



Halifax Community College
Board of Trustees
Board Meeting
September 2, 2011
Administration Board Room

Members Present: Frank Avent III, Chairman
Dr. Stanley Edwards
Jay Baker
David Cairns
Lillie Solomon
Rachel Hux
Bettie G. Cofield
Reggie Baird
Reverend Robert Knight
Carmen Betancourt, SGA

Members Absent: William (Jack) Boseman
Bernella DeLaMora

Others Present: Dr. Ervin Griffin, Sr., President
Dr. Erica Holmes, Vice President Academic Affairs
Deborah Armstrong, Vice President Administrative Services
Barbara Bradley-Hasty, Dean of Student Services
B.T. Brown –Dean of Academics
Dr. Vera Palmer – Dean of Continuing Education
Dr. Linnie Carter – Vice President Institutional Advancement
Hilda J. Hawkins, Executive Assistant to the President
Melanie Temple, PIO Officer

Call to Order

Chairman Avent called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board of Trustees. Reverend Knight delivered the invocation.

Introduction of Visitors

Introduction and Oath of New Members

Following the introduction of all visitors, Delois Mercer, Notary Public, administered the oath to new board member, Carmen Betancourt.

Ethics Statement

Chairman Avent 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 Stanley Edwards made a motion to approve the September 2, 2011 Board of Trustee's meeting agenda and Trustee Bettie Cofield seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jay Baker made a motion to approve the September 2, 2011 Board of Trustees meeting minutes and Trustee Rachel Hux seconded the motion and the motion was carried.

Nominating Committee

Nominating committee was distributed by Jay Baker.

Chairman

Frank V. Avent

Vice Chair

Bernella DeLaMora

Secretary

Dr. Ervin V. Griffin

Board approved the nominating committee decision.

Committee Reports

Building and Grounds

Board of Trustees toured Halifax Community College Room 108. Also, Vice President Deborah Armstrong gave an overview on the new lighting paid for with the Federal Stimulus Grant.

Finance

Trustee Lillie J. Solomon gave an overview on the financial report that was sent to the Finance Committee by Deborah Armstrong. The Finance Committee also discussed the HCC new Fee schedule. The Finance Committee approved the budget and HCC Fee schedule to be approved by the Board of Trustees in Deborah Armstrong's report.

Personnel/Student Services

No Report

Academic Programs Services

No Report

There were no other committee reports.

Announcements

President's Report

Dr. Griffin thanked the Board of Trustees for their dedicated support for the last academic year and stated that we look forward to another successful year of serving the Roanoke Valley. "I know it has been very difficult for all of us with Hurricane Irene blowing through our region this past week. Hopefully we will be able to move forward from here and have no other unanticipated events that will affect the teaching and learning process at HCC this semester." Dr. Griffin gave the Board of Trustees an update on a few items. They include the following:

Enrollment for Fall Semester 2011

The enrollment for the fall semester 2011 is currently 1,532 curriculum students. Halifax Community College expect to have an estimated additional 44 dual/huskins enrollments from our area high school which will give us an estimated total of 1,576 . Several issues have contributed to the flat enrollment including a drop of 72 or more curriculum students enrolled in our prison program last semester that no longer have funding. The students are enrolled in continuing education program for the upcoming year.

HCC Foundation Net Assets

Halifax Community College has been working to improve the assets of the HCC Foundation. Dr. Griffin checked with Mitchell Robinson, Controller of HCC to see what our status was as of June 30, 2011. The statement of financial position indicates that as of June 30, 2006 Halifax Community College had \$688,416.00 in foundation net assets. As of 6/30/2011 Halifax Community College net assets were \$958,996.16. Dr. Griffin informed the Board of Trustees that our assets appeared to have grown 39.30% in the past 5 years.

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Halifax Community Colleges Founder's Day

Dr. Griffin informed the Board of Trustees that Halifax Community College will be celebrating its 5th annual founders day program on Tuesday, September 6, 2011 at 11:00 a.m. in the Centre. Halifax Community College will be honoring and recognizing our former and current Board of Trustees members. This will be a great opportunity for College and the community to say thank you to our Board of Trustees.

Northampton County Budget

Dr. Griffin informed the Board of Trustees that the Northampton County Board of Commissioners-approved a budget of \$12,000 for Halifax Community College for the 2011-12. Halifax Community College appreciates the funding provided by the Board of Commissioners for Northampton County. The funding was the same as it was last year

Golden Leaf Scholars Program

Dr. Griffin gave the Board of Trustees an overview of the primary changes that have been outlined in the document provided to the trustees. Dr. Griffin noted that 25% of the funds must be used for occupational education students who demonstrate a need under the federal trio formula and are enrolled in a Jos Now program or credentialing program of at least 96 hours. This will help students who need funds to pay for training in some of the Continuing Education and Workforce Development training programs.

