



Halifax Community College
Board of Trustees
Board Meeting
June 29, 2010
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
Jay Baker
Rachel Hux
Jack Boseman
Frederick Webb, Jr.
Reggie Baird
Bernella DeLaMora
David Cairns
Theresa Raymond, SGA

Members Absent:

Helen Brown
Lillie J. Solomon

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
Dr. Edwin Imasuan, Director of Institutional Research
Dr. Harriet Morrison, Dean of Curriculum Programs
Melanie Temple, PIO Office
David Laskey, SGA President
China Wade, SGA Treasurer
Shauna Jones, SGA Co-Advisor
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

After all visitors and new employees were introduced, President Griffin presented SGA President, Theresa Raymond with a plaque in appreciation of her service to the Board of Trustees as an Ex-Officiate member. Trustee Frank Avent presented Chairman Stanley Edwards with a plaque in appreciation of his untiring service as Chairman of the Halifax Community College Board of Trustees. Chairman Edwards stated that he will end his term in August. President Griffin presented a Certificate of Appreciation to each of the board members in appreciation of their support and service.

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

President Griffin requested that Action Item 8 (Revision of Summer 2010 Administrative Calendar), be added to the June 29, 2010 agenda. Trustee Jack Boseman made a motion to approve the June 29, 2010 agenda with the addition. Trustee Frank Avent seconded the motion and the motion was carried.

Approval of Minutes

Trustee Jay Baker made a motion to approve the May 25, 2010 Board of Trustees meeting minutes. Trustee Reggie Baird seconded the motion and the motion was carried.

Committee Reports

Building and Grounds

No Report

Finance

No Report

Personnel/Student Services

No Report

Academic Programs Services

No Report

Nominating Committee

Chairman Edwards informed members that he had been notified by Richard Sullins, NCCCS Executive Director of the State Board that elections for new board members are not to take place until the beginning of the new fiscal year. Mr. Sullins also advised that the HCC Board of

Trustees Bylaws be amended to reflect the change of the election time. Chairman Edwards shared the email submitted by Mr. Sullins.

Announcements

There were no additional announcements.

President's Report

President Griffin began his presentation by thanking the Board of Trustees and various constituent groups for their ongoing support and efforts. The Board's attention was then directed to the written President's report highlighting the following events that took place during the fiscal year:

- Perfect State Audit
- Enrollment and Retention Activities
- Largest enrollment in years
- Opening of Early College
- SGA received N4C Spirit Award
- Grants (Butterfield, Golden Leaf, Dominion Power, BB&T, Workforce Development
- Allied Health Grant
- Wifi zone – upgrades in room 108 and Allied Health Building
- Civil Rights progress report
- Halifax County Budget
- Listening Tour

Vice President Erica Holmes announced that funding was provided by the Upper Coastal Plains Learning Council for the advertisement of QEP to purchase promotional items. Dr. Holmes explained the importance of QEP and how it affects the HCC community.

President Griffin introduced Mark Stewart as HCC's new Director of the Small Business Center and Chairman Edwards welcomed Mr. Stewart on behalf of the entire board.

Trustee Bernella DeLaMora made a motion to approved the June 29, 2010 President's Report and Trustee Jay Baker seconded the motion. The motion was carried.

Action Items

Student Government Association Constitution

The SGA has become the voice of advocacy and leadership amongst the students at HCC and the revised constitution will further outline the SGA's responsibilities and duties both on and off campus. Additionally, this will allow the SGA to better understand its role amongst the other groups, clubs, and organizations on campus.

This constitution will allow the SGA to be a more effective governing body, providing the students at HCC with the best possible student life on campus. SGA President, Theresa Raymond asked that the board of trustees approved the proposed amendment to the Student Government Association Constitution.

Trustee Robert Knight made a motion to approve the proposed amendments to section E of the Student Government Association Constitution. Trustee Jay Baker seconded the motion and the motion was carried.

Tobacco-Free Campus Policy

The Board of Trustees is asked to approve a 100% Tobacco-Free Campus Policy prohibiting the use of tobacco products on the Halifax Community College campus. Effective August 1, 2010.

Trustee Jay Baker made a motion to approve the 100% Tobacco-Free Campus Policy and Trustee Frank Avent seconded the motion. The motion was carried.

HCC Alumni Association Bylaws

Vice President Tom Schwartz advised that a steering committee of HCC alumni had been working to constitute an alumni association. The plan is to have it founded by the end of summer 2010. Bylaws for the association are to be approved by the HCC Board of Trustees.

After viewing the proposed bylaws, board members asked that an additional clause be added to include that the association will operate under the Open Meetings Laws (Roberts Rule of Order). Trustees asked that the document be amended and added to the agenda for the next meeting.

Revision of Summer 2010 Academic Calendar

President Griffin proposed that HCC operate on a four-day schedule for the month of July only. The hours of operation requested are 8:00am to 7:00pm, Monday – Thursday, and off on Friday beginning July 1, 2010.

Trustee Jack Boseman made a motion to approve the revision of the Summer 2010 academic calendar and Trustee Reggie Baird. The motion was carried.

Informational Items

Academic Affairs

Program of Study Revisions

Vice President Erica Holmes presented a document submitted from the North Carolina Community College System confirming the approval of the requested program of study revisions for the correctional facilities program. Dr. Holmes advised that additional information shows that some prison programs may not be funded because of proposed budget cuts and that the College should be making preparations based on those proposed budget cuts. HCC has eight full-time prison faculty who instruct GED and Adult Basic Skills programs.

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.

Purchase of Police Vehicle

Vice President Deborah Armstrong announced that HCC had purchased its very own campus police vehicle from the Weldon Police Department. The vehicle is fully equipped and functioning well.

Institutional Advancement

Vice President Tom Schwartz distributed information regarding a HCC foundation and grant update, the HCC Alumni Association, and all upcoming fundraising events.

SGA

SGA President, Theresa Raymond took a moment to thank members for their support and guidance throughout the year during her tenure as a board member. She announced that she is currently on track to graduate with a B.S. in Psychology in August 2011 from Kaplan University and is currently researching schools and application deadlines for her graduate program.

President Raymond ensures that the incoming board is a capable group led by President David Laskey. She also states that she knows that the incoming SGA officers will do great things this coming calendar year and will continue to showcase HCC in a positive light on campus, in the community, and throughout the state.

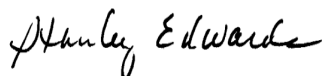
Closed Session

Trustee Frank Avent made a motion to go into closed session and Trustee Jay Baker seconded the motion. The motion was carried. The Board convened to discuss personnel matters (G.S. 143-318.11 (6)).

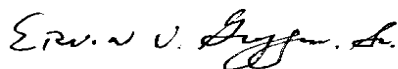
The Board reconvened at 12:20.

The Chairman of the Evaluation Committee, Trustee David Cairns explained that an evaluation of President Griffin had been conducted and concluded with an exceptional outcome. Chairman Edwards expressed his gratitude for the outstanding service of President Griffin on behalf of the entire Board. The Board agreed by consensus to extend President Griffin's contract for two years pending legal review. Chairman Edwards will submit a written assessment to the North Carolina Community College System to complete the evaluation process.

Trustee Jay Baker made a motion to adjourn the June 29, 2010 board meeting and Trustee Jack Boseman seconded the motion. The motion was carried. The meeting was adjourned 12:55pm.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary