



**Halifax Community College  
Board of Trustees Board Meeting  
June 26, 2012  
Minutes**

**Board of Trustees Present:** Frank Avent, III  
Bernella DeLaMora  
Bettie G. Cofield  
Carmen Betancourt, SGA  
James (Ray) Barmer  
Mary Mebane  
Michael G. Felt  
Dr. Stanley Edwards

**Board of Trustees Absent:** Jay Baker  
Lillie Solomon  
David Cairns  
Rachel Hux

**Others Present:** Dr. Ervin V. Griffin, President  
Dr. Erica Holmes, Vice President of Academic Affairs  
Robert (Bob) Howard, Vice President of Administrative Affairs  
Dr. Dianne Rhoads, Vice President Institutional Advancement  
Dr. Barbara Bradley-Hasty, Dean of Students  
B. T. Brown, Dean of Curriculum  
Dr. Vera Palmer, Dean of Continuing Education  
Hilda Hawkins, Executive Director to the President  
Josephine Reid-Research Associate/GED Director  
Marie Daniel-Sivel, Account  
Laura Cobb-Payroll Officer  
Donny Hunter, NC Community College Trustee Association President  
Q. Shanté Martin, NCCS General Council  
Valye Martin Intern with NCCS General Council and UNC-Chapel Hill  
Law Student  
Daniel Lovett, Program/Project Director

**Call to Order**

Chairman Frank V. Avent, III called the Halifax Community College Board of Trustees meeting to order at 9:15 am at the Hampton Inn, 85 Hampton Blvd., Roanoke Rapids, North Carolina 27870.

### **Invocation**

Chairman Avent gave the invocation in Rev. Knight's absence.

### **Introduction of Other Visitors**

Donny Hunter, NC Community College Trustee Association President

Q. Shante Martin, NCCCS General Council

Valyce Davis, Intern with NCCCS General Council and UNC-Chapel Hill Student

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

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

### **Trustee Business**

#### **Approval of Agenda**

Mr. Barner made a motion to approve today's agenda. Ms. Cofield seconded the motion. The motion carried.

#### **Approval of Minutes from the May 22, 2012 and June 6, 2012 Board Meetings**

Mr. Barner made the motion to accept the May 22, 2012 and June 6, 2012 Board of Trustees Meetings Minutes. Ms. Cofield seconded the motion. The motion carried.

### **President's Report**

**US Department of Education Financial Aid Program Review**-Dr. Griffin reported that the US Department of Education Program Reviewers were on campus for a financial aid review the first week of June. At the exit conference, the US Department of Education representatives were very pleased with the cooperation and hospitality of the staff and administration. The findings were as follows:

1. return to title IV calculation for 3 students
2. 2 SEOG Awards left off the award letter
3. 1 student overpaid in CWSP
4. 1 student accepted from a high school in Georgia that was not accredited

There were no findings relative to the financial aid process. Dr. Griffin also noted that Ms. Tara Keeter and Staff, Dean Hasty, and all others involved in the financial aid program review should be applauded for such an outstanding on-site program review. For additional information, refer to Appendix A.

**Predominantly Black Institution (PBI) Award**-Dr. Griffin stated that he received official notification that the US Department of Education will award our institution \$250,000 under the PBI program for fiscal year 2012. For additional information, refer to Appendix A.

**HCC New Generations Career Program**-Dr. Griffin reported that HCC was awarded \$100,000 from NC Rural Center to train 52 young adults and place 44 in jobs in Halifax and Northampton Counties. The training program will be for 18 months. It will allow participants

to enroll in nursing assistant, industrial maintenance, and computer technology courses. In addition to funding from Rural Health, HCC will provide \$5,000. Our business partner, Halifax Horizon, will provide \$5,000, and Turning Point Workforce Development Board will provide \$38,853. The total for the project will be \$148,853.00. Dr. Griffin thanked all of their business and industry partners for the strong support of the application. For additional information, refer to Appendix A.

**Foundation Net Assets**-Dr. Griffin stated the HCC Foundation net assets on June 30, 2006 were \$688,466.00. As of June 30, 2012, HCC Foundation had surpassed the \$1 million dollar mark in net assets. Dr. Griffin thanked all of our donors and the leadership of members of our foundation.

**Turning Point Workforce Development Board**-Dr. Griffin reported that on June 21, 2012, the Turning Point Workforce Development Board allocated HCC \$146,420 for (Halifax), and \$47,967 for (Northampton) adult training program. The total amount allocated was \$194,387.00. John Foriest, Director of JobLink, will administer these funds.

**HCC's Mobile Training Laboratory**-Dr. Griffin stated HCC purchased its own Emergency Medical Service (EMS) Mobile Lab to work with the Fire Service and EMS training programs. For more information, refer to Appendix A.

**Dental Hygiene Program**-Dr. Griffin was pleased to announce the results of the Council of Interstate Testing, Inc. for the graduating Class of 2012. There were 17 graduates who took the test, and 16 passed the first time. Our success rate is 94% for 2012. This is the first time we had 94% passing rate. Last year, it was 78%. Kudos to Professors: Verna High, Terry Hux, Catherine Sykes, Lisa Santiago, Ruth Glisson, Jean Edmonds, Dr. Clark, Dr. Turner, Libby Keeter, Kelly Harvey, Division Chair, and anyone else he missed.

