



**Halifax Community College  
Board of Trustees  
Minutes  
July 14, 2016**

**Board of Trustees Present:** Trustee Michael Felt, Chair  
Trustee Donna Clements  
Trustee Bettie Cofield  
Trustee J. Deans Eatman  
Trustee Stanley Edwards  
Trustee Shawn Fredericks  
Trustee Rachel Hux  
Trustee Robert Partin  
Trustee Marie Robinson, Vice Chair  
Trustee John Smith  
Trustee Sammy Webb

**Board of Trustees Absent:** Trustee Scott Richardson, excused  
Trustee Ruel Solomon, excused

**Others Present:** Dr. Ervin V. Griffin, Sr., President/CEO  
Thomas Henry, Controller, Associate Vice President of Finance  
Kimberly Mack, Executive Assistant to the President and Board of Trustees  
Molly Wallace, Director of Public Relations and Marketing  
Mary Mebane, former trustee

**Call to Order**

Chairman Michael Felt called the Halifax Community College Board of Trustees special meeting to order on July 14, 2016 at 10:00 am in the president's conference room at Halifax Community College, Dr. Phillip W. Taylor Complex, Weldon, NC 27890.

**Trustee Quorum**

President Griffin reported to the chair that a quorum was met for the meeting.

**Invocation**

Trustee Smith gave the invocation.

### **Swearing in of New/Reappointed Board of Trustees**

Kimberly Mack, NC Notary and Executive Assistant to the President and Board of Trustees gave the oath of office to Trustee Michael Felt, Shawn Fredericks, and Robert Partin. Trustee Michael Felt was reappointed by the Halifax County Board of Commissioners with a term from July 1, 2016-June 30, 2020. Shawn Fredericks was elected as the 2016-17 Student Government Association President and is the student representative to the Board. The Honorable Robert Partin was appointed by the NC Governor to replace Mary Mebane. His term is from July 1, 2016-June 30, 2020. Trustee Ruel Solomon was reappointed by the Halifax County School District Board of Education with a term from July 1, 2016-June 30, 2020. However, he was not present at the meeting and would be sworn in at the next meeting.

**Presentation to Trustee Going Off the Board**-Trustee Mary Mebane was presented with a plaque for her years of service on the HCC Board of Trustees. After receiving the plaque she gave remarks. Ms. Mebane thanked everyone for their support over the years and assured everyone that even though she was going off the Board of Trustees, she will continue to be an advocate for Halifax Community College. Chairman Felt and President Griffin also gave remarks and thanked her for her service.

### **Nominating Committee Report**

Chairman Felt mentioned that the HCC Board of Trustee Bylaws stated that the election of chair, vice chair, and secretary is to be done in August. However since the Board is meeting today and will begin the Presidential Search, he asked the board to consider suspending the rules to have the elections today. Trustee Smith made the motion to suspend the rules and go ahead and proceed with the elections today for chair, vice chair, and secretary. Trustee Cofield seconded the motion. The motion carried.

Trustee Stanley Edwards served as the chair of the nominating committee. Also, on that committee were Trustee Marie Robinson and Trustee John Smith. Trustee Edwards reported that the committee met prior to today's meeting this morning in the president's conference room. After giving equal consideration to all members of the board, the nominating committee gave the following recommendations: Chair-Trustee Michael Felt, Vice Chair-Trustee Marie Robinson, and Secretary-Dr. Ervin V. Griffin, Sr., President/CEO. Trustee Edwards chaired the elections of chair, vice chair, and secretary.

#### **Election of Chair**

Trustee Edwards opened the floor for nominations of chair. He stated that the committee recommended Trustee Michael Felt. There were no other nominations, and Trustee Eatman made the motion to close nominations. Trustee Cofield seconded the motion. The motion carried. Trustee Michael Felt was elected chair.

#### **Election of Vice Chair**

Trustee Edwards opened the floor for nominations of Vice Chair. He stated that the committee recommended Trustee Marie Robinson. There were no other nominations,

and Trustee Eatman made the motion to close nominations. Trustee Cofield seconded the motion. The motion carried. Trustee Marie Robinson was elected vice chair.

