



Halifax Community College  
Board of Trustees  
Board Meeting  
June 30, 2009  
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Jack Boseman  
Jay Baker  
Helen Brown  
Frank Avent III, Vice Chairman  
Rachel Hux  
David Cairns  
Theresa Raymond, SGA

Members Absent:

Lillie J. Solomon  
Bernella DeLaMora  
Reggie Baird

Others Present:

Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Thomas Schwartz, Vice President Institutional Advancement  
Vera Palmer, Dean of Con. Ed./Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Alfred Evans, Faculty Senate Secretary  
Jennifer Jones, Administrative Assistant  
Mitchell Robinson, Controller  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Jason Stewart, The Centre Director  
Monica Smith-Woofter, Principal Roanoke Valley Early College  
D.J. Markham, Dental Hygiene Instructor  
Holly White, Nursing Instructor  
Labrone Wade, Student  
William James  
Vicky Bennett

### **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.

### **Introductions of Visitors**

Visitors in attendance introduced themselves. D.J. Markham, Dental Hygiene Instructor, introduced Holly White, Nursing Instructor, as the recipient of the Ladder to Leadership Grant Initiative. Nurse White explained that the grant was established in hopes to improve the retention rates of nursing students with no cost to HCC. Nurse White also asked that a letter of support be submitted by the Board of Trustees and President Griffin in order to receive the funding granted.

Chairman Edwards congratulated Nurse White for her efforts and the Board along with President Griffin agreed by consensus to submit a letter of support.

### **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 Jack Boseman made a motion to approve the June 30, 2009 Halifax Community College Board of Trustees meeting agenda. Trustee Robert Knight seconded the motion and the motion was carried.

#### **Approval of Minutes**

Trustee Frank Avent made a motion to approve the May 26, 2009 Board of Trustees regular meeting and Trustee Jack Boseman seconded the motion. The motion was carried.

### **Committee Reports**

#### **Nominating Committee**

Nominating Committee members, Trustee Hux, Trustee Avent, and Trustee Solomon, recommended that the current officers remain in their positions for the new fiscal-year. Trustee Hux ask for nominations from the floor and there were none. Trustee Baker made a motion to accept the recommendations from the Nominating Committee. Trustee Helen Brown seconded the motion and the motion was carried. Dr. Stanley Edwards will continue his office as Halifax Community College Chairman of the Board and Frank Avent, III will continue his office as Vice Chairman.

### Building and Grounds

Trustee Jack Boseman made comments relating to the Chevelet Impala needing to be removed from the front of the building because of its worn look. Vice President Armstrong agreed and assured Trustee Boseman that the vehicle would be removed as soon as possible. Trustee Avent reported that the lighting and landscaping project was still in process and that Vice President Armstrong had placed an order for the equipment needed to begin the project.

Trustee Jack Boseman informed the Board that he and Trustee Reggie Baird participated in a technology tour of the HCC campus with IT Manager, Jerry Thompson. Trustee Boseman thanked Mr. Thompson for the opportunity and commended the IT department on a job well done.

### Finance

No Report

### Personnel/Student Services

Trustee Jay Baker to give report in closed session.

### Academic Programs Services

No Report

Chairman Edwards distributed a Self-Evaluation Survey to each member and asked that they consider completing it by the next meeting. The survey was distributed in hopes to identify areas needing improvements within the Board itself. Chairman Edwards advised that the results of the survey would be used to submit recommendations for the new fiscal year. He also stated that if the Board recommended declining the survey, it would be understood.

### Announcements

Chairman Edwards informed the Board that SGA President, Theresa Raymond, had ended her term as HCC Board of Trustee Ex-Officiate. She was presented with an appreciation plaque and shown gratitude for all of her efforts.

### President's Report

President Griffin informed the Board of a special operation implemented for fall registration to raise the bar for enrollment. He also advised that as of June 30<sup>th</sup>, there had been approximately 400 students registered for the fall semester. President Griffin also addressed the following topics in his monthly report:

- Funding for the Summer of 2009
- Received Accreditation for BLET
- Huskins Agreement
- Workforce Development Funds
- Halifax County Budget
- North Carolina Community College Survey
- HCC Received \$250,000 for 12 and 6 Program
- President's Honor Roll for Higher Education and Community Service

- Program Site Review for 2007-2008

President Griffin expressed his gratitude to the faculty and staff for all of their hard work. He also thanked the Board for their support. Trustee Frank Avent made a motion to approve the June 30, 2009 President's Report. Trustee Robert Knight seconded the motion and the motion was carried.

### **Action Items**

#### **Recommended Changes to Personnel Policy #6 – Compensatory Leave**

Vice President Erica Holmes provided information regarding recommended changes to Personnel Policy #6 – Compensatory Leave. The recommendation is to add a statement to the existing policy that clarifies the use of leave time when calculating overtime.

Trustee Jay Baker made a motion to approve the recommendation to Personnel Policy #6 – Compensatory Leave. Trustee Frank Avent seconded the motion and the motion was carried.

#### **Recommended Changes to Personnel Policy #7 – Employment Categories & Benefits**

Vice President Erica Holmes provided information regarding recommended changes to Personnel Policy #7 – Employment Categories and Benefits. The recommendation is to add two categories to this policy to explain the difference between exempt employees and non-exempt employees.

Trustee Jay Baker made a motion to approve the recommended changes to Personnel Policy #7- Employment Categories & Benefits. Trustee Frank Avent seconded the motion and the motion was carried.

#### **NC Early College High School Initiative Agreement**

The Board of Trustees is asked to approve the NC Early College High School Initiative Agreement contingent upon funding from the State of North Carolina for hiring proposed positions. Monica Smith-Woofter, Principal of the RVEC, presented a PowerPoint with information concerning the Roanoke Valley Early College and concluded with a question-and-answer session.

Trustee Frank Avent made a motion to approve the NC Early College High School Initiative Agreement contingent upon NC State Funding for hiring proposed positions. Trustee Jay Baker seconded the motion and the motion was carried.

### **Informational Items**

#### **Instructional Services**

##### **Marketing Outreach**

Barbara Bradley-Hasty, Dean of Student Services, informed the Board of the new tactics being used to increase enrollment.

##### **Satellite Campus Update**

Vera Palmer, Dean of Continuing Education/Community Services, provided an update of all satellite centers. The information included the location of the centers as well as the programs available and the enrollment. Dean Palmer has been asked to update this information on a quarterly basis.

### **Administrative Services**

#### **Financial Update**

Vice President Armstrong distributed the financial reports to board members and Chairman Edwards allowed time for viewing. Vice President Armstrong advised that all of the allotment from county funds were used and mostly for facility repairs. She also advised that funds may not be allotted for the new fiscal year because of increasing budget cuts. Vice President Armstrong then answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre.

Vice President Armstrong shared two letters from the North Carolina Community College System in regards to the amendment of Construction Project No. 1165, HVAC Replacement, Welding Shop Renovations and Construction Project No. 1090, Allied Health/Multi-Purpose Building. The amendments to both projects were approved by the State Board of Community Colleges on May 15, 2009.

#### **Institutional Advancement**

Vice President Tom Schwartz presented information regarding nominations for the HCC Foundation Board. The nominees mentioned were Charles McElhenny, Stephen Medlin, and Clark Young.

Vice President Schwartz shared a letter from the Golden Leaf Foundation regarding a grant submitted for the HCC Allied Health Simulation Lab. Unfortunately, Golden Leaf was unable to grant the funding for this cycle but has encouraged us to apply again for the next cycle.

#### **SGA**

Theresa Raymond, SGA President, provided information regarding upcoming events for the new fiscal year. She informed the Board that the SGA continues to work on the fall calendar and expects it to be completed shortly. The Association plans a fall kick-off with lots of fun and excitement, including welcome back refreshments. Labron James was introduced as the incoming SGA President.

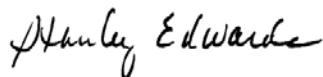
#### **Closed Session**

Trustee Jack Boseman made a motion to go into closed session to discuss personnel matters. Trustee Jay Baker seconded the motion and the motion was carried. Closed session began at 12:00noon.

The meeting reconvened at 12:23p.m.

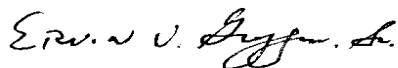
Chairman Edwards announced that the President's evaluation process had been completed and that each member was very pleased with the results.

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The motion was carried. The meeting was adjourned at 12:30p.m.



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Dr. Stanley Edwards, Chairman



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Dr. Ervin V. Griffin, Sr., Secretary