The Small Business Center annual report 2010-11

Mark Stewart gave the Board of Trustee a brief update on the Small Business Center annual report and many of the SBC activities in this region.

Trustee Lillie L. Solomon made a motion to approve the September 2, 2011 President's report. Trustee Stanley Edwards seconded the motion and the motion was carried.

Action Items

Nomination of Dr. Linnie Carter, Vice-President for Institutional Advancement

The HCC Board of Trustees was asked to approve the recommendation of Dr. Linnie Carter, as Vice-President for Institutional Advancement. Dr. Carter's vast experience, education, and background made her the choice for Halifax Community College. Dr. Carter will also serve as executive director of the foundation

Trustee Rachel Hux made a motion to accept the recommendation of Dr. Linnie Carter Vice-President for Institutional Advancement. Trustee Lillie J. Solomon seconded the motion and the motion was carried.

SACSCOC Final Letter

The HCC Board of Trustees was asked to approve the SACS Final Letter for Halifax Community College presented by President Griffin.

Trustee Lillie Solomon made a motion to approve the SACSCOC Final Letter for Halifax Community College. Trustee Reggie Baird seconded the motion and the motion was carried.

Blanket Travel

The HCC Board of Trustees was asked to approve the President's and Trustees Travel Authorization for the 2011-12 fiscal year presented by President Griffin.

Trustee Stanley Edwards made a motion to approve the Presidents and Trustees Travel Authorization. Trustee Robert Knight seconded the motion and the motion was carried.

DCC 2-1 College Budget for NCCCS

The HCC Board of Trustees was asked to approve the Halifax Community College Budget for fiscal year 2011-12 presented by Vice President Deborah Armstrong. The total budget from State, county, institutional sources will be a total of \$24,701, 351. The breakdown indicates \$10,913,698 from state allocations; County Budget of 1,024,549; and Institutional budget (including federal grants and contracts) \$12,763,104 for a total of \$24,701,351. After approval by the Board of Trustees, it will be reviewed by our county commissioners and submitted to the systems office.

Trustee Reggie Baird made a motion to approve the DCC 2-1 College Budget for NCCCS for fiscal year 2011-12. Trustee Jay Baker seconded the motion and the motion was carried.

Mileage Reimbursement for Privately Owned Vehicles

The HCC Board of Trustees was asked to approve the Mileage Reimbursements for Privately Owned Vehicles presented by Deborah Armstrong.

Trustee Jay Baker made a motion to approve the Mileage Reimbursements for Privately Owned Vehicles. Trustee Lillie J. Solomon seconded the motion and the motion was carried.

Fee Schedule 2011-12

The HCC Board of Trustees was asked to approve the Fee Schedule 2011-12 presented by Dr. Erica Holmes.

Trustee Jay Baker made a motion to approve the Fee Schedule 2011-12. Trustee Rachel Hux seconded the motion and the motion was carried.

Informational Items

Academic Affairs

Introduction of new faculty and staff

Dr. Holmes introduced new faculty and staff to the Board of Trustee.

First Parent Orientation

Dr. Holmes gave an overview to the Board of Trustees regarding the First Parent Orientation.

Early College and Dual Enrollment Update

Dr. Holmes gave an overview to the Board of Trustees regarding the Early College and Dual Enrollment.

Kingsborough College Project

Dr. Holmes gave an overview to the Board of Trustees regarding the Kingsborough Project.

J.U.M.P. Initiative

Dr. Holmes gave an overview to the Board of Trustees regarding the J.U.M.P. Initiative.

2011-12 Program Review

Dr. Holmes gave an overview to the Board of Trustees regarding the 2011-12 Program Review.

Administrative Services

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the Financial Report.

Institutional Advancement


Dr. Carter gave an overview to the Board of Trustees regarding Cummings/Halifax Community College first golf tournament.

Student Government Association (SGA)

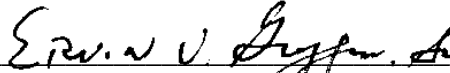
Ms. Betancourt gave an overview to the Board of Trustees of the SGA activities.

Closed Session

Trustee Reggie Baird made a motion to adjourn the September 2, 2011 board meeting and Trustee Rachel Hux seconded the motion. The motion was carried. The meeting was adjourned 12:00 noon.



Frank Avent, III, Chairman



Dr. Ervin V. Griffin, Secretary