



Halifax Community College  
Board of Trustees  
Board Meeting  
August 25, 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  
Frederick Webb, Jr.  
Lillie J. Solomon  
Reggie Baird  
Theresa Raymond, SGA

Members Absent:

Bernella DeLaMora

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  
Alice Vaughan, Interior Design Instructor  
Jennifer Jones, Administrative Assistant  
Mitchell Robinson, Controller  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Melanie Temple, PIO Officer  
Monica Smith-Woofter, Principal Roanoke Valley Early College  
Precious Vines, Paralegal Instructor  
Angela Foster, Biology Instructor  
Matthew Freeman, Industrial Systems Tech Instr.  
Susie Silver, Evening Adm. Asst./Continuing Ed.  
Thomas Bracy, Jr., RVEC Liaison  
Bessie Reed-Moore, Administrative Assistant

**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 and Oath of New Members**

Following the introduction of all visitors, Cindy Collins, Notary Public, administered the oath to new board member, Frederick Webb, Jr. The oath was also administered to reappointed members, Robert Knight, Frank Avent, III, and David Cairns.

**Ethics Statement**

Chairman Edwards read the Ethics Statement and the Board of Trustees had no conflicts of interest.

**Trustee Business**

**Approval of Agenda**

President Griffin asked that an additional action item be added to the agenda regarding the HCC Foundation board member approval. Trustee Reggie Baird made a motion to approve the August 25, 2009 agenda. Trustee Frank Avent seconded the motion and the motion was carried.

**Approval of Minutes**

Trustee Jay Baker made a motion to approve the June 30, 2009 Board of Trustees regular meeting and Trustee Frank Avent seconded the motion. The motion was carried.

**Appointment of Committee**

Chairman Edwards explained the process of appointing each member to one or more of the standing committees. Chairman Edwards asked that each member select at least three of the committees on which they would like to serve.

A self-evaluation survey was mailed to each member prior to the August meeting. Chairman Edwards explained the purpose of the survey and asked that each member return the survey completed in its entirety.

**Announcements**

Chairman Edwards shared a memo from the North Carolina Association of Community College Trustees regarding the cancellation of the 2009 Leadership Seminar scheduled to be held September 9-11. The State ban on travel and budget constraints made it unlikely that trustees would be able to attend.

**President's Report**

President Griffin welcomed the Board back on behalf of faculty, staff, and students while distributing the current annual report. He also informed the Board that the new HCC catalogs will be placed on disc to save expenses. President Griffin also addressed the following topics in his monthly report:

- 2009-2011 Bill of Interest to Community Colleges

- 2009-2010 Northampton County Budget
- 2009-2010 Halifax County Budget
- Annual Reporting Plan Late Status Report
- Grant Awards
- The Signing of the Roanoke Valley Early College Agreement
- FASTA Meeting
- Marketing Funding for BSN Program
- Dr. Holmes' Training Session
- Fall Enrollment
- Approval of Funding From the Department of Education for the HCC Child Care Center

President Griffin informed the Board that this will be HCC's SACS year and representatives will arrive in October to begin the initial review. He also informed the Board that there will be additional meetings held to review minutes to make certain that all documents are in compliance.

Trustee Avent, along with Chairman Edwards, thanked President Griffin, Faculty, and Staff for their efforts in providing information regarding FASTA. Trustee Lillie Solomon made a motion to approved the August 25, 2009 President's Report. Trustee Frank Avent seconded the motion and the motion was carried.

### **Action Items**

#### **Program Audit**

Vice President Erica Holmes provided information regarding an audit that was conducted at HCC by the North Carolina Community College Systems Office Audit Services staff on the maintenance of records and the reporting of student membership hours for Spring Semester 2007 through 2008. The audit was conducted to review selected class reports for this period. Class visits are conducted on a random basis throughout the year.

Trustee Reggie Baird made a motion to approve the 2007-2008 NCCCS Class Visitation Audit as presented. Trustee Jay Baker seconded the motion and the motion was carried.

#### **Performance Indicator Report**

Vice President Erica Holmes provided information regarding the 2007-2008 Performance Measures and Standards. In June 2009, The North Carolina Community College System published the 2009 Critical Success Factors of Community Colleges. The purpose of this report is to document the means by which the community college system reports on performance measures. The document also serves as an evaluation instrument for the System Strategic Plan. There are eight performance measures. The report can be found online at <http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2009.pdf>.

Trustee Robert Knight made a motion to accept the 2007-2008 Performance Indicator Report and Trustee Lillie Solomon seconded the motion. Trustee Reggie Baird suggested that the motion be held until the entire report had been distributed and reviewed. The motion was carried with seven in favor of the motion and three opposing.

Fees Schedule

Vice President Erica Holmes provided the 2009 -2010 HCC Fee Schedule for approval. The North Carolina Administrative Code (23 NCAC 02D.0201) clarifies the “Authority of the State Board to Establish Tuition and Fees”, and speaks to the guidelines and Board’s authority to establish and regulate the student fees. Thus, each year the fee schedule is presented to the Board of Trustees for approval.

Trustee Jack Boseman made a motion to approve the 2009-2010 Fee Schedule and Trustee Frank Avent seconded the motion. The motion was carried.

HCC Foundation Board Member Approval

Vice President Tom Schwartz provided information regarding the approval of HCC Foundation Board Members. Halifax Community College Foundation Regulations and Procedures Manual, p. 3, states, "The Board of Trustees of Halifax Community College shall have the sole power and authority to elect the persons to serve on the corporation's Board of Directors... Vacancies in the Board of Directors shall be filled by appointments made by the Board of Trustees of Halifax Community College." Charles P. McElheney, Jr., Clark Young, and Steve Medlin were presented as nominees for the HCC Foundation Board of Directors.

Trustee David Cairns made a motion to approve the nominees presented to be appointed to the Halifax Community College Foundation Board of Directors. Trustee Lillie Solomon seconded the motion and the motion was carried.

**Informational Items**

Instructional Services

Early College Memorandum of Understanding

Vice President Erica Holmes provided a copy of the Roanoke Valley Early College Memorandum of Understanding. The Memorandum of Understanding is effective until June 30, 2010 and may be renewed by written agreement. The final signature of approval was submitted on August 20, 2009.

JobsNOW “12 in 6” Project Plan

Halifax Community College and the Turning Point Workforce Development Board have received funding in the amount of \$250,000 for the implementation of the JobsNow “12 in 6” Project Plan. In response to North Carolina’s need to get people back to work and to the call from Governor Beverly Perdue that the NC Community Colleges undertake her JobsNOW initiative, the community colleges and the NC Department of Commerce joined together to develop and fund “12 in 6”. This was created to provide the infrastructure and resources necessary to help train North Carolinians in needed job skills within 6 months and help rebuild North Carolina’s economy.

Huskins and Dual Enrollment 2009-2010

Vice President Erica Holmes provided information regarding the Huskins and Dual Enrollment programs. Halifax Community College has received notification of a proposal in the North Carolina House budget that would eliminate funding for high school students to enroll in college general education courses (excluding math and science). This directly affects our agreement that allows students to enroll in Huskins and dual enrollment courses. If this legislation is enacted, Huskins and dual enrolled students would not be able to enroll in several courses.

Vice President Holmes also provided possible alternative solutions that may enable students to continue receiving benefits from both programs.

### **Administrative Services**

#### **Financial Update**

Vice President Armstrong distributed the financial reports to board members and Chairman Edwards allowed time for viewing. Vice President Armstrong then answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. She also mentioned that she traveled with President Griffin to the NCCCS to receive the annual budget and informed members that an additional 1% reversion is expected in the county budget. Additional information was provided as follows:

- Additional Signage for the Dental Hygiene and Cosmetology Departments
- Campus upkeep and removal of aged vehicles
- Completion of additional parking lot lighting
- H1N1 (swine flu) virus prevention tactics
- Development plans with SEMENS regarding energy efficiency
- Completed roofing project
- Additional compressors installed to prolong use of air unit

Vice President Deborah Armstrong explained that the DCC 2-1 budget report documents will be completed at a later date but need to be mailed by September 15<sup>th</sup>. Therefore, permission is requested to sign and mail the document before the next Board of Trustees meeting. Trustee Frank Avent made a motion to permit Vice President Armstrong to complete and mail the DCC 2-1 budget report by September 15, 2009 to avoid any delays. Trustee Reggie Baird seconded the motion and the motion was carried.

Vice President Tom Schwartz assisted Vice President Deborah Armstrong with presenting a proposed budget for The Centre. Trustee Frank Avent made a motion to approve the proposed budget for The Centre and Trustee Lillie Solomon seconded the motion. The motion was carried.

### **Institutional Advancement**

Vice President Tom Schwartz informed the Board that the Butterfield earmark funding had been received and provided an update on the development of the nursing lab. Vice President Schwartz also provided an update on several other events as follows:

- First Fundraiser of the 2009-2010
- Gala and Area Wide Bridal Show
- 2010 Planning Calendar

- Phone-A-Thon for Alumni Participation

**SGA**

Theresa Raymond, SGA President, expressed how excited she was to resume her position as the SGA President for the 2009-2010 school year. Tentative calendars were distributed listing student body events. President Raymond informed the Board that the first SGA meeting will be held August 27<sup>th</sup>.

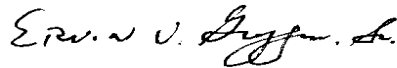
President Griffin proposed that individual committee meetings be held one hour before the regular Board of Trustees meetings take place. This will give the committees the opportunity to discuss most issues in-depth before making final decisions. President Griffin also asked that faculty and staff be congratulated again for the efforts in the enrollment growth of the college.

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Reggie Baird seconded the motion. The motion was carried. The meeting was adjourned at 12:20p.m.



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Dr. Stanley Edwards, Chairman



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Dr. Ervin V. Griffin, Sr., Secretary