



**Halifax Community College
Board of Trustees Regular Board Meeting
August 28, 2012
Minutes**

Board of Trustees Present: Frank Avent, III
Bernella DeLaMora
Jay Baker
James (Ray) Barmer
Carmen Betancourt, SGA
David Cairns
Bettie G. Cofield
Dr. Stanley Edwards
Rachael Hux
Michael Felt
Mary Mebane
Lille Solomon

Board of Trustees Absent: None

Others Present: Dr. Ervin V. Griffin, President
Dr. Erica Holmes, Vice President of Academic Affairs
Robert (Bob) Howard, Vice President of Administrative Affairs
Dr. Dianne Rhoads, Interim Vice President Institutional Advancement
Dr. Adrian Leché, Dean of Institutional Effectiveness and Planning
Dr. Barbara Bradley-Hasty, Dean of Students
B. T. Brown, Dean of Curriculum
Dr. Vera Palmer, Dean of Continuing Education
Kimberly Mack, Executive Assistant to the President
Daniel Lovett, Program/Project Director
Bruce Baird, NC State Auditor's Office

Call to Order

Chairman Frank V. Avent, III called the Halifax Community College Board of Trustees Meeting to order at 10:00 am in the President's Conference Room at Halifax Community College, 200 College Drive, Weldon, NC 27890.

Invocation

Dr. Stanley Edwards gave the invocation.

Introduction of Other Visitors

Student Government Association (SGA)

President-Carmen Bedancourt
Vice President-Derek Manley
Secretary-Lisa Veney
Public Information officer-Antwaine Moody
Parliamentarian-Shai Maynor
Treasurer-Jamel Hunter
Co-Advisor-Jennifer Jones
Co-Advisor-Shaun Stokes

New Staff

Chuckie Hairston-Math Instructor
Beverly Sessoms-Office Administration Instructor
Eugene Tinklepaugh-English Instructor
Sheril Roberts - Psychology Instructor
Dr. Adrian Leche-Dean, Institutional Effectiveness
Annabelle Anderton-Science Instructor
Kimberly Mack-Executive Assistant to the President
Tracy High-Bookstore Clerk

Visitors

Bruce Baird-NC Auditors Office

Introduction of Board of Trustee Members

After the introductions were made, Chairman Avent congratulated the SGA Officers on their achievements and aspirations.

Marketing Tools

Dr. Griffin gave all Trustees Members ink pens that HCC were using for marketing.

Ethics Awareness & Conflict of Interest Reminder

Chairman Avent read the Ethics Statement. There were no conflicts of interest.

Trustee Business

Approval of Agenda

Mr. Barner made a motion to approve today's agenda with an addition. Ms. Cofield seconded the motion. The motion carried.

Approval of Minutes from the June 26, 2012 Board Meetings

Mr. Felt made the motion to accept the June 26, 2012 Board of Trustees Meetings minutes with the said corrections. Mr. Knight seconded the motion. The motion carried.

Nominating Committee

Dr. Edwards gave the nominating committee report. The committee met on August 21, 2012. The committee followed the bylaws and considered every person who is a member on the board. The committee came to a consensus. The nominating committee is ready to make the following recommendation for chair, vice chair, and secretary. The bylaws chair carries the motions.

Chairman-The committee recommended Frank Avent as chairman. The floor was open for nominations. There were not additional recommendations. Nominations were closed. Mr. Avent was voted in as chairman.

Vice Chairman- The committee recommended Bernella DeLaMora as vice-chairman. The floor was open for nominations. There were not additional recommendations. Nominations were closed. Ms. DeLaMora was voted in as chairman.

Secretary- The committee recommended Ervin V. Griffin, Sr. as secretary. The floor was open for nominations. There were not additional recommendations. Nominations were closed. Dr. Ervin V. Griffin, Sr. was voted in as secretary.

Committee Reports

Building and Grounds-No Report
Finance-No Report
Personnel and Student Services- No Report
Academic Program Services- No Report

President's Report

State of the College Report-President Griffin reported that he presented the State of the College Report to faculty and staff on August 6, 2012.

New Generations Grant-President Griffin stated that HCC received the New Generations Grant for \$100,000. The grant will allow HCC to train students in many areas like Certified Nursing Assistants and Industrial Maintenance.

Predominantly Black Institutions Department of Education Grant- Dr. Griffin reported that HCC received a grant from the Department of Education Predominantly Black Institutions Department in the amount of \$250,000.

Dental Hygiene Program-Dr. Griffin announced the Dental Hygiene program is in the reaccreditation process.

License Practical Nursing (LPN) Program-President Griffin reported the NC Board of Nursing will vote on to approve our LPN program at their next meeting.

AHEC Grant-Dr. Griffin happily announced that the HCC received \$10,000 grant to establish a clinical site for the nursing program.

Mobile Lab-President Griffin stated that we have a new mobile lab Emergency Services Management.

