



**Halifax Community College  
Board of Trustees Regular Board Meeting  
June 25, 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  
Trustee Jay Baker

**Board of Trustees Absent:** Trustee David Cairns, unexcused  
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  
Kimberly Mack, Executive Assistant to the President  
Deryl Davis-Fulmer-Nominee for Vice President of Academic  
Affairs  
Bruce Baird, Office of the State Auditor

**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**

Dr. Edwards 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 Agenda**

Trustee Felt made the motion to accept today's agenda as printed. Trustee Cofield seconded the motion. The motion carried.

**Approval of Minutes from the May 21, 2013 Regular meeting**

Trustee Edwards made the motion to approve the minutes from the May 21, 2013 regular meeting. Trustee Solomon seconded the motion. The motion carried.

**Approval of minutes from the June 17, 2013 Called meeting**

Trustee Edwards made the motion to approved the minutes from the June 17, 2013 Called Meeting. Trustee Felt seconded the motion. The motion carried.

**Committee reports**

**Building and Grounds**

No Report

**Finance**

**Financial Audit Year Ending June 30, 2012, Bruce Baird, Office of the State**

**Auditor-**President Griffin stated that each year he invited the person who did the audit to present the audit report to the Board of Trustees, before it is accepted. Mr. Bruce Braid, State Auditor with the Office of the State Auditor, gave the report on the audit year ending June 2012. There were not any audit issues or audit findings. President Griffin asked the Board to approve and accept the report. Trustee Felt made the motion to approve the Financial Audit Year Ending June 30, 0212 report. Trustee Hux seconded the motion. The motion carried.

**Personnel and Student Services**

Trustee Edwards stated that the Personnel and Student Services committee met with Dr. Deryl Davis-Fulmer, the nominee for Vice President of Academic Affairs. They had a good discussion with her. Trustee Edwards made the motion to accept for hire the nominee for Vice President of Academic Affairs. Trustee Solomon seconded the motion. Everyone present voted aye except Trustee Baker, he voted nay. The motion carried. Afterwards, Dr. Fulmer addressed the Board stating that she was very excited and looking forward to working with everyone.

**Academic Program Services**

No Report

**Chairman report**

**Nominating Committee**-Chairman Avent announced that the nominating committee should meet before the next meeting to recommend a chair and vice chair. Trustee Edwards, Trustee Hux, and Trustee Cofield were asked to serve on the committee. He also stated that even though the committee was going to bring a recommendation to the board, the floor will be open for nominations. He appreciated the opportunity given to him to serve as the chair.

**President's Report**

**Thank You**-President Griffin thanked the Board of Trustees and HCC family for their help in completing another successful year serving Halifax and Northampton Counties.

**Naming of 100 Building to the Dr. Phillip W. Taylor Complex**-President Griffin thanked the Board for their support and attending the naming of the 100 Building to the Dr. Phillip W. Taylor Complex. Dr. Taylor had expressed his appreciation to him.

**Leadership Development Program**-Dr. Griffin stated that the Leadership Development Program concluded recently. Everyone in the program said the program helped them grow.

**Title III Notification**-President Griffin stated that he received the Title III notification that HCC will receive \$250,000 in funding. However, the funding was cut by 5%, which is about \$12,500.

**Early Childhood Associate Degree Accreditation**-Dr. Griffin announced that the Early Childhood Program is in pursuit of Early Childhood Associate Degree Accreditation by the National Association for the Education of Young Children. Funding had been approved to assist with trying to obtaining the accreditation in the amount of \$11,000. Sitah Campbell and Kimberly Rockwell are working with the program

**Enrollment Update**-President Griffin stated that HCC do not receive FTE in the summer for enrollment. There were 281 students enrolled as of yesterday. HCC was adding several correctional classes, and it would bring summer enrollment up to 324. HCC's goal is to have about 1150 student enrolled by August. There were 732 students registered for the fall semester as of yesterday.

**Distance Learning Classes**-Dr. Griffin stated that HCC would have to get state approval to offer classes out of state. We received a letter from the Commonwealth of Virginia requesting

information regarding classes. HCC received a letter regarding Halifax Community College response. It stated “HCC had acknowledged that it does not plan to operate any campuses in Virginia and its online instruction will not be initiated in Virginia.” He thanked Dr. Cooley and Beth Gray Robertson for clearing it up.

