



Halifax Community College
Board of Trustees
Board Meeting
March 30, 2010
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
David Cairns
Lillie J. Solomon
Jay Baker
Rachel Hux
Reggie Baird
Bernella DeLaMora
Frederick Webb, Jr.
Theresa Raymond, SGA

Members Absent:

Helen Brown
Jack Boseman

Others Present:

Dr. Ervin Griffin, Sr., President
Dr. Erica Holmes, Vice President Academic Affairs
Deborah Armstrong, Vice President Administrative Services
Tom Schwartz, Vice President of Institutional Advancement
Vera Palmer, Dean of Con. Ed./Community Services
Barbara Bradley-Hasty, Dean of Student Services
Jennifer Jones, Administrative Assistant
Mitchell Robinson, Controller
Dr. Harriet Morrison, Dean of Curriculum Programs
Bruce Baird, State Auditor
Melanie Temple, PIO Office
Jacqueline Hough, Daily Herald

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board and Trustee Robert Knight delivered the invocation.

Introduction of Visitors

All visitors introduced themselves. President Griffin introduced HCC student Brian Allen as the 2010 Pride of Halifax President.

Ethics Statement

Chairman Edwards read the Ethics Statement. There was no indication of members having an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter.

Trustee Business

Approval of Agenda

President Griffin asked that the reviewing of the Civil Rights Report be added to the March agenda. Trustee Reggie Baird made a motion to approve the March 30, 2010 agenda and Trustee Frank Avent seconded the motion. The motion was carried.

Trustee Reggie Baird made a motion to amend the March agenda to include the reviewing of the Civil Rights Report. Trustee Frank Avent seconded the motion. The motion was carried.

Approval of Minutes

Trustee Lillie Solomon made a motion to approve the February 23, 2010 Board of Trustees meeting minutes with a correction on page 4 to remove the current information on the SACS visit. Trustee Rachel Hux seconded the motion and the motion was carried.

Halifax Community College Board of Trustees Bylaws

The Board of Trustees Bylaws was distributed with additional language for approval. A brief discussion was held regarding what sections should be removed and what sections should remain in the bylaws. After the decisions were made, Trustee Jay Baker made a motion to approve the amendments to the HCC Board of Trustees Bylaws. Trustee Lillie Solomon seconded the motion and the motion was carried.

Halifax Community College Foundation

Charles McElheney, Chairman of the HCC Foundation Board, provided a brief overview of the HCC foundation funds and scholarships. Chairman McElheney reported that there had been an increase in scholarships although the foundation was under pressure because of the income of endowments. He stated that the market value of endowments is now affecting donors because the worth has decreased considerably.

Chairman McElheney also mentioned that the foundation will be sponsoring a golf tournament as well as other events to raise funds for the HCC Foundation in the future. Chairman Edwards thanked Chairman McElheney for his presentation and asked that he visit again at anytime.

Committee Reports

Building and Grounds

Trustee Rachel Hux reported that she observed cigarette butts on the ground of the front entrance of the 100 building. Trustee Jay Baker reported that he saw a lot of trash in various areas of the campus. President Griffin mentioned that HCC is one few community colleges that do not have a smoke free campus. Vice President Armstrong stated that she will suggest to the housekeeping employees to pay closer attention to smoking areas as well as other areas.

Finance

Trustee Lillie Solomon reported that the Finance Committee met with NC State Auditor, Bruce Baird to review the main points of the audit report. Mr. Baird was glad to report that there were no recommendations and that HCC staff was very helpful during the process. Mr. Baird also reported that there were only three adjustments to be made during the entire process and that HCC probably will not have another audit until the year 2011.

President Griffin reminded members that one of the goals for last year was to have no recommendations after the audit. He then thanked Vice President Deborah Armstrong, Controller Mitchell Robinson, and staff for their efforts.

Personnel/Student Services

No Report

Academic Programs Services

Theresa Raymond reported that the Academic Programs Services committee met on February 23rd to review the program reviews in a thorough manner. Mrs. Raymond provided information for each program review along with the recommendations made by the committee. The recommendations and approvals of each recommendation for the program reviewed are listed as follows:

Program: Business Administration

Recommendation: Continuation of program at current level of activity

Trustee Lillie Solomon made a motion to approve the recommendation for the Business Administration program. Trustee Jay Baker seconded the motion and the motion was carried.

Program: Accounting

Recommendation: Identification of the program for further study.

A follow-up is expected by December 2010

Trustee Jay Baker made a motion to approve the recommendations for the Accounting program. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Program: Basic Law Enforcement

Recommendation: Continuation of program with corrective action

Trustee Robert Knight made a motion to approve the recommendation for the Basic Law Enforcement program. Trustee Reggie Baird seconded the motion and the motion was carried.

Program: Office Systems

Recommendation: Continuation of program with corrective action

Trustee Jay Baker made a motion to approve the recommendation for the Office Systems program. Trustee Reggie Baird seconded the motion and the motion was carried.

Program: Greenhouse

Recommendation: Continuation of the program at current level of activity

Trustee Lillie Solomon made a motion to approve the recommendation for the Greenhouse program. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Announcements

Chairman Edwards appointed the Personnel/Student Services Committee to begin the Presidential Evaluation process. Chairman Edwards requested that Trustee David Cairns call the first meeting and provide a report for the May meeting.

Chairman Edwards reminded members of the 2010 NCACCT Law Seminar scheduled April 7-9 in Durham, NC. He especially encouraged all members to attend the ethics workshop on April 8th.

Trustee Frank Avent announced that Representative Lucy Allen will be resigning as a representative and has been appointed to the Governor's Utility Board.

ACCT Awards

Chairman Edwards reminded members of the ACCT's request for award nominations. Trustee Avent recommended that Chairman Edwards and President Griffin decide on the nomination for the Equity Award and Trustee Solomon recommends that a nomination be submitted for the Chief Executive, Faculty, and Trustee Leadership Awards. The board agreed by consensus.

President's Report

President Griffin began his presentation by again thanking the Board for their ongoing support and efforts. President Griffin also thanked the Business Office, Program Review Committee and staff for their efforts. The Board's attention was then directed to the written President's report highlighting the following topics:

- SACS Update and Timetable
- Federal Student Aid School Eligibility Report
- 12 and 6 Program Update
- NC Dominion Power \$5000 Scholarship
- Weldon City Schools Business Matter
- Letters from Attorney Wardlaw Lamar and Kennon Briggs
- Update of Student Grievance Policy
- P.R.I.D.E. Newsletter
- Public Hearing held by Senator Jones and Representative Angela Bryant

- News Articles

President Griffin concluded his report by directing the attention to the results of the Civil Rights Audit. The report indicated that HCC was awarded with a Statement of Non-Discrimination. Trustee Reggie Baird made a motion to accept the March 30, 2010 President's Report. Trustee Jay Baker seconded the motion and the motion was carried.

Action Items

Employee Grievance Procedure – Policy #11

The Board of Trustees is asked to approve the revision of Section 11 Employee Grievance Procedures of the Personnel Manual and the Student Grievance Procedure in the Student Handbook to include language that specifically addresses harassment and discrimination.

The Board of Trustees agreed by consensus that the policy needed clarification with additional language added. Vice President Deborah Armstrong stated that she would present the policy again in April.

Informational Items

Academic Affairs

Academic Excellence Awards

Vice President Erica Holmes announced that President Griffin and HCC Student, Chrystal Bell will be attending the 2010 Academic Excellence Awards Ceremony on April 14, 2010. The ceremony will begin at 3:00 p.m. at the Governor's Mansion and end at the McKimmons Center.

On Site SACS Advising Meeting

March 9th HCC was scheduled for a community forum on site visit to meet with SACS Liaison, Marcie Stoll. Dr. Stoll was not able to be with us in person because of inclement weather but she communicated by SKYPE. Several information sessions were held in the Administrative Board Room in order to reach as many faculty, staff, and students as possible.

Administrative Services

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. In addition to the financial reports, an update was provided regarding the use of equipment funds. Vice President Armstrong informed that most of the equipment funds have been used to upgrade the campus computer labs. She also informed the Board that proceeds from the "Meet the Browns" event were added to The Centre statement and that the administrative assistant's salary continued to be pro-rated.

Institutional Advancement

Vice President Tom Schwartz distributed information regarding a HCC foundation and grant update. He also provided an update regarding the HCC Alumni Association and its bylaws procedures.

Vice President Schwartz announced that there will be a foundation gold event planned for September 2010 and a raffle planned for the month of April. Trustee Frank Avent will be assisting with the raffle. There are 8000 tickets available to be sold with a portion of the proceeds to go to the winners.

Vice President Schwartz provided a Solicitation Policy for viewing and explained that other community colleges had experienced the rallying of an aggressive religious group. He also informed the Board that he had been in consultation with Wake Tech in regards to their written policy procedures. The proposed policy states that there will be designated areas for speaking and that the group would have to contact the college 24 hours ahead of time before they arrive.

SGA

SGA President, Theresa Raymond, reported that the SGA had been very busy this last month. She reported that the SGA participated in many workshops, contests, and tournaments at the N4CSGA Spring Conference. SGA placed in every competition and after 4 years, brought home the N4CSGA Spirit Stick. As the N4CSGA President, Mrs. Raymond announced that she had the honor of chairing two business meetings with 350 students and advisors in attendance. She also reported that she received the Ray Jeffries award for her commitment and dedication to the N4CSGA. The SGA then held their first ever spirit rally where they showcased the items that placed during the conference. The executive board also performed their first place spirit presentation.

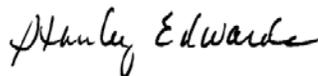
On March 24th, the third and most successful Campus Clean-up was held. Over 40 students, staff, and faculty members participated who worked tirelessly to clean up our campus. On behalf of HCC's SGA, Mrs. Raymond expressed her gratitude to Dr. Griffin for his leadership and commitment to the school and she also thanked the Board of Trustees for their support.

Announcements

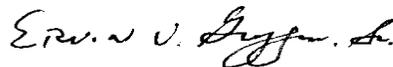
Trustee Frank Avent announced that the Dental Hygiene Department will begin providing dental services to 120 children receiving benefits from social services.

No Closed Session

Trustee Frank Avent made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The meeting was adjourned at 12:20 p.m.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary