Trustees was asked to approve the extension of terms of HCC Foundation Board Members presented by Dr. Linnie Carter.

Trustee Ray Barmer made a motion to approve the extension of HCC Foundation Board Members through June, 2012. Trustee Stanley Edwards seconded the motion. The motion was carried.

Five Year Program Reviews

Food Service Program

The HCC Board of Trustees was asked to approve the Food Service Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Bernella DeLaMora made a motion to approve the Food Service Program for Halifax Community College. Trustee Rachel Hux seconded the motion. The motion was carried.

Early Childhood Education Program

The HCC Board of Trustees was asked to approve the Early Childhood Education Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Mary Mebane made a motion to approve the Early Childhood Education Program

for Halifax Community College. Trustee Rachel Hux seconded the motion. The motion was carried.

Associate in Science Program

The HCC Board of Trustees was asked to approve the Associate in Science Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Ray Barmer made a motion to approve the Associate in Science Program for Halifax Community College. Trustee Jay Baker seconded the motion. The motion was carried.

Phlebotomy Program

The HCC Board of Trustees was asked to approve the continuance of the Phlebotomy Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Jay Baker made a motion to approve the continuance of the Phlebotomy Program for Halifax Community College. Trustee Bettie Cofield seconded the motion. The motion was carried.

Interior Design Program

The HCC Board of Trustees was asked to approve discontinuing the Interior Design Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Jay Baker made a motion to approve discontinuing the Interior Design Program for Halifax Community College. Trustee Mary Mebane seconded the motion. The motion was carried.

Accounting Program

The HCC Board of Trustees was asked to approve discontinuing the Accounting Program for Halifax Community College presented by Dr. Erica Holmes.

Trustee Mary Mebane made a motion to approve discontinuing the Accounting Program for Halifax Community College. Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Proposed County Budget

The HCC Board of Trustees was asked to approve the Halifax County Budget for Halifax Community College presented by Robert Howard.

Trustee Jay Baker made a motion to approve the County Budget for Halifax Community College. Trustee Rachel Hux seconded the motion. 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.

Program Audit

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

Women of Excellence Conference

Dr. Holmes gave an overview to the Board of Trustees regarding Women of Excellence Conference.

Financial Planning First Citizens Bank

Dr. Holmes gave an overview to the Board of Trustees regarding Financial Planning from First Citizens Bank for HCC Students.

Administrative Services

Financial Update

Vice President Robert Howard gave an overview to the Board of Trustees regarding the Financial Report on the State, County, and Centre for HCC.

Institutional Advancement

Dr. Linnie Carter gave an overview to the Board of Trustees regarding the Institutional Advancement office.

Student Government Association (SGA)

No report.

Closed Session

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

Trustee Rachel Hux made a motion to go into closed session. Trustee Stanley Edwards seconded the motion and the motion was carried. The Board convened to discuss personnel matters.

**Halifax Community College
Board Minutes
February 28, 2012**

Trustee Stanley Edwards made a motion to come out of closed session. Trustee Rachel Hux seconded the motion and the motion was carried. The Board reconvened at 12:30 p.m.

Trustee Stanley Edwards made a motion to adjourn the February 28, 2012 board meeting and Trustee Jay Baker seconded the motion. The motion was carried. The meeting was adjourned 12:35 p.m.

Frank Avent, III, Chairman

Dr. Ervin V. Griffin, Sr., Secretary