



**Halifax Community College
Board of Trustees Regular board Meeting
August 27, 2013
Minutes**

Board of Trustees Present:

Trustee Bernella DeLaMora, Chair
Trustee Michael Felt, Vice Chair
Trustee James “Ray” Barmer
Trustee Jay Baker
Trustee Donna Clements
Trustee Rachel Hux
Trustee Mary Mebane
Trustee Dominique Mills, SGA President
Trustee John Smith
Trustee Frank Avent, III,

Board of Trustees Absent:

Trustee David Cairns
Trustee Bettie Cofield
Trustee Lillie Solomon

Others Present:

Dr. Ervin V. Griffin, Sr., President
Dr. Deryl Davis Fulmer, Vice President of Academic Affairs
Debra Smith, Vice President of Administrative Services
Dr. Dianne Rhoades, Vice President of Institutional Advancement
B. T. Brown, Dean of Curriculum Programs
Dr. Barbara Hasty, Dean of Students
Dr. Adriane Leché, Dean of Institutional Effectiveness and Planning
Daniel Lovett, Director of Title III Program an PRIDE Male Mentoring Program
Melanie Temple, Public Relations and Marketing Director
Jacqueline Hough, Roanoke Daily Herald Reporter
Sandra Weden, Faculty Senate Representative

Kimberly Mack, Executive Assistant to the President
J. Rives Manning, Jr. Vice Chair of the Halifax County
Board of Commissioners
Vernon J. Bryant, Halifax County Board of Commissioner
Marcelle O. Smith, Halifax County Board of Commissioner
Angela Randolph, Testing and Job Placement Coordinator
Angela Taylor, Dental Clinic Manager
Derrick Hale, Math Instructor
Stephanie Meadows, Accounting Instructor
Stephanie Stripling, English Instructor
Lamont Sparrow, English Instructor
Lisa Barnes, Nursing Instructor
Charlotte Richardson, Cosmetology Instructor
Gail Warner, Cosmetology Instructor
Christopher Young, Paralegal Instructor
Former Trustee Robert Knight

Call to Order

Chairman Frank V. Avent, III, called the Halifax Community College Board of Trustee meeting to order at 10:00 am in the President's conference room at Halifax Community College, Dr. Phillip W. Taylor Complex, Weldon, NC 27890.

Invocation

Trustee Edwards gave the invocation.

Introductions

Everyone present introduced themselves. Also, new employees were introduced to the Board.

Ethics Awareness & Conflict of Interest Reminder

Chairman Avnet read the Ethics statement. There were not conflicts of interest.

Trustee Business

Swearing in of New Board Members

Kimberly Mack, Executive Assistant to the President, is also a Notary. Donna Clements, John Smith, and Dominique were all sworn as members to the Halifax Community College Board of Trustees by Kimberly Mack.

Presentation to Outgoing Trustees Frank V. Avent, III and Robert Knight

Trustee Frank V. Avent, III and Trustee Robert Knight were recognized for the years of service to the Halifax Community College Board of Trustees. Both were presented with plaques from the Board of Trustees. Also, both trustees gave remarks, along with the County Commissioners present and President Griffin.

Afterwards, Trustees Edwards took the seat of the chair to give the report of the nominative committee and to preside of the election of officers.

Nominating Committee Report

Trustee Stanley Edwards reported that the nominating committee met on August 19, 2013. In addition to himself, Trustee Bettie Cofield and Trustee Rachel Hux were members. Trustee Edwards was elected chair of the committee. The committee gave consideration to all members of the Board in selecting a slate of officers to be recommended. The following slate of officers was unanimously agreed on for the 2013-14 calendar year: Chair, Trustee Barnella DeLaMora, Vice Chair, Trustee Michael Felt, and Secretary, President Ervin V. Griffin, Sr.

Election of Chair

Trustee Edwards opened the floor for nominations of chair. He stated that the committee recommended Trustee Bernella DeLaMora. There were no other nominations, and Trustee Baker made the motion to closed nominations. Trustee Barmer seconded the motion. The motion carried. Trustee DeLaMora was elected Chair.

Election of Vice Chair

Trustee Edwards opened the floor for nominations Vice Chair. He stated that the committee recommended Trustee Michael Felt. There were no other nominations, and Trustee Mebane made the motion to closed nominations. Trustee Hux seconded the motion. The motion carried. Trustee Felt was elected to Vice Chair.

Election of Secretary

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

Seating of the New Chair

Trustee DeLaMora presided over the rest of the meeting, and took the Chairman's seat.

Approval of Agenda

Trustee Felt made the motion approve the agenda as printed. Trustee Baker seconded the motion. The motion carried.

