



Halifax Community College  
Board of Trustees  
Board Meeting  
May 25, 2010  
Administration Board Room

- Members Present: Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Frank Avent III, Vice Chairman  
Lillie J. Solomon  
Jay Baker  
Rachel Hux  
Jack Boseman  
Frederick Webb, Jr.  
Theresa Raymond, SGA
- Members Absent: Helen Brown  
Reggie Baird  
Bernella DeLaMora  
David Cairns
- 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  
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**

Vera Palmer, Dean of Con Ed/ Community Services, announced that Tiffany Hale, Literacy Coordinator/Recruit/HRD, had been appointed as Chairperson of the HRD Advisory Council of the eastern district. Chairman Edwards congratulated Ms. Hale on behalf of the Board of Trustees.

**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**

Trustee Lillie Solomon made a motion to approve the May 25, 2010 agenda. Trustee Frank Avent seconded the motion and the motion was carried.

**Approval of Minutes**

Trustee Jay Baker made a motion to approve the April 27, 2010 Board of Trustees meeting minutes. Trustee Jack Boseman seconded the motion and the motion was carried.

**Committee Reports**

**Building and Grounds**

Vice President Deborah Armstrong distributed a report to inform members of efforts by the College to improve the campus buildings and grounds.

**Finance**

Trustee Lillie Solomon announced that Vice President Deborah Armstrong would present the Finance Committee's report along with monthly finance report. The final State audit report was distributed for review. Trustee Solomon commended faculty and staff for all of their efforts.

**Personnel/Student Services**

No Report

**Academic Programs Services**

No Report

Announcements

Chairman Edwards commented that the 2010 HCC Commencement Ceremony was extremely nice and added that the website photographs were very pleasant. Chairman Edwards also presented the President's Honor Roll certificate to President Griffin. The certificate was awarded due to HCC's Dental Hygiene's efforts and the P.R.I.D.E group's community service.

Chairman Edwards also requested that all Presidential Evaluation forms be submitted by the end of the meeting.

**President's Report**

President Griffin began his presentation by thanking the Board of Trustees and various constituent groups for their ongoing support and efforts. He then thanked board members for their participation in the 2010 HCC Commencement Ceremony. He thanked Stevie Lawrence and The Amazing Voices of HCC for their performance during the ceremony and also Dean Barbara Bradley-Hasty and her staff for the planning of the ceremony. The Board's attention was then directed to the written President's report highlighting the following topics:

- Students Graduating with Straight A's
- First Annual Commissioners Luncheon
- Fall 2010 Enrollment Update
- Hosting of Area High School Graduations
- President Griffin as Northampton County High School's 2010 Keynote Speaker
- June 4, 2010 Listening Tour
- Latest Budget Summary from House and Senate
- 100% Tobacco-Free Policy
- Creating Success In The News

President Griffin concluded his report by distributing HCC Fast Fact brochures for viewing. The brochure provides information regarding current enrollment, budget summary, and other statistics.

Trustee Lillie Solomon made a motion to approved the May 25, 2010 President's Report and Trustee Jay Baker seconded the motion. The motion was carried.

**Action Items**

Solicitation Policy

Law suits have been threatened on Wake Technical Community College and other North Carolina community colleges by outside groups seeking entrance to campus. The Solicitation policy works to strengthen HCC's current rather vague policy in order to proactively protect it in these situations. Trustee Jay Baker made a motion to approve the Solicitation Policy presented and Trustee Frank Avent seconded the motion. The motion was carried. The policy is to be added to the Administrative Regulations and Procedures Manual (ARPM).

Mileage Reimbursement for Privately Owned Vehicles

The Office of State Budget and Management (OSBM) has notified Halifax Community College of an decrease in the mileage rate for state motor fleet vehicles to 30 cents per mile for employees who elect to use their personal vehicle when a state-owned vehicle is available. OSBM has

directed that state departments and agencies also apply the 30 cents per mile rate for employees who elect to use their personal vehicle when a state-owned vehicle is available.

Trustee Jack Boseman made a motion to approve the decrease in the mileage rate to 30 cents per mile and Trustee Rachel Hux seconded the motion. The motion was carried.

### **Informational Items**

#### **Academic Affairs**

##### **Program Audit**

Vice President Erica Holmes informed board members that the auditor had obtained the requested records for the upcoming program audit and scheduled an exit interview.

##### **Professional Development**

Vice President Erica Holmes provided information regarding faculty and staff requirements for obtaining professional development hours. She announced that all of the hours were met with the many opportunities that were provided for employees to obtain the hours needed.

Vice President Holmes also announced that funds have been secured from the Golden Leaf Foundation to begin professional development opportunities for the following year.

##### **New Staff Credentials**

Vice President Erica Holmes announced that the following faculty and staff had recently obtained new degrees and credentials: Hunter Taylor, Bachelor of Science in Business Administration, East Carolina University, Magna Cum Laude; Mary Gail Cooper, Bachelor of Science in Holistic Ministries, American Institute of Holistic Theology; Jennifer Jones, Masters of Education in Interdisciplinary Studies, Cambridge College; Dr. Erica Holmes, Masters in Theology – Concentration Pastoral Counseling, Liberty University.

#### **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. She provided information regarding next year's budget and informed the board that stimulus money may be used to grant funding for the next fiscal-year. Vice President Armstrong also informed members that an electrician reviewed HCC's energy plan and is assisting with working towards obtaining a grant to update equipment to save energy.

#### **Institutional Advancement**

Vice President Tom Schwartz distributed information regarding a HCC foundation and grant update, the HCC Alumni Association, and all upcoming fundraising events. He also provided the proposed bylaws writing by the alumni association for viewing and asked that they be approved at the next meeting.

#### **SGA**

**Halifax Community College**  
**Board Minutes**  
**May 25, 2010**

SGA President, Theresa Raymond announced that the SGA had a busy but productive month. Elections were held in April. The results are as follows: David Laskey - President, James Phelps - Vice-President, and April Williams Public Information Officer. Currently, there are two positions available and incoming President Elect, David Laskey, will work to get those positions filled during the summer semester.

The SGA hosted the annual Appreciation Luncheon during the Faculty and Staff awards. The SGA presented three awards of appreciation. Awards were presented to President Griffin, Ms. Dorothy Greene, and Dr. Carolyn Stuart. The SGA thanked them for the countless hours they put into SGA. President Griffin was recognized for leading by example and showing the student body that HCC is really one big family.

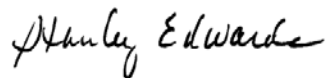
The SGA also hosted a New Officer Training for the incoming officer's on Thursday, April 29. They presented workshops on each position, parliamentary procedure, and etiquette during an eight hour training session.

Finally, by working with Dr. Stuart, Shauna Jones, President Griffin, Dr. Holmes, and Dean Hasty, revisions have been made to The Constitution. Copies were distributed for reviewing and asked to be approved at the June meeting.

Trustee Frank Avent provided an update of the Graduation Celebration held at Long's Chapel.

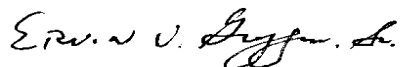
Chairman Edwards commented that he was concerned with the number of absentees at regular meetings. He requested permission to send letters to members after they have missed more than three meetings. Trustee Jay Baker made a motion to approve that the Chairman of the Board be permitted to send letters to members after they have missed three or more meetings. Trustee Lillie Solomon seconded the motion and the motion was carried.

Trustee Lillie Solomon made a motion to adjourn the meeting and Trustee Rachel Hux seconded the motion. The meeting was adjourned at 11:30 a.m.



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Dr. Stanley Edwards, Chairman



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Dr. Ervin V. Griffin, Sr., Secretary