



Halifax Community College
Board of Trustees Regular Board Meeting
September 24, 2013
Minutes

Board of Trustees Present: Trustee Bernella DeLaMora, Chair
Trustee Michael Felt, Vice Chair
Trustee James “Ray” Barmer
Trustee Donna Clements
Trustee Mary Mebane
Trustee Dominique Mills, SGA President
Trustee John Smith

Board of Trustees Absent: Trustee Jay Baker, excused
Trustee Rachel Hux, excused
Trustee Lillie Solomon, excused
Trustee Stanley Edwards, excused

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
Della Rose, Roanoke Daily Herald Reporter
Sandra Weden, Faculty Senate Representative
Kimberly Mack, Executive Assistant to the President
Teresa Oswald, Nursing Instructor

Call to Order

Chair Bernella DeLaMora 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 John Smith gave the invocation.

Introductions

Everyone present introduced themselves. Also, new employee Teresa Oswald was introduced.

Ethics Awareness & Conflict of Interest Reminder

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

Trustee Business

Swearing in of New Board of Trustee Member-Trustee Marie Robinson

Kimberly Mack, Executive Assistant to the President, is also a Notary. Marie Robinson was sworn in as a member of the Halifax Community College Board of Trustees by Kimberly Mack.

Approval of Agenda

Trustee Felt made the motion to approve the agenda for today's meeting. Trustee Cofield seconded the motion. The motion carried.

Approval of September 24, 2013 regular meeting minutes

Trustee Barmer made the motion to approve the minutes as printed. Trustee Mebane seconded the motion. The motion carried.

Committee Reports

Building and Grounds-Trustee Mebane stated that we will be pulling up old plants and planting new ones. Also, there were some pine trees on campus that have disease beetles. Those trees were in need of treatment.

Finance-Trustee Felt stated that the financials were reviewed, and it is all in order. Another item discussed was the president's compensation and the revision to the bylaws after 30 days review. Trustee Felt made the motion to have the bylaws changed by adding an additional duty to the bylaws that stated "The Finance Committee shall review and study the Presidential Supplemental Compensation annually, and recommend action to the full board." Trustee Mebane seconded the motion. The motion carried.

Personnel and Student Services-no report

Academic-President Griffin stated that the academic committee will be meeting in October or November. Dr. Fulmer was going to contact the committee soon.

Chairman’s Comments and Announcements

Consent Agenda-After some discussion on the consent agenda, Trustee Felt made the motion to change the Board of Trustee Agenda to consent agenda. Trustee Cofield seconded the motion. The motion carried.

Committee Appointments-Chair DeLaMora appointed to following Trustees to committees for the 2013-2014 Academic Year:

Building and Grounds	Personnel and Student Services	Academic	Finance
Mary Mebane	Stanley Edwards	Lillie Solomon	Jay Baker
Rachel Hux	Michael Felt	Marie Robinson	Bettie Cofield
John Smith	Donna Clements	Ray Barmer	Bernella DeLaMora

NCACCT 2013 Leadership Seminar-Trustee Clements gave the report from the NCACCT Leadership Seminar. Trustee Clements, Trustee Felt, Trustee Edwards, and President Griffin attended. Trustee Felt stated the Mr. Lovett and President Griffin did a great job with a presentation that was presented at the seminar.

President’s Report

HCC Ranked #12 by the in the Country by Washington Monthly-President Griffin stated that HCC was ranked #12 in the Country by Washington Monthly. Ranking were based on collaborative learning, 1st year retention rates, transfer, and credentials awarded per FTE. HCC is very proud.

Amendments to the Firearms Laws-Dr. Griffin stated that in their folders was a copy of the amendment to the firearms laws.

Host Trustee Training-President Griffin announced that the NCACCT will be providing training for trustees at HCC on February 25, 2014. HCC had accepted being a host college. The event was going to be funded through the Bill and Melinda Gates Foundation. The Board was in need of rescheduling the regularly scheduled February Board of Trustee meeting. This training is on the same day as a regularly scheduled Board meeting.

Student Consumer Information-Dr. Griffin stated that HCC is required by law to submit the Student Consumer Information report. Dr. Griffin asked Dr. Hasty to discussed it further. The report did have a lot of focus on hate crimes. There were no hate crimes at HCC. Many of the incident reports came from thefts and students leaving ipads and coming back to find it gone.

NC Back to Work Initiative-President Griffin stated the he recently received an e-mail stating that HCC was one of 49 community college to receive NC Back to Work funds. HCC was expected to receive \$129,000. President Griffin thanked the committee that worked on the grant. It included Mr. Lovett, Mr. Foriest, and Ms. Temple.

Enrollment-Dr. Griffin showed a colored outline showing enrollment. The current enrollment was 1,357 students. There were 16 new students that registered for the mini semester. There was a drop from Northampton and Halifax County citizens' enrollment. HCC did have 349 brand new enrollments. HCC were doing a better job with getting high school students recruited. Dr. Fulmer, Vice President of Academic Affairs, did lead a discussion on enrollment being down, and was going to continue researching and enrollment.

CCSSE (Community College Survey of Student Engagement)-President Griffin stated that the Findings report provided an entry point for reviewing results from HCC administration of the 2013 Community College Survey of Student Engagement (CCSSE). The report provided college-specific data in an easy-to-share format including benchmark comparisons between the college, top-performing colleges, and the CCSSE cohort. It also highlighted aspects of highest and lowest student engagement at the college, as well as results from five of the CCSSE special-focus items on promising educational practices. Select faculty survey data are also highlighted. Everyone had a copy of the report to take with them.

Military Friendly Schools-Dr. Griffin asked Dawn Veliky, Director of Veterans, to discuss Military Friendly Schools with the Board. Ms. Veliky announced that on September 13, 2013, she received news that HCC was chosen out of 10,000 schools as a military friendly school. This honor was going to last through June, and, then, HCC must reapply. If HCC Veterans give positive feedback about the school, HCC would get thumbs up beside HCC on the listing in their website. HCC also were able to use the logo on recruitment materials that showed HCC was a military friendly school. Things about HCC that helped HCC become a military friendly school were, transfer credits, accreditation, having a Veteran Affairs Director, a daycare on campus, and the refund policy for military students. HCC had 40 veterans, children of veterans, and veteran spouses on campus.

Action Items

1. **DCC 2-1 College Budget for NCCS**-Debra Smith, Vice President of Administrative Services, presented the DCC 2-1 College Budget for NCCS. DCC 2-1 was the college budget that was sent to the community college system. She asked the Board to approve it for this year and asked that the chair signed in the signature page showing approval. Trustee Felt made the motion to approve the DCC 2-1 College Budget for NCCS. Trustee Mebane seconded the motion. The motion carried.

2. **Updated Organizational Chart**-President Griffin stated that it is a SACS requirement that the organizational chart be updated periodically. There was some discussion about the Director of the Centre position. President Griffin stated that the position was not going to be filled anytime soon. Trustee Smith made the motion to approve the updated organizational chart. Trustee Mebane seconded the motion. The motion carried.

Informational Items

Academic Affairs

1. **Proposed Dental Assisting Program**-Dr. Deryl Davis-Fulmer, Vice President of Academic Affairs, stated that several faculty, staff, and administration met with a local dentist. The dentist stated there was a great need for a dental assistant program. The responsibility of the dental assistant is to support the dentist at the chair. Dr. Fulmer contacted the state, and we are working on the paperwork for the program. It will be a 12 to 18 hours. Credits from the program were transferable to Dental Hygiene program here at the college.
2. **Northampton New Tech Early High School**-Dr. Fulmer announced that HCC had been approached by Northampton County Schools to apply to begin a New Tech Early High School. This partnership was going to be a new opportunity for students in Northampton County. Their plan was to serve up to 75 students. Their proposal was due Nov 1, 2013. Dr. Fulmer also stated that it would be brought to the Board for approval next month.

Administrative Services

Financial Report: FY 12-13 State Expenditures through August 31, 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.

Asking the Board of Commissioners for \$123,000 to clear mold in the 500 and 600 Buildings-There is mold in the 500 and 600 buildings. It was going to cost \$123,000 to get the mold removed. The mold had been fixed in the 600 building. With controls fixed, it should make sure no mold would come back. Debra Smith and Dr. Griffin will go before the Board on September 7, 2013 asking for \$123,000 to clear the mold in the 500 building.

Institutional Advancement

1. Dr. Dianne Rhoades, Vice President of Institutional Advancement, provided the Board of Trustees with updates. It was the following:

- **HCC Foundation Golf Tournament**-The golf tournament was held recently. Golfs were sent survey to regarding the tournament. The 2014 golf tournament will be September 25, 2014. The profit from the tournament \$8,921. One thousand dollars was from in kind donations.
- **The North Carolina Symphony**-The tickets are selling for the symphony. Please help advertise and solicit donors. The symphony was scheduled for December 17, 2013 at 7:30. Also, there will be a VIP reception with the conductor for 30 minutes. Halifax County Visitors Center Lori Medlin is sponsoring the VIP Reception.
- **Halifax Community College Foundation 2013 Fund Drive**-It is ongoing. Please contribute.
- **Halifax Community College Foundation, Inc. Scholarship Report**-The Foundation had given \$106,431. The foundation was working to serve as many as possible. She also thanked Dr. Griffin for increasing trustee scholarships.
- **Founders Day**-The HCC founders day was held recently. She thanked Dominique Mills for representing. Also, there was a student that was in the family that donated the piano. She did a beautiful job.
- **Founders Day Dinner in Goldsboro**-It was a good event. There were 7 that attended, and they did represent the college.

Acceptance of Report-Trustee Mebane made the motion to accept Dr. Rhoades report. Trustee Cofield seconded the motion. The motion carried.

Dominique Mills-SGA Representative

SGA Report-Trustee Mill gave an update on the many activities that were going on, including a blood drive, campus clean-up, founders day, teleconference with G.K. Butterfield, voter registration, and the NC4SGA Fall Conference. Trustee Mills made the motion to accept his report. Trustee Robinson seconded. The motion was carried.

Closed Session

Chair DeLaMora asked for a motion to go into closed session to discuss confidential personnel matters. Trustee Felt made the motion to go into closed session to be informed of or to discuss a matter that is privileged or confidential pursuant to NCGS14331811A1 because the information falls under the Family Education Rights and

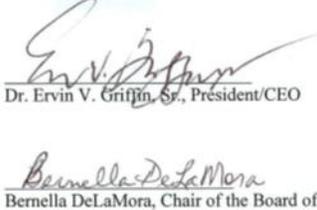
Privacy Act, a federal law protecting student information under 20USC1232G. I further move that the board to go into a closed session to consider a personnel matter involving an officer or an employee of this Board. Trustee Mebane seconded the motion. The motion carried.

Motion to Go Back Into Open Session

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

Adjournment

Trustee Smith made the motion to adjourn the meeting at 11:30 am. Trustee Fell seconded the motion. The motion carried.



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

Bernella DeLaMora
Bernella DeLaMora, Chair of the Board of Trustees