



**Halifax Community College  
Board of Trustees Regular Board Meeting  
March 25, 2014  
Minutes**

**Board of Trustees Present:** Trustee Bernella DeLaMora, Chair  
Trustee Michael Felt, Vice Chair  
Trustee Jay Baker  
Trustee James “Ray” Barmer  
Trustee Donna Clements  
Trustee Bettie Cofield  
Trustee Stanley Edwards  
Trustee Rachel Hux  
Trustee Mary Mebane  
Trustee Dominique Mills, SGA President  
Trustee Marie Robinson  
Trustee John Smith

**Board of Trustees Absent:** Trustee Lillie Solomon, excused

**Others Present:** Dr. Ervin V. Griffin, Sr., President  
Dr. Deryl Davis Fulmer, Vice President of Academic Affairs  
Debra Smith, Vice President of Administrative Services  
Dr. Dianne Rhoades, Vice President of Institutional Advancement  
Dr. Barbara Hasty, Dean of Student Services and Enrollment Management  
Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning, and Assessment  
Daniel Lovett, Director of Title III Programs and PRIDE Male Mentoring Program  
Thomas Henry, Associate Vice President of Administrative Service/Controller  
Melanie Temple, Director of Public Relations and Marketing  
Jenny Gray, Roanoke Daily Herald Reporter

Marcus Lewis, QEP Director/Research Associate  
Kimber Mack, Executive Assistant to the President

### **Call to Order**

Chair Bernella DeLaMora called the Halifax Community College Board of Trustees meeting to order at 10: 00 in the President's conference room at Halifax Community College, Dr. Phillip W. Taylor Complex, Weldon, NC.

### **Trustee Attendance**

A quorum was met, stated President Griffin.

### **Adoption of the Agenda**

Trustee Baker made the motion to adopt today's agenda. Trustee Mebane seconded the motion. The motion carried.

### **Ethics Statement**

Chair DeLaMora read the Ethics Statement. There were no conflicts of interests.

### **Trustee Business**

#### **Adoption of the Consent Agenda**

Trustee Mebane made the motion to approve the consent agenda with approval of agenda and approval of minutes from the February 18, 2014 meeting. Trustee Edwards seconded the motion. The motion carried.

#### **Committee Reports**

**Buildings and Grounds**-No Report

**Finance**-No Report

**Personnel and Student Services**-Trustee Edwards stated that today was the last day to turn in their choice for the president's evaluation. The committee will meet before the next meeting.

**Academic**- Dr. Deryl Davis- Fulmer, Vice President of Academic Affairs, gave the report on behalf of Trustee Solomon, who was out ill. HCC began offering a diploma in Cosmetology in fall 2000 and an Instructor's certificate program. Due to lack of need in the community, this resulted in lack of enrollment. HCC no longer offered the Instructor's certificate. Although HCC have only offered the diploma, HCC were initially approved by the NC Community College System Office to offer the Associate in Applied Science Degree for Cosmetology. There was a recent financial aid change, ongoing scheduling issues for students, quality of students attracted by the program, and demand from the business were received. HCC thought it was time to implement an

AAS program. Mrs. Warner and Ms. Richardson created a Program of Study, which we submitted to and was approved by the System Office for us to offer beginning fall 2014.

Students will be able to complete the diploma and move right into the AAS achieving a higher level of proficiency. We know this addition will alleviate most of our financial aid issues, relieve scheduling problems and feel that this higher educational level requirement will increase student's pride in what they are doing, increasing retention, graduation and test taking rates. We had already seen the number of students taking the state exam quadruple (from one or zero to four). So far this year, we have had four students take and pass both components of the exam and, further they plan to move into our AAS program of study. Many others are excited about this opportunity.

### **Chair's Comments and Announcements**

Chair DeLaMora stated that she was glad to be back. She missed everyone last month.

**Trustee Lillie Solomon**-She also asked that everyone keep Trustee Lillie Solomon in their prayers. President Griffin stated that he and Chair DeLaMora had gone to visit Trustee Solomon. Although she was dealing with a challenging illness, she looked to be doing well.

**Foundation Board**-Chair DeLaMora appointed Vice Chair Felt to the Foundation Board.

### **President's Comments**

1. **Thank You**-President Griffin thanked for Trustees for their support for the college and the guidance they continue to provide.

**NC Community College State Board Lunch and Learn Presentation**-Dr. Griffin stated that the NC Community College State Board invited PRIDE of Halifax Community College to present at the Lunch and Learn presentation on March 20<sup>th</sup>. Several of the PRIDE graduates from HCC had already graduated from 4 year institutions. HCC did receive possible feedback. One person stated that "Halifax is the hope of the future." There are 41 programs throughout the North Carolina Community College system.

**Golden Leaf Grant**-Dr. Griffin stated that HCC's full proposal was submitted. No additional information was requested from the foundation. He stated that he was hopeful. The writing of the grant was a joint effort between Daniel Lovett, John Foriest, and Larry Crisafulli.

**Digital Community College Survey**-President Griffin announced that Halifax Community College was in the top 10. HCC ranked #6.

**Reappointment of Dr. Stanley Edwards**-Dr. Griffin also announced that Dr. Stanley Edwards was reappointed by the Halifax County Board of Commissioners. His new term

is 2014-2018. Trustee Edwards responded that it was a real honor to serve as a trustee. President Griffin mentioned that with this reappointment Trustee Edwards will be able to complete his term as a member of the Association of Community College Trustees Board of Directions.