**Election of Secretary**

Trustee Edwards opened the floor for nominations of secretary. He stated that the committee recommended President Ervin V. Griffin, Sr. There were no other nominations. Trustee Eatman made the motion to close the nominations. Trustee Felt seconded the motion. The motion carried. President Ervin V. Griffin, Sr. was elected to secretary.

**Adoption of Agenda**

Trustee Robinson made the motion to adopt the agenda. Trustee Smith seconded the motion. The motion carried.

**Introduction of Visitors**

Everyone present introduced themselves.

**Ethics Statement**

Chairman Felt read the ethics statement. There were no conflicts of interests.

**Trustee Business**

Approval of 3-1 Forms-President Griffin informed the Board of Trustees that the North Carolina Community College System anticipates \$6,519,080 in bond funds becoming available for the college due to the sale of the Connect NC Bonds. Bonds are being sold and funds will become available. In the anticipation of the availability of these funds, Form 3-1 needs to be submitted to the State Board for approval of each of the projects before we can proceed. President Griffin asked for the approval by the HCC Board of Trustees, so they can be forwarded to the State Board for approval. The projects being submitted include the following:

Installing a S2 Security Access Control System	\$200,000
Repairing HVAC piping, valves, etc.	\$170,000
Replace air handlers	\$250,000
Replace 4 boilers and 2 chillers	\$260,000
Repair roofs	\$430,000
Paint interior walls across campus	\$200,000
Replace floor coverings across campus	\$400,000
Renovate bathrooms	<u>\$250,000</u>
Initial funding request	\$2,160,000

Trustee Eatman requested to be excused from this vote. Trustee Robinson made the motion to approve the 3-1 forms for capital improvement projects funded by the bond funds. Trustee Edwards seconded the motion. The motion carried.

**Resolution of Support for an access road from Halifax Community College to SR 1641-** President Griffin announced that the Town of Weldon Board of Commissioners passed the resolution of support for an access road from Halifax Community College to SR 1641. He also stated that he is in the process of working on a letter to send our NC General Assembly delegation asking for assistance to get the funding.

**Presidential Search Overview by North Carolina Association of Community College Trustees (NCACCT)-**Dr. Donnie Hunter, a consultant with NCACCT Search Firm, thanked HCC for hiring NCACCT to assist in the presidential search. He discussed with the Board of Trustees the process for the Presidential Search. At the end of the search only one name will be sent to the State Board. Dr. Hunter expressed that no one knows the community like local board of trustees, or how well a presidential candidate can fit the needs of the community college. He spoke with Chairman Felt and created a schedule. The schedule was shared and discussed. If HCC sticks to the schedule, the new president will be announced in December. Recruitment was scheduled to begin today. The first viewing of applications will be next month. Dr. Hunter will narrow the applications down to 25. Then, the presidential search committee will narrow the candidates down to 12 semi-finalists. Afterwards, the presidential search committee narrows the semi-finalists down to six finalists. The Board of Trustees will interview the six finalists in November.

**Appointment of the Presidential Search Committee-**Chairman Felt appointed the following to the HCC Presidential Search Committee: Lisa Santiago, faculty representative, Jerry Edmonds, non-faculty representative, Shawn Fredericks, Student Government Association representative, Allen Purser, Chamber of Commerce, Rev. Dr. Charles McCollum, local minister, Betty Harris, realtor, Dr. Sandeep Tiwari, medical association or medical society, Donna Cribb, banker, Frank V. Avent, III, Halifax County Economic Development, Sondra Dickens, Northampton County Economic Development, Georgette Kimball, Sorority or Fraternity, John Haverstock, Home Builder/Contractor, J. Rives Manning, Jr., Halifax Intergovernmental, Vernon Bryant, Halifax County Commissioners, and Fannie Greene, Northampton County Commissioners. Chairman Felt also stated that he will be serving as the chair of the Presidential Search Committee.

### **Adjournment**

Trustee Eatman made the motion to adjourn. Trustee Robinson seconded the motion. The motion carried. The meeting was adjourned at 10:40 am.



Dr. Ervin V. Griffin, Sr., President/CEO



Michael G. Felt, Chair of the Board of Trustees