**50<sup>th</sup> Anniversary of the NC Community College Systems**-President Griffin announced UNC-TV will air a segment on HCC on August 1, 2013. He was not sure of the time but stated he would let them know. In celebration of the 50<sup>th</sup> Anniversary of the NC Community College System, UNC-TV aired different segments on community colleges across the state.

**Board of Commissioners**-President Griffin thanked the Board of Commissioners for given HCC help to keep HCC in the black by giving \$20,000 towards the budget. He also thanked Ms. Hux for her support.

### **Approval of Report**

Trustee Felt made the motion to approve the President’s Report. Trustee Hux seconded the motion. The motion carried.

### **Action Items**

1. **Travel authorization**-President Griffin stated that each year, he asked the board to approve travel authorization in order for the President and Trustees to travel in the amount not exceeding \$30,000. There was some discussion regarding travel. Afterwards, Trustee Felt made a motion to approve travel for the President and the Trustees not to exceed \$30,000 for FY 2013-2014. Trustee DeLaMora seconded the motion. The motion carried.
2. **Addendum to Proposed Placement Retest Fee**-Dr. Joy Cooley, Action Vice President of Academic Affairs, asked the Board of Trustees to approve the implementation of a \$5.00 fee for students to take a placement retest. After much discussion, it was tabled until the next meeting.
3. **Proposed Halifax Community College Strategic Plan 2013-2017**-Dr. Adriane Leché presented the 2013-2017 Strategic Plan called “An Era of New Beginnings” is designed to give direction to Halifax Community College as we learn forward into an unprecedented era of accountability and outcome demands. It is a working project. President Griffin commended Dr. Leché and the committee for their work on the Strategic Plan. Trustee Barmer made the motion to approve the Halifax Community College Strategic Plan for 2013-2017. Trustee Felt seconded the motion. The motion carried.

### **Informational Items**

#### **Academic Affairs**

**Internal Audit/Accountability Plan-Fall 2012 and Spring 2013**-Dr. Vera Palmer, Dean of Continuing Education, presented the Internal Audit/Accountability Plan for Fall 2012 and Spring 2013. As specified in the Internal Audit/Accountability Plan, HCC was

required to visit 50% of all off-campus and distance education/internet classes. On campus, HCC is required to visit 25% of the classes. During the Fall 2012, 72% of the classes were visited off campus, last Spring 72% of all classes were visited. HCC visited 47% of all on campus classes in the Fall and 33% of all campus classes last Spring.

### Administrative Services

**Financial Report: FY 12-13 State Expenditures through May 31, 2013**-Ms. Debra Smith, Interim Vice President of Administrative Services, presented to the Board of the Trustees the financial report regarding State, County, and the Centre at HCC. Trustee Felt made the motion to approve the financial report. Trustee DeLaMora seconded the motion. The motion carried.

### Institutional Advancement

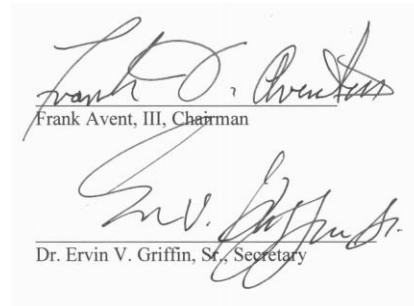
**Naming of the 100 Building**-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, thanked everyone for supporting and attending the naming of the 100 building to the Dr. Phillip W. Taylor Complex. It was a great event, and Dr. Taylor was really thankful.

**Foundation Board meeting**-Dr. Rhoades announced that the next Foundation Board meeting is July 25, 2013. She planned to send the minutes to the Board members. Mr. Marshall, Foundation Board member, was resigning. He had donated over \$80,000, and stated that he still planned to contribute.

**Air at the Centre**-Dr. Rhoades announced that the air at the Centre is now fixed. Ray Hester, Maintenance Supervisor, got the air fixed.

### Adjournment

Trustee Baker made the motion to adjourn the meeting. Trustee Solomon seconded the motion. The motion carried.



Frank Avent, III, Chairman

Dr. Ervin V. Griffin, Sr., Secretary