2. **Spring 2014 Enrollment Update**-President Griffin stated that he will bring the final enrollment numbers soon. This will be our lowest spring enrolment since 2009. With the type of loans that HCC off, a person had to get a credit check first. Eighty percent of HCC students received some type of aid. Another concern was at a community college a student must be registered for 16 credit hours to be considered full-time. At a 4 year institution, 12 credit hours were considered full-time.
3. **Golden Leaf Update**- Dr. Griffin reported that the proposed project had a \$1.2 million budget and fits perfectly into Golden Leaf's "Workforce Preparedness" priority area. Based on the results of a "2012 HCC Industrial Training" survey Halifax Community College's training facilities and industrial training equipment are outdated and inadequate to support local industry needs or to sufficiently prepare our future workforce with the skills necessary to function competitively and productively in the twenty-first century workforce. Successful funding will allow us to acquire equipment that does not exist and to upgrade our training facilities while providing leadership and support for our programs as well as our students. Funding will assist us with filling advanced manufacturing skill gaps in Industrial Systems technology, Welding technology, and Machining technology for over 3550 citizens in Halifax and Northampton counties. Training will support 473 expected new jobs and skill upgrades for 3077 current workers.
4. **Southern Association of Colleges and Schools Commission on Colleges-The 5<sup>th</sup> Year Interim Report Plan Timeline**-Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning and Assessment and Mr. Marcus Lewis, QEP Director/Research Associate Fifth Year QEP and SACSCOC .

#### **Approval of President's Report**

President Griffin stated this concludes his report. Trustee Felt made the motion to approve the report. Trustee Baker seconded the motion. The motion carried.

#### **Academic Affairs**

1. **HCC/Hollister Partnership**-Dr. Deryl Davis Fulmer, Vice President of Academic Affairs, reported that Halifax Community College was invited to attend a Hollister Chamber of Commerce meeting in late February. HCC was given an opportunity to present program offerings and services and HCC promotional material was distributed for their review. The Chamber expressed their strong interest in developing a close partnership with HCC to offer more courses and programs in the Hollister area, sighting that there are too many individuals for whom our programs are not accessible (lack of transportation,

knowledge about our programs and fear). The Chamber is concerned about the educational levels of its citizenry and would consider a partnership with HCC vital for addressing these concerns. A group of HCC staff revisited the Chamber on March 11, 2014. Plans are being developed to address the academic and training needs identified in that area. The Chamber is also planning to conduct a feasibility study to better target the educational and economic needs in their area. They are confident that by connecting to HCC, they can begin to build the economy and sustain Hollister.

2. **BLET Basic Law Enforcement Training**-Dr. Fulmer stated that Halifax Community College's school accreditation renewal audit/site visit for the NC Criminal Justice Education and Training Standards Commission's Basic Law Enforcement Training (BLET) and the General Instructor (GI) & Speed Measuring Instrument (SMI) programs was conducted in November 2013. Following the review an official letter was sent identifying areas of concern that needed to be addressed by the Basic Law Enforcement Training program staff. While areas of concern were identified with the BLET program, primarily administrative, none were found with our General Instructor (GI) & Speed Measuring Instrument (SMI) program. All areas of concern were addressed and a corrective action plan was submitted to the North Carolina Department of Justice, Criminal Justice Standards Division on February 27, 2014. Both programs received accreditation renewal.
3. **National Accrediting Agency for Clinical Laboratory Sciences Continuing Accreditation of the Phlebotomy Program**-Dr. Fulmer reported that Halifax Community College received notification on March 13, 2014 that the Program Approval Review Committee (PARC) is recommending the Phlebotomy Program for approval to continue accreditation for 4 years to the NAACLS Board of Directors. A formal letter of approval will be sent following the next NAACLS Board of Directors meeting in April 2014.
4. **National Accrediting Agency for Clinical Laboratory Sciences Continuing Accreditation of the Medical Laboratory Technician Program**-Dr. Fulmer reported that Halifax Community College received notification on February 27, 2014 that the Review Committee for Accredited Programs (RCAP) is recommending that the Medical Laboratory Technician program be continued for 2 years to the NAACLS Board of Directors. A formal letter regarding the award of accreditation will be sent following the next NAACLS Board of Directors meeting in April 2014.

**Financial Report: FY 13-14 State Expenditures through February 28, 2014**-Ms. Debra Smith, Vice President of Administrative Services, presented to the Board of Trustees the financial report regarding State, County, and the Centre at HCC.

### **Institutional Advancement**

1. **2014 February Lyceum Series of Events**-Dr. Dianne Rhoades, Vice President of Institutional Advancement reported on the 2014 February Lyceum Series of Events. During the month of February, Congressman G. K. Butterfield visited; there was a saluting Our Local African American Heroes program, USAF Rhythm in Blue Jazz Ensemble and International Day and Food Testing events. All program had good attendance.
2. **Grant Update**-Dr. Rhoades also reported that three grants were submitted during March 2014. The grants were Golden Leaf Technology, Halifax Helps and Duke Energy.

### **Student Government Association**

Student Government Association President Dominique Mills gave an update on SGA activities. Elections were held on this month and new officers were elected. The officers elected were President: Tevin McWilliams, Vice President: DeAntre Richardson, Secretary: Monique Williams, Treasurer: Ricardo Contreras, Public Information Officer: Andre Evans. Spring Flang was March 13<sup>th</sup>. During the event, there was sack racing, egg tossing, wheel barrel racing and musical chairs. Teams completed for various awards such as tee shirts and gift cards.

### **Adjournment**

Trustee Felt made the motion to adjourn. Trustee Mebane seconded the motion. The motion carried. The meeting was adjourned at 11:40 am.



Dr. Ervin V. Griffin, Sr., President/CEO



Bernella DeLaMora, Chair of the Board of Trustees