Approval of Minutes from the June 25, 2013 meeting

Trustee Barmer made the motion to approve the minutes from the June 25, 2013 meeting. Trustee Hux seconded the motion. The motion carried.

Approval of Minutes from the July 17, 2013

Trustee Felt made the motion to approve the agenda with the said correction. Trustee Smith seconded the motion. The motion carried.

Committee Reports

Buildings and Grounds-Trustee Hux had expressed concern about the beautician of the campus. Ms. Smith responded that HCC is working on it and working on a plan in place.

Finance

Policy to Review Annual Presidential Supplemental Compensation-Trustee Felt stated that in order to change the by-laws, after the amendment is submitted, HCC must wait 30 days later to vote to pass the amendment. The change in question is to add under duties of the bylaws for Board of Trustees under Finance Committee it states “ *xiii. The Finance Committee shall review and study, the Presidential Supplemental Compensation annually, and recommended action to the full board.*” Trustee Felt made the motion to have the Board of Trustees at HCC to accept the new structure for the Presidential Salary Scale adopted by NC Community System for Fiscal Year 2013-2014 and allocate the funds provided to implement the salary schedule for purposes for retention and equality for the President at HCC. Trustee Barmer seconded the motion. The motion carried.

Personnel and Student Services

Trustee Edwards stated that the Personnel and Student Services committee met before the meeting. They had the opportunity to meet with Ms. Debra Smith, nominee for Vice President of Administrative Services. They had a good discussion with her. Trustee Felt made the motion to accept for hire the nominee for Vice President of Administrative Services. Trustee Hux seconded the motion. The motion carried. Afterwards, Ms. Smith addressed the Board stating that she was very excited and looking forward to working with everyone.

Academic-No Report

Chairman Comments and Announcements

Meeting Dates-Chairman DeLaMora gave out a list of meeting dates for the year. The dates were July 2013-no meeting, August 27, 2013, September 24, 2013, October 29, 2013, November 19, 2013-moved up due to the Thanksgiving Holiday, December 2013-no meeting, January 28, 2014, February 25, 2014, March 25, 2014, April 29, 2014, May 20, 2013-moved up due to Memorial Day Holiday, and June 24, 2014.

President’s Report

Thank you note from Dr. Taylor-President Griffin read a thank you note from Dr. Taylor. He was very pleased with the dedication of the complex. President Griffin also stated that he received phone calls from former faculty thanking him for this long overdue honor to Dr. Taylor.

Grant Listing-Dr. Griffin stated that in their folders to take home, there was a grant listing. HCC had missed out on several grants but HCC was also awarded grants. His belief was if HCC doesn’t apply, certainly HCC would not be rewarded.

Elizabeth City State University Teach Prep-President Griffin stated that since the program began, 31 of the 35 graduates are from HCC.

National Night Out Against Crime-Dr. Griffin announced that Weldon Police Department hosted the National Night Out Against Crime. It was a great event and Trustee Felt was present also.

Northampton County-President Griffin stated the he appreciated the \$12,000 from Northampton County to support a local project.

4-Day work week-Dr. Griffin stated that from the 4-day work week period in June and July, HCC saved \$4,000 dollars.

Appointment to Committee-President Griffin has been asked to serve on the Roanoke Avenue Business Alliance and the Roanoke Valley Beautician Committee.

Enrollment-Dr. Griffin stated that enrollment is 1,357. HCC were enrolling student for mini-semester, and hoped to enroll 50+ students. On the 58 community colleges, 48 saw a decline in enrollment.

Halifax Community College Small Business Center Report for 2112-2013-Mark Stewart, Director of the Small Business Center at HCC presented the Board of Trustees with a summary of the efforts of the Small Business Center over the past year with comparisons to previous years in fulfilling the SEC's mission of increasing the success rate and information and referral within Halifax Community College service area.

Org Chart-President Griffin stated that in their folder was a draft of the org chart for their review. It was going to be on the agenda next month requesting approval.

Approval of the President's Report

Trustee Felt made the motion to approve the President's report, and that his comments are a part of the official minutes.

Action Items

1. **2012-2013 Education Program Audit**-President Griffin stated that the education program audit is pursuant to North Carolina General Statute 115D-5(m). The education program audit was conducted at HCC by the North Carolina Community College System (NCCS) Audit Service staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2011 through Spring Semester 2012. The audit was conducted to review selected class reports for this period. There were no exceptions. There was a curriculum audit concern with hone finding and a continuing education audit concern with two findings. After some discussion, Trustee Felt made the motion to accept the report. Trustee Mebane seconded the motion. The motion carried.
2. **Performance Measures and Standards 2012**-Dr. Deryl Davis Fulmer, Vice President of Academic Affairs, recommended that the Board of Trustees accept the 2012 Performance Measures and standards report as presented. HCC met or exceeded the baseline performance measure goals in seven categories. HCC did not meet the standards for performance regarding college transfer targets. The system baseline for 2012 was 71.2% . HCC reported 66.6%. The system calculates this

measure by using the number of transfer students who earn at least 2.0 gpa. After discussion, Trustee Felt made the motion to accept the 2012 performance Measures and Standards report as presented by Dr. Deryl Davis Fulmer. Trustee Mebane seconded the motion. The motion carried.

- 3. US Department of Education Single Audit Report of the State of North Carolina**-President Griffin stated that each year the US Department of Education reviewed the single audit of the State of North Carolina. The report showed HCC was found to have no deficiencies in its administration of the Title IV program under the Higher Education Act of 1965. Trustee Baker made the motion to accept the Office of the state Auditor final audit determination. Trustee Mebane seconded the motion. The motion carried.

Informational Items

Academic Affairs

1. 2013-2014 Program Review Schedule-Dr. Deryl Davis Fulmer, Vice President of Academic Affairs, announced the 2013-2014 Program Review Schedule. She stated that approximately 20% of the College's curriculum programs are reviewed each year on a rotation schedule. The faculty senate recommends that faculty members serve on the program review committee. The 2013-14 Program review schedule is as followed:
 - *Associate in General Education*
 - *Computer Information Technology*
 - *Industrial Systems Technology*
 - *Lateral Entry*
 - *Electrical/Electronics Technology*
2. **Proposed Placement Re-Test Fee**-Dr. Deryl Davis Fulmer, Vice President of Academic Affairs asked to rescind the original proposal to charge a fee for re-testing. Instead, were going to be strongly encouraged to study prior to taking the placement test, using study guides and practice test available. Student should be tested once they are accepted and were ready to reenroll. Re-testing was minimized and there will be no need to access a fee.

Administrative Services

1. **Financial Report: FY 12-13 State Expenditures through June 2013 and Financial Reports: FY 13-14 State Expenditures through July 2013** -Ms. Debra Smith, Vice President of Administrative Services, presented to the Board of Trustees the financial report regarding State, County, and the Centre at HCC. Trustee Felt made the motion to approve the financial reports. Trustee Barmer seconded the motion. The motion carried.

Institutional Advancement

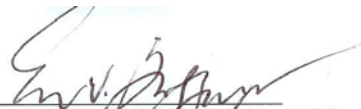
1. **HCC Foundation, Inc. Scholarship Report** –Dr. Dianne Rhoades, Vice President of Institutional Advancement gave an update on scholarships. The HCC Trustee Awards funds come from proceeds from the bookstore.
2. **HCC Foundation Inc. Annual Golf Tournament**-Dr. Dianne Rhoades, Vice President of Institutional Advancement announced the HCC Foundation Annual Golf Tournament will be September 12, 2013 at the Chockoyotte County Club in Weldon.
3. **Halifax Community College Founders Day**-Dr. Dianne Rhoades, Vice President of Institutional Advancement, stated that Founders Day 2013, celebrating 46 years, was scheduled for September 19, 2013 at 11 am. The guest speaker was Dr. Newbern, second president of Halifax Community College.
4. **North Carolina Symphony**-Dr. Dianne Rhoades, Vice President of Academic Affairs announced that the North Carolina Symphony will be at the Centre on Tuesday, December 17, 2013 at 7:30 pm.
5. **HCC Foundation 2013 Campus Fund Drive**-Dr. Dianne Rhoades, Vice President of Institutional Advancement stated that the 2013 HCC Campus Fund Drive is in progress. Dr. Rhoades encouraged everyone to donate.
6. **50th Anniversary Eastern Region Founders Dinner**-Dr. Dianne Rhoades was inviting past presidents and board members to the NC Community College System's 50th Anniversary Eastern Region Founders Dinner, September 18, 2013, 6-9 pm, Walnut Creek Country Club, Goldsboro. She also asked the Board to inform her if they were interested in attending.

Student Government Association Report

Dominique Mills, SGA President, gave an update on the activities that SGA were involved in, dates of SGA meetings, new clubs on campus, and announced the SGA Officers for 2013-2014.

Announcements

President Griffin presented Jacqueline Hough, Roanoke Daily Herald Reporter, with a gift for her service as a reporter and for her article presented in the Roanoke Daily Herald. He wished her much success and good luck in her endeavors.


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


Bernella DeLaMora, Chair of the Board of Trustees