



**Halifax Community College  
Board of Trustees Regular Board Meeting  
May 21, 2013  
Minutes**

**Board of Trustees Present:**

Trustee Frank V. Avent, III  
Trustee Bernella DeLaMora  
Trustee Bettie Cofield  
Trustee Mary Mebane  
Trustee Rachel Hux  
Trustee Stanley Edwards  
Trustee Michael Felt  
Trustee Lillie Solomon

**Board of Trustees Absent:**

Trustee Jay Baker, *excused*  
Trustee James Barmer, *excused*  
Trustee David Cairns, *unexcused*  
Trustee Robert Knight, *excused*  
Trustee Carmen Betancourt (SGA Representative),  
*unexcused*

**Others Present:**

Dr. Ervin V. Griffin, Sr., President  
Dr. Joy Cooley, Acting Vice President of Academic Affairs  
Dr. Dianne Rhoades, Interim Vice President of Institutional  
Advancement  
B. T. Brown, Dean of Curriculum Programs  
Dr. Barbara Hasty, Dean of Students  
Dr. Adriane Leché, Dean of Institutional Effectiveness and  
Planning  
Dr. Vera Palmer, Dean of Continuing Education  
Debra Smith, Interim Vice President of Administrative Services  
Daniel Lovett, Director of Title III Program an PRIDE Male  
Mentoring Program  
Melanie Temple, Public Relations and Marketing Director  
Jacqueline Hough, Roanoke Daily Herald Reporter  
John Foriest, JobLink, Satellite Manager  
Tara Keeter, Financial Aid Director

### **Call to Order**

Chairman Frank V. Avent, III called the Halifax Community College Board of Trustees' meeting to order at 10:00 am in the President's conference room at Halifax Community College, 100 College Drive, Weldon, NC 27890.

### **Invocation**

Chairman Avent gave the invocation.

### **Introductions**

Everyone present introduced themselves.

### **Ethics Awareness & Conflict of Interest Reminder**

Chairman Avent read the Ethics Statement. There were no conflicts of interest.

### **Approval of the Agenda**

Trustee Solomon made the motion to accept the agenda as printed. Trustee Edwards seconded the motion. The motion carried.

### **Approval of Minutes**

#### **Regular Meeting Minutes on April 30, 2013**

Trustee Mebane made the motion to approve the April 30, 2013 regular meeting minutes. Trustee Solomon seconded the motion. The motion carried.

#### **Closed Meeting Minutes on April 30, 2013**

Trustee Mebane made the motion to approve the April 30, 2013 closed meeting minutes. Trustee Hux seconded the motion. The motion carried.

### **Adoption of the Agenda**

Trustee Hux made the motion to accept the May 21, 2013 agenda. Trustee Mebane seconded the motion. The motion carried.

### **Committee Reports**

#### **Building and Grounds**

**Re-naming of the 100 Building**-Trustee Hux reminded everyone that the Naming of the 100 Building to the Dr. Phillip W. Taylor Complex will be on May 30, 2013 at 11:30 am. She encouraged everyone to attend. Chairman Avent reminded everyone that the program is open to the public.

#### **Personnel and Student Services**

**President's Evaluation**-Trustee Edwards asked if there were any questions regarding the President's evaluation form. There were no questions. He asked that everyone have the completed evaluation forms back to him by June 10, 2013. He also explained that after the 11<sup>th</sup> of June, the chair will call a special meeting to go over the evaluation with

President Griffin. Trustee Edwards asked to have two volunteers to serve on the committee to assist with the tabulations. Trustee Solomon and Vice Chair DeLaMora volunteered.

### **Chairman's Comments and Announcements**

**Alumni Breakfast**-Chairman Avent stated that the Alumni Breakfast turned out great. There was a good turn out and several donations were given to Halifax Community College. HCC had a benefactor that gave one thousand dollars.

**Toll Roads meeting**-Chairman Avent announced that there will be a toll roads meeting this afternoon beginning at 4:00 pm. If the bill passed, the toll roads will be on new land.

**President Griffin's Birthday**-Chairman Avent stated that President Griffin had a birthday on May 15, 2013. The executive staff donated funds to celebrate with ice cream and cake.

### **President's Report**

President Griffin thanked the Board of Trustees and staff for another good month. He thanked them for the dedication to the mission and everyone's hard work.