Student Support Services Grant-Dr. Griffin reported that Student Support Services renewed the grant for \$335,000.

Minority Male Mentoring Program-Dr. Griffin announced that the Minority Male Mentoring Program received a grant for \$24,000.

Dental Hygiene Program-President Griffin announced that great news regarding the Dental Hygiene Program passing 94% passing rate. Their passing rate is now 94%. It was 78% last academic year.

Nursing Passing Rate-Dr. Griffin has reported with great pleasure that the LPN program has a 100% passing rate. The Registered Nursing Program has an 89% passing rate.

HCC Childcare Center-Dr. Griffin announced that the HCC Child Care center is now accredited by the National Association for the Education of Young Children. The ceremony was held on July 26 with representatives from various state and local offices. Ms. Kelcey Carlson, WRAL-TV 5 Anchor/Reporter, was the special guest. The HCC Child Care Center was the first five star center in Halifax County and now enjoys the distinction of being the first and only National Association for the Education of Young Children (NAEYC) accredited child care center in Halifax County and surrounding areas. There are approximately 8,000 child care centers and homes in North Carolina. It is important to note that only 117 have achieved NAEYC accreditation

Raise-HCC Employees receive a 1.2% raise. It was effective in July.

Fall 2012 Enrollment - Dr. Griffin reported that as of August 20, 2012 HCC has a total of 1,471 enrolled. There will be additional registrations in September and October with our Correctional Facilities that could yield an additional 60 students that could increase our headcount to 1531. Dr. Griffin also stated that HCC was implementing a new strategy to provide opportunities for students who might have missed our previous enrollment dates to attend HCC this semester. HCC is instituting a Mini-Semester that will start later but end at the same time in December 2012. The final enrollment for the fall semester will be reported to the Board after the September and October enrollments are finished.

The 1,471 students break down as follows:

1. 33% (480) male and 67% (991) female.
2. 72% from Halifax Community College (1071); 18% from Northampton (265); 11% percent from surrounding counties with 28 from Hertford County; 27 Nash County; and 23 from Warren County. There were only 8 out of state students enrolled this semester.

3. Transfers 78; First time freshman 357; and returning students 1036.
4. 75 RVEC; 43 from the Career and College Promise Promise.

Resource Development and Grants Management- President Griffins provided an update to the Board on our Resource Development and Grantsmanship. He thanked the staff for continuing to pursue funding that provided programs and services to our students and community . The grants include federal, state, local, and other funds that our college has secured. Our Grant awards amount for the past three years are as follows:

1. 2009-2010 \$7,493,411
2. 2010-2010 \$7,970,926
3. 2011-2012 \$6,539,095

National Science Foundation-Dr. Griffin expressed that HCC sent a proposal to the National Science Foundation for the amount of \$603,145. If awarded the grant, it will provide a scholar's program that will enable students to enroll in the STEM areas and receive full scholarships to attend HCC. Dr. Rhoades worked with Dr. Julie Galvin and Mr. Calvin Stansbury throughout the summer months to develop this proposal. It is now being reviewed by the NSF staff and we should hear something by the January – February 2013.

Small Business Center (SBC)-The SBC has completed a very outstanding year working with the business and industries in our county. Mr. Mark Stewart was available to give the Board of Trustees a short-update on what HCC have done and plans for the future. Dr. Griffin thanked Dr. Palmer and Mr. Stewart for the progress they had made towards building jobs and opportunities for the citizens of Halifax and Northampton Counties. Mr. Stewart gave the SBC update.

Open Convocation Address for Weldon City Schools-Dr. Griffin was the keynote speaker at the opening convocation address for Weldon City Schools. He expressed that he really enjoyed meeting with the Board, Superintendent, and all of the faculty and staff in the system.

Dr. Griffin asked that his President's Report and Executive Report be made a part of the official minutes of the Board of Trustees. Ms. Cofield made the motion to have Dr. Griffin's Executive Report and his President's Report be a part of the official minutes. Ms. DeLaMora seconded the motion. The motion carried.

Action Items

1. **Financial Audit-Year Ending June 30, 2011-** Mr. Bruce Baird presented the report on the Audit done at HCC. It was a good audit. Mr. Felt made the motion to accept the audit. Mr. Baker seconded the motion. The motion carried.
2. **Performance Measure & Standards-**Dr. Holmes reported HCC met 6 of the 7 standards. HCC did not meet the transfer performance standard. After students leave HCC, they are not retaining what they learn. The measure may not have been met due to student transferring before taken all the math and science classes. Also, we only got data from North Carolina Colleges. HCC has

students that transfer to other schools, and we don't have any data on those students. Mr. Felt made the motion to accept the report. Ms. Cofield seconded the motion. The motion carried.