**License Practical Nurse (LPN) Board of Nursing Survey**-Dr. Griffin stated that HCC is taking steps to become an independent nursing program. Crystal Harris, from NC Board of Nursing, has completed her survey for the LPN program. She indicated in her report that the LPN Program would be reviewed by the NC Board of Nursing at their next meeting.

**American Red Cross Hero Collegiate Challenge**-Dr. Griffin reported that HCC received a thank you note from the American Red Cross for participation in the 2012 American Red Cross Hero Collegiate Challenge.

**Hometown Reunion in Coalwood, West Virginia**-Dr. Griffin expressed with great pleasure that he visited his hometown, Coalwood, West Virginia. He served as the keynote speaker on Sunday morning at the Hometown Reunion. If you get a chance to visit Coalwood, please do. It is a wonderful place with wonderful people.

**Thank You Note from Halifax Academy**-Dr. Griffin reported that HCC received a thank you note from Halifax Academy, Inc. thanking us for utilizing the Centre for their graduation exercises for the last 5 years. Dr. Griffin also noted they were very appreciative of the support from our staff: Ms. Joanne Jolly, Mr. Stacy Phipps, and Dr. Diane Rhoades.

**Phi Theta Kappa Chapter of Alpha Eta Phi Membership Increase**-Dr. Griffin reported that HCC Phi Theta Kappa Chapter (Alpha Eta Phi) was recognized with the Pinnacle Award for increasing its membership over 25% last year. Forty members remained in the chapter for Fall 2012.

**80<sup>th</sup> Birthday Celebration of Trustee Rev. Robert L. Knight**-Dr. Griffin attended the 80<sup>th</sup> Birthday Celebration for Trustee Robert L. Knight. It was held at Antioch Baptist Church on Saturday, June 23, 2012. President Griffin and Dr. Edwards were in attendance.

Dr. Griffin asked that his comments (Appendix A) and executive report (Appendix B) be part of the official minutes for the June 26, 2012 meeting. Trustee Felt made the motion to include Dr. Griffin comments and executive report as part of the official minutes. Chairman Avent asked that before the motion was approved, he wanted to read a letter from Attorney Wardlaw Lamar regarding Dr. Griffin's evaluation. (Letter from Attorney Wardlaw Lamar is Appendix C.) Chairman Avent stated that he wanted the staff to know that other people recognized the good work Dr. Griffin does. Trustee Felt amended the motion to include the letter from Attorney Wardlaw Lamar regarding Dr. Griffin's evaluation. Trustee Mebane seconded the motion. The motion carried.

### Action Items

1. **Program Audit**-Dr. Erica Holmes presented Action Item I: Program Audit. The program audit was completed by North Carolina Community College Systems (NCCCS) Office Audit Division. The audit had no finding and one area of concern. Mr. Felt made a motion to approve the program audit. Ms. Cofield seconded the motion. The motion carried.
2. **Re-implementation of Prison Programs**-Dr. Erica Holmes presented Action Item 2: re-implementation of prisons programs. HCC would like to re-establish academic programs that had been discontinued at Tillery and Caledonia Correctional Centers. Trustee Mebane made the motion to reinstate prison programs that were discontinued last year. Trustee Cofield seconded the motion. The motion carried.
3. **Write-off of Uncollectible Accounts Receivable**-Mr. Robert (Bob) Howard presented Action Item 3: write-off uncollectible accounts receivable. HCC requests permission to write off \$31,483 from students accounts. These are unpaid accounts that were 3 years old. We have received approval from the State to write off the debt. Trustee Felt made a motion to approve the write off of \$31,483 in student accounts receivable that have been deemed uncollectible. Trustee Barner seconded the motion. The motion carried.

### Introductions

Trustee Avent asked that everyone take a moment to go around and give introductions. (Everyone gave introductions.) He also stated that we have a room of good people, and it is obvious because of all our accomplishments. Trustee Avent also expressed his appreciation for the great job everyone does. He knows it is not easy. It is great to attend seminars, or go to the headquarters in Raleigh, and folks are so complementary of HCC.

**Closed Session**

Trustee Felt made the motion to go into closed session to discuss personnel matters. Trustee Knight seconded the motion. The motion carried.

Trustee Felt made a motion to go back into open session. Trustee Cofield seconded the motion. The motion carried.

Chairman Avent announced that during closed session, they discussed litigation and unanimously approved Dr. Griffin's contract through June 30, 2015.

Trustee Felt made a motion to approve the action item from closed session, which was extending Dr. Griffin's contract through June 30, 2015. Trustee Edwards seconded the motion. The motion carried.

**Adjournment**

Trustee Felt made the motion to adjourn the meeting. Trustee Cofield seconded the motion. The motion carried. The meeting was adjourned at 11:05 am.

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Frank Avent, III, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary