



**Halifax Community College
Board of Trustees Regular Board Meeting
September 25, 2012
Minutes**

Board of Trustees Present: Frank Avent, III
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: Bernella DeLaMora

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
Tara Keeter, Financial Aid Coordinator

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

Trustee Knight gave the invocation.

Introduction of Other Visitors

New Staff

Marc Finney, LRC Director
Sheril Roberts, Psychology Instructor
Tionette Whitaker, Admissions Officer
Steven Wade, Accounting/Human Resources Assistant

Introduction of Board of Trustee Members & Staff

After the introductions of the new staff, all of the Trustees and other faculty, staff and administration present introduced themselves.

Special Presentation

Dr. Rhoades presented Trustee Hux, who is also a Halifax County Commissioner, with a plaque. The plaque was given to her in honor of being an elected official. All elected officials were recognized at the 44th Founders Day Program, and Trustee Hux was unable to attend.

Ethics Awareness & Conflict of Interest Reminder

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

Trustee Business

Approval of Agenda

Trustee Edwards made a motion to approve today's agenda. Trustee Baker seconded the motion. The motion carried.

Approval of Minutes from the June 26, 2012 Board Regular Meeting

Trustee Felt made the motion to accept the August 28, 2012 Board of Trustees meeting minutes with the said corrections. Trustee Barmer seconded the motion. The motion carried.

Approval of Minutes from the August 30, 2012 Called Meeting

Trustee Barmer made the motion to accept the August 30, 2012 Board of Trustee called meeting minutes. Trustee Cofield seconded the motion. The motion carried.

Committee Reports

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

President's Report

Strategic Planning-Dr. Griffin reported that HCC was working on our new strategic plan for 2013-2017. At the retreat in June, Strategic Planning was discussed. HCC will be going out in the community soon to discuss the strategic plan and solicit feedback.

Annual Report-Dr. Griffin announced that the Annual Report was ready to give out. This year, the Annual Report was completed in house. Doing the report in house saved us money. Dr. Rhoades, Ms. Temple, and Ms. Edwards are responsible for the report. A copy of the report was given to all Trustees and others in attendance.

Leadership Institute-President Griffin stated that on September 14, 2012 the initial meeting of the Halifax Community College Leadership Institute was held. It was at the Hilton Garden In Roanoke Rapids, NC. Dr. Griffin also stated that HCC has 27 members of the faculty, staff, and administration that will be studying in the year long institute. Dr. Donny Hunter, President and CEO of the NC Association of Community College Trustees and President of the National Search & Education Consulting were the workshop leader for the September Session. He also stated that HCC is able to provide this institute thanks to the PBI Grant. HCC is saving a lot of money by having faculty, staff, and administration to attend the local institute verses sending staff out to get this training.

Doc Brown Scholarship-Dr. Griffin stated that HCC received a check last week for the Doc Brown scholarship. The new total was \$3,000. The \$3,000 was raised from 13 donors. HCC is waiting to hear from the Brown Family. HCC's goal was to raise \$10,000

Licensed Practical Nurse (LPN) Education Program-President Griffin reported that HCC LPN Nursing Program is now a standalone program. The program was part of a consortium with Nash and Edgecombe Community Colleges. The LPN program was as a standalone program on September 23, 2012 at the NC Board of Nursing meeting and is now fully accredited by NC Board of Nursing. Dr. Griffin thanked Kelly Harvey and all faculty for another job well done.

Program Audit-Dr. Griffin reported that HCC always inform the Board of Trustees of the Program Audits. There are consequences to passing and not failing the audit. It can affect funding. For the last 4 or 5 years, HCC has passed the program audit with no exceptions. There was one concern from the last audit. An instructor did not sign a document.

President's Report

1. **Enrollment Update**-Dr. Griffin gave the enrollment update for HCC. Our current enrollment is 1,512 students for the fall semester. This number does not include additional students to be registered for the mini-semester students nor from the correctional program. Dr. Griffin also stated that Halifax County has the largest representation at the college with 78% of HCC's student from Halifax County. Also, Northampton County has the second highest enrollment with 18%. For more information please refer to appendix C.
2. **Founders Day Program**-Founders Day Program was great! It was held on Tuesday, September 18, 2012 at 11:00 am at the Centre. The Voices of HCC were well received. HCC received warm greeting from local, state, US officials. The founding president, Dr. Phillip Taylor, and his wife were in attendance.

3. **“Literacy Month”-Tamba Thompson**-Tamba Thompson, Director of Literacy Education, presented a presentation on Literacy Month. During the presentation, Ms. Thompson stated that in January 2014, the cost to take the GED test will go up to \$200.00.
4. **Direct Student Loan Update**-Dr. Griffin asked Tara Keeter to give an update on Direct Student Loan Update. Ms. Keeter lead an intense discussion on the student loan default rate.
5. **Organizational Chart**-Dr. Giffin went over the Organizational Chