



**Halifax Community College
Board of Trustees
Minutes
May 19, 2015**

Board of Trustees Present: Trustee Bernella W. DeLaMora, Chair
Trustee Michael Felt, Vice Chair
Trustee Donna Clements
Trustee Bettie Cofield
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee DeAntre Richardson
Trustee Marie Robinson
Trustee John Smith
Trustee Sammy Webb

Board of Trustee Absent: Trustee James “Ray” Barmer, excused
Trustee Mary Mebane, excused
Trustee Ruel Solomon, excused

Others Present: Dr. Ervin V. Griffin, Sr., President/CEO
Dr. Deryl Davis-Fulmer, Vice President of Academic Affairs
Dr. Dianne Barnes Rhoades, Vice President of Institutional Advancement and Executive Director of the HCC Foundation
Mr. Daniel Lovett, Director of Title III Programs
Dr. Barbara Hasty, Dean of Student Services and Enrollment Management
Ms. B. T. Brown, Dean of Curriculum Programs
Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning, and Assessment
Dr. Warren Haynes, Dean of Workforce and Economic Development
Ms. Tara Keeter, Director of Financial Aid
Ms. Arlene Moore, Child Care Director
Ms. Jenny Gray, Daily Herald Reporter
Ms. Alisha Hicks, Administrative Assistant
Ms. Kimberly Mack, Executive Assistant to the President

Call to Order

Chair DeLaMora called the Halifax Community College Board of Trustees meeting to order on May 19, 2015 at 10:00 am in the conference room at Halifax Community College, 200 College Drive, Dr. Phillip W. Taylor Complex, Weldon, NC 27890.

Trustee Quorum

Chair DeLaMora stated that Trustee Barmer, Trustee Mebane, and Trustee Solomon were excused from today's meeting. A quorum was met.

Invocation

Trustee Smith gave the invocation.

Adoption of Agenda

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

Ethics Statement

Chair DeLaMora read the ethics statement. There were not conflicts of interest.

Trustee Business

Consent Agenda

Chair DeLaMora asked if there was any discussion on the consent agenda items. There was no discussion. Trustee Edwards made the motion to approve the consent agenda with the approval of minutes with the correction from the April 28, 2015 meeting, new programs proposed: Associate of Engineering, AAS in Hospitality, AAS Emergency Management, AAS in Dietetic Technician, AAS I Pharmacy Technology, President and Trustees Travel Authorization, Write Off of Uncollectable Accounts Receivable, 2015-16 Fee Schedule, Four Day Work Week from June 5, 2015 through July 31, 2015. Trustee Robinson seconded the motion. The motion carried.

Committee Reports

Buildings and Grounds-Trustee Clements stated that there was a meeting scheduled last Thursday. However, there were not enough trustees present to conduct any business.

Finance-Trustee Clements stated that the Finance committee was scheduled last Thursday. However, she was the only one in attendance.

Personnel and Student Services-Trustee Edwards asked that all Trustees complete the evaluation for the president and mail or drop it by to the president's office in a sealed envelope. The committee to review the evaluation

will do review the evaluation. Then, there will be a called meeting to review with the full board.

Academic-No report

Chair Comments and Announcements

Graduation-Graduation was a great success. It was well attended. She congratulated the staff of their hard work planning for graduation.

President's Comments

President Griffin provided an update in his president's report. During his comments he discussed the complaint someone submitted to the NC Department of Labor stated that there was mold in the Dr. Phillip W. Taylor Building on the second floor. HCC contacted AES Environmental Service. The service took 3 samples from the outside of the building, hallway, and classrooms. He informed the Board as to why the air is not working, which is why fans are currently being used. President Griffin also provided statistics from graduation 2015, summary of the 2015 Legislative Affairs Luncheon, and Leadership Development Institute Graduation review. Ms. Arlene Moore, HCC Child Care Center Director, provided an update on the HCC Childcare Center NAEYC Annual Report Accreditation Maintained updated that discussed enrollment, funding, and updates made the playground. More information about these items will be attached to the minutes as an appendix.

Informational Items

Academic Affairs

1. **Update on Default Prevention Management Plan**-Ms. Tara Keeter, Director of Financial Aid updated the Board of Trustees on the process of trying to get the loan default rate 30.
2. **Enrollment Projection Update**-Dr. Deryl Davis-Fulmer, Vice President of Academic Affairs provided an update to the board on the enrollment projection. She also stated that although overall enrollments have dropped, it is recognized that there has been steady growth in the Roanoke Valley Early College and Career and College Promise student population.
3. **North Carolina Board of Nursing Response Letter to Assessment and Improvement Plan for Low NCLEX-RN pass rates**-Dr. Fulmer provided the Board with update on the nursing program.

Administrative Services

1. **Financial Report: FY 14-15 State Expenditures through April 30, 2015**-President Griffin provided the financial report in the absence of Ms. Debra Smith, Vice President of Administrative Services.

Institutional Advancement

1. **Brick by Brick Campaign Update**-Dr. Dianne Barnes-Rhoades, Vice President of Institutional Advancement gave an update on the Brick By Brick Campaign. As of May 19th, \$7,710 bricks were sold.
2. **Calendar of Events & Foundation Update**-Dr. Rhoades reminded everyone that the President's Alumni Breakfast will be June 30th.

Student Government Association (SGA)-DeAntre' Richardson, SGA President-Mr. Richardson gave a SGA report.

Motion To Accept the President's Report-Trustee Felt made the motion to accept the President's Report. Trustee Cofield seconded the motion. The motion carried.

Special Recognition- President Griffin recognized Melanie Temple for her service as Director of Public Relations. Her last day is at the end of the month. Ms. Temple is taking a job at Roanoke-Chowan Community College.

Adjournment

Trustee Felt made the motion to adjourn the meeting at 11:37 am. Trustee Robinson seconded the motion. The motion carried.



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



Bernella DeLaMora, Chair of the Board of Trustees