3. **Capital Spending Projects**-Mr. Howard reported that capital spending projects. Mr. Baker made the motion to authorize the administration to begin the \$241,236 HCC Building Renovation Project. Mr. Felt seconded the motion, and it carried. The details of the planned spending will be discussed in the Finance and Building and Grounds Committee Meetings.
4. **2012-2013 College Budget**-Mr. Howard presented the 2012-2013 College Budget. Trustee Balmer made the motion to approve the 2012-2013 College Budget. Ms. Cofield seconded the motion carried.
5. **New Members of the HCC Foundation Board**-Dr. Rhoades stated that the HCC Foundation met on August 23, 2012. The Board recommends the following to the Board as renewal and new members: Emery Doughtie, Marshall Grant, Steve Medlin, David King, Hubert D. Pope, Elie Bracy, III, Steven Cobb, Kenneth Deloatch, Lori Medin, Julius Merritt, Jr. Paul Walden, Ruby Ward. Mr. Felt made the motion to accept Emery Doughtie, Marshall Grant, Steve Medlin, David King, Hubert D. Pope, Elie Bracy, III, Steven Cobb, Kenneth Deloatch, Lori Medin, Julius Merritt, Jr. Paul Walden, Ruby Ward as members of the HCC Foundation Board. Mr. Baker seconded the motion. The motion carried.

Also, Dr. Griffin and Dr. Rhoades met with the Family of Doc Brown regarding a scholarship in Dr. Brown's honor. They passed around envelopes and encourage the Trustees to donate to the scholarship fund in honor of the late Dr. Brown.

Informational Items

Academic Affairs

1. **2012-2012 Program Review Schedule**-Dr. Holmes reported that HCC reviews approximately 20% of its curriculum programs each year on a rotation schedule. The following programs will be reviewed for the 2012-2013 academic year: Associate Degree Nursing, Practical Nursing (Certificate), Advertising & Graphic Design (AAS, Diploma, and Certificate), Cosmetology (Certificate), Welding (Certificate), and Dental Hygiene (AAS).
2. **NC Board of Nursing Visit**-All things is in order for HCC to become an independent nursing program. Previously, the nursing program was in a consortium with other local community colleges. We are now asking that we become an independent program again.
3. **Bilateral Agreement with North Carolina Central University (NCCU)**-Dr. Homes reported that HCC is working with NCCU to offer the Bachelor of Science in Nursing on campus. Students who enroll in this program will not have to travel a far distance to get a BSN.
4. **Early College Update**-Dr. Homes gave an update on Roanoke Valley Early College (RVEC). It began its 4th year as a "School of Distinction" with 87.6% of the student population proficient and the school meeting expected growth for the past accountability.

Administrative Services

Financial Report: FY 11-12 Stated Expenditures through 2012-Vice President Robert Howard gave an overview to the Board of Trustees regarding the Financial Report on the State, County, and Centre at HCC.

Institutional Advancement

1. **Golf Tournament**-Dr. Rhoades mentioned that Halifax Community College Foundation, Inc. Annual Golf Tournament is scheduled for September 13, 2012 at Chockoyotte Country Club in Weldon, NC. The proceeds from the tournament will provide assistance for student scholarships, activities, and expenses.
2. **Founders Day**-Dr. Rhoades announced that HCC will be having Founders Day on September 18, 2012. Representative Jimmy Form will be the guest speaker, and we will be honoring local and state officials.
3. **Donor Luncheon**-Dr. Rhoades informed everyone that HCC will be having a donor luncheon on October 25, 2012.
4. **Call-a-thon**-Dr. Rhoades stated that HCC will be targeting alumni during the call-a-thon. HCC is forming an Alumni Club. It will cost \$10.00 to join. HCC is planning and meet and greet this fall.

Student Government Association Report

Ms. Carmen Betancourt gave an update on SGA activities. The activities are listed below.

- July 25th-Ms. Betancourt attended a planning session with Derek Manley.
- August 18, 2012-Ms. Betancourt attended the N4CSGA Board Meeting.
- August 29, 2012-There will be a blood drive in the 400 building.
- The SGA has also been planning events for the semester and Fall Fest.


Closed Session

Ms. Solomon made a motion to go into closed session to discuss a personnel matter. Trustee Edwards seconded the motion. The motion carried.

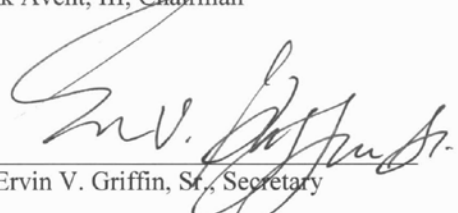
Trustee Edwards made the motion to go back into open session. Trustee Felt seconded the motion. The motion carried.

Adjournment

Trustee Felt made the motion to adjourn. Trustee Cofield seconded the motion. The motion carried. The meeting was adjourned at 12:35 pm.



Frank Avent, III, Chairman



Dr. Ervin V. Griffin, Sr., Secretary