



**Halifax Community College
Board of Trustee Regular Board Meeting
May 20, 2014
Minutes**

Board of Trustees Present:

Trustee Bernella DeLaMora, Chair
Trustee Michael Felt, Vice Chair
Trustee James “Ray” Barmer
Trustee Donna Clements
Trustee Bettie Cofield
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee Mary Mebane
Trustee Marie Robinson
Trustee John Smith

Board of Trustees Absent:

Trustee Jay Baker, Excused
Trustee Lille Solomon (*Trustee Lille Solomon passed. The seat will be vacant until filled by the Halifax County Board of Education.*)

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. Thomas Henry, Associate Vice President of Administrative Services
Dr. Barbara Hasty, Dean of Student Services and Enrollment Management
Ms. Debra Smith, Vice President of Administrative Services
Dr. Barbara Hasty, Dean of Student Services and Enrollment Management
Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning and Assessment

B. T. Brown, Dean of Curriculum Programs
Dr. Vera Palmer, Dean of Workforce Development,
Continuing Education, and Community Service
Daniel Lovett, Director of the Title III Programs and
PRIDE Male Mentoring Program
Melanie Temple, Director of Public Relations and
Marketing
Kimberly Mack, Executive Assistant to the President

Call to Order

Chair Bernella DeLaMora called the Halifax Community College (HCC) Board of Trustees meeting to order at 10:00 am 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.

Invocation

Trustee Smith gave the invocation.

Recognition of Lillie Solomon's Service to Halifax Community College and the American Association of Community College Trustees (ACCT)

Mr. Ruel Solomon, husband of the late Lillie Solomon, accepted a plaque from the HCC Board of Trustees in honor of her service to Halifax Community College as a member of the HCC Board of Trustees. Also, a framed proclamation and history book was given to Mr. Ruel Solomon in honor of her service to the American Association of Community College Trustees.

Trustee Felt made the motion that the comments given would be included in the official minutes. Trustee Smith seconded the motion. The motion carried.

Adoption of Agenda

Trustee Felt made the motion to accept the agenda as written and presented. Trustee Robinson seconded the motion. The motion carried.

Introduction of Visitors

Sgt. Emmett Smith, Chief of Campus Security, was introduced as a new hire. He gave the Board of Trustees a brief introduction about himself.

Ethics Statement

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

Trustee Business

Approval of Consent Agenda

Trustee Felt made the motion to approve the consent agenda, which included approval of minutes from the April 29, 2014 meeting, proposed fee changes, president's travel, and write off of uncollectable accounts receivable. Trustee Mebane seconded the motion. The motion carried.

Committee Reports

Building and Grounds-No Report

Finance- No Report

Personnel and Student Services-Trustee Edwards lead the discussion on evaluations. It was announced that 11 of the 12 evaluations were received, which meant everyone submitted an evaluation. (*One seat is vacant on the Board of Trustees, due to the passing of Trustee Lille Solomon.*) Trustee Edwards also announced that the chair will call a meeting in June to go over the President's Evaluation.

Academic-The academic committee met prior to the Board of Trustee meeting this morning. Trustee Robinson reported on the following from the meeting:

- **Completion by Design Initiative**-Completion by Design, a "Big Meeting Retreat" was held at the Centre on May 13, 2014. Completion by Design was being implemented across the North Carolina Community College System. HCC was one of the first 27 Colleges to participate. During the first half of the day, the faculty and staff heard updates from the faculty senate, enrollment management, QEP, the Foundation, and Administrative Services the do's and don'ts when submitting requisitions and travel documentation. An overview of the 2014 performance measure results was given by our President. During the second part of the day, faculty and staff worked together in groups to answer questions and make suggestions that will help improve student success from the four categories of: connection, entry, progression and completion.
- **Program Review Follow-up**- Reports from six programs reviewed in 2013 resulted in all but one program, Practical Nursing, receiving recommendations for improvement.

Chair Comments

Graduation 2014-Chair DeLaMora thanked everyone for coming to graduation. She also mentioned that HCC awarded 531 degrees, certificates, and diplomas. Twenty-two of the 531 were graduates from Roanoke Valley Early College.

Wall of Former Trustees-Chair DeLaMora thanked Mr. Herbert Webb, also known as Bogie, for his craftsmanship with working on the wall of former trustees.

President's Comments

Item 1—President Comments

2nd Annual Alumni and Friends Breakfast-HCC hosted the 2nd Annual Alumni and Friends Breakfast on May 17th at the Centre. President Griffin gave the State of the College presentation to the community. President Griffin thanked everyone that attended, as well as sponsors for the breakfast.

State Budget-Dr. Griffin discussed the budget tracking sheet from the governor. He stated that businesses and the communities need to advocate for community colleges. President Griffin also mentioned that he will keep everyone informed, as he finds out more information.

Item 2-Graduation 2014

President Griffin stated that Chair DeLaMora had already discussed graduation, but he had some additional comments. He thought this was one of the best graduations. There were 21 RVEC students graduating from HCC. The RVEC graduation is next Friday. The speaker was from AT&T, and she was great. He thanked Dr. Hasty and her staff for a great job. There were over 1400 people at graduation. President Griffin also thanked Kim Mack, his executive assistant, for taking care of the breakfast and robes for graduation. He read a thank you note from Lori Medlin, Halifax County Visitors Bureau, recipient of the 2014 Presidential Partnership.

Item 3-NCReady4Work Workforce Development Summit

Dr. Griffin stated that several staff and community representatives attended the NCReady4Work Workforce Development Summit on May 10th at Edgecombe Community College. He and Chair DeLaMora had dinner meetings on the day before, which was May 9th at Nash Community College. Chair DeLaMora attended a meeting for chairs, and President Griffin attended a meeting for presidents.

Item 4-US Department of Education PBI Formula Grant Award for Year 4 of 5 (2014-2015)

President Griffin announced that HCC received its year 4 of 5 (2014-15) US Department of Education PBI formula grant award. In October 2010, HCC was awarded a one-year Department of Education PBI Formula Grant in the amount of \$250,000. After a successful first year of student success programming, equipment upgrades, library resource purchases, and facilities upgrades, in 2011, HHCC received a five-year PBI Formal Grant at \$250,000 yearly renewable pending successful project implementation. The funds represent a grand total of 1.2 million dollars.

Item 5-2014 Performance for Student Success

President Griffin presented a presentation on the 2014 Performance for Student Success. The presentation is attached.

Approval of Report

Trustee Felt made the motion to accept the president's report. Trustee Mebane seconded the motion. The motion carried.

Information Items

Academic Affairs

Enrollment Projection Update-Dr. Deryl Davis-Fulmer, Vice President of Academic Affairs, gave enrollment projections. The projected enrollment for the summer was 300 students. Her fall 2014 projections were 1400 enrolled students. That number included an estimated return of 1000 students.

Administrative Services

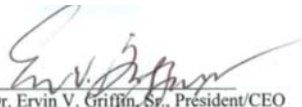
Financial Report: FY 13-14 State Expenditures through April 30, 2014-Ms. Debra Smith, Vice President of Administrative Services, presented the Board of Trustees the financial report regarding State, County, and the Centre at HCC.

Institutional Advancement Update

Dr. Dianne Rhoades, Vice President of Institutional Advancement provided an update on the Children Series.

Adjournment

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



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



Bernella DeLaMora, Chair of the Board of Trustees