**Graduation**-President Griffin discussed a letter he received regarding graduation. A number of people noticed the difference in the program and a difference in the songs. He was thanked by the writer for the way he handled the songs at graduation. Chairman Avent stated that he received a telephone call after graduation regarding the songs at graduation.

**Associate Degree Nursing Program**-Dr. Griffin announced that he received notification from the Board of Nursing regarding the Associate Degree Nursing Program. The program received full accreditation. It will last for 8 years. He thanked Kelly Harvey, faculty and staff for another job well done.

**Financial Audit**-President Griffin stated that the financial audit report will be made available at the next meeting. There was a finding that was reported on May 18, 2013. Debra Smith, Interim VP of Administrative Services was able to repeal the finding. The finding was removed. President Griffin thanked Ms. Smith for being able to appeal the finding.

**Kate B. Reynolds (KBR) Charitable Trust**-Dr. Griffin stated that KBR Charitable Trust awarded HCC \$150,000 to make a 1/6 of a mile Roanoke Valley Fitness Interactive Trail. The track will be located on the front green lawn. It will have work out stations, instructional signage, benches, and an emergency call box. This trail was going to be great for improving cardio-fitness and general health. All equipment made for the trail was of durable materials, which should last for about 20 years and will be mounted on concrete service. He also thanked everyone that had worked on developing this project. Ms. Temple was doing a great job with writing grants.

**RN2BSN Program**-President Griffin stated that he brought to the Board the Articulation Agreement between HCC and North Carolina Central University and the Upper Coastal Plains Learning Council back in 2009-2010 Academic Year. The Upper Coastal Plains Learning Council gave funding for HCC to research the possibility. Nursing staff from NCCUC came to HCC to visit and speak with interested students. This month, nine graduates from HCC are now graduates of NCCU with a Bachelor of Science in Nursing. President Griffin thanked the nursing staff at HCC that taught nursing classes for the RN2BSN program with North Carolina Central University.

**Civil Rights Compliance Review**-Dr. Griffin announced that HCC was requested by the North Carolina Community College System to participate in a Civil Rights Compliance Review to provide a Voluntary Compliance Plan. The Title VI of the Civil Rights Act of 1964, and its implementing regulation at 34 C.F. R. Part 100 (Title VI), which prohibit discrimination on the basis of race, color, and national origin by recipients of federal financial assistance, Title IX Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. HCC began working on the changes in 2010. Sidewalks were fixed. Bathrooms were re-done to accommodate people who may be in wheel chairs. A letter signed by Nancy Massey, Coordinator for Career Technical , from the North Carolina Community College System stated that “This letter shall serve as official notice that all remedies set forth in Halifax Community College’s revised Voluntary Compliance Plan have been completed. Therefore the Halifax Community College file on the February 2010 monitoring visit is closed.”

**Pathways Youth Leadership Program**-President Griffin stated that he gave the commencement address at the Pathways Youth Leadership Program 2012-2013. The program is modeled after the successful Leadership Roanoke Valley Program at the Roanoke Valley Chamber of Commerce.

**Thank You Note from Faculty Senate**-President Griffin read the note from faculty senate that thanked the Board of Trustees for giving an additional day off, which was the Good Friday Holiday.

**New Generation Grant**-We received a \$100,000 grant last year from the New Generation Grant. Mr. Foriest provided an update on how the money had been spent. It had been used to help students get trained for job placements. He also gave testimonials on how students succeed with funds from the New Generation Grant and gained successful job opportunities in the community.

### **Approval of Report**

President Griffin asked that his report be included in the official minutes. Trustee Edwards made the motion to have the President’s Report be included in the official minutes. Trustee Mebane seconded the motion. The motion carried.

### **Action Items**

**National Direct Student Loan Program**-Dr. Joy Cooley, Acting Vice President of Academic Affairs, presented the National Direct Student Loan Program. She stated last month, Ms. Tara Keeter, Director of Financial Aid, presented information to the Board

regarding the default rates. Dr. Cooley also stated that HCC students are currently able to obtain federal loans. The anticipated default rate could place Halifax Community College in a position to lose federal funding, if the rate continues. Despite not being held accountable for default, HCC is placed in the position of concern. Without federal loans, students could still apply for private ones. Dr. Cooley asked the Board of Trustees to approve HCC opting out of the Federal Loan Program for students. Trustee Felt made the motion for HCC to opt out of the Federal Loan Program for students. Trustee Hux seconded the motion. The motion carried with 8-0.

**HCC College Fees**-Dr. Joy Cooley, Acting Vice President of Academic Affairs, asked the Board of Trustees to approve the following fee changes:

- \$15 fee for students in the Automotive Technology program to cover the cost of Service Excellence certification
- 3.8% increase in Child Care Center Tuition Rates
- Change the parking fee to the access fee.

The Automotive Technology fee was going to help students be more marketable in the workplace. The child care center tuition rates had not been increased, since 2010. Since 2010, the child care center had been accredited by the National Association for the Education of Young People, became 5 star, and had one of the lowest tuition rates in the state for a community college child care center. The changing from a parking fee to an access fee would increase funds to support the College's parking facilities, campus security and enforcement. The Access fee would be charged to all students. Students who did not drive and park on campus were not paying for parking fees. The increase in collections could provide the funds needed to support additional security and enforcement staff. Trustee Felt made the motion to approve the \$15 fee for students in the Automotive Technology program to cover the cost of Service Excellence Certification, 3.8% increase in child care center tuition rates, and change the parking fee to the access fee. Trustee Hux seconded the motion. The motion carried.

## **Informational Items**

### **Academic Affairs**

**Update on Graduation**-Dr. Joy Cooley, Acting Vice President of Academic Affairs, thanked the Trustees for attending graduation and expressed how much it meant to everyone to see the Trustees on the stage during the ceremony. HCC awarded 350 degrees, 320 unduplicated graduates, and 321 participating in the ceremony. There were representatives from the Systems Office and the State Board. The speaker was NC Representative Michael Wray. He received a special treat, because his wife was a graduate. The presidential partnership awards were awarded. A big thank you went to Dr. Barbara Hasty and everyone else that worked with graduation.

**New Placement Testing Requirements**-Dr. Joy Cooley, Acting Vice President discussed the changes in the placement testing. The changes came from the System Office. HCC have new computers given placement test in math. Next year, there will be new computer placement test in reading. The changes were made to better serve the students. Chairman Avent asked Dr. Cooley to touch on GED testing. There will be

some changes after December 31, 2013. It will cost more, and if a person had not completed all sections, the person will lose it the section already completed.

### Administrative Services

Financial Report: FY 12-13 State Expenditures through March 31, 2013-Ms. Debbie Smith, Interim Vice President of Administrative Services, presented to the Board of Trustees the financial report regarding State, County, and the Centre at HCC.

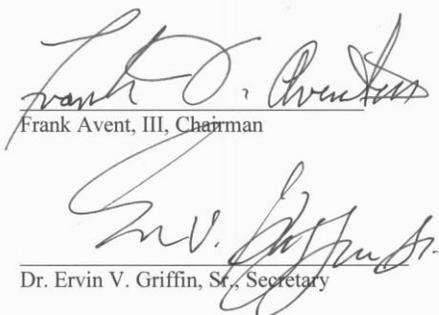
### Institutional Advancement

Dr. Dianne Rhoades, Interim Vice President, of Institutional Advancement, gave an update on the activities in Institutional Advancement.

- **Foundation Board meeting**-The Foundation Board meeting will be Thursday at 10:00 am.
- **Breakfast with the President**-Breakfast with the President event took place on May 18, 2013. The program was well received. Eighty people were there, and \$4,000 was raised. Dr. and Mrs. Taylor attended and gave a check for \$1,000. and we were able to raise funds. President Griffin presented a very good and detailed presentation. Ms. Mack did a wonderful job preparing the presentation. She thanked everyone for their support.
- **2013 Annual Golf Tournament**-The 2013 Annual Golf Tournament is scheduled. The foundation is looking for sponsors.
- **Naming of the 100 Building to the Dr. Phillip W. Taylor Complex**-The 100 Building will have the naming ceremony on May 30, 2013 beginning at 11:30 am. Please come out, if you can.

### Adjournment

Trustee Solomon made the motion to adjourn the meeting. Trustee Hux seconded the motion. The meeting was adjourned at 11:30 am.



Frank Avent, III, Chairman

Dr. Ervin V. Griffin, Sr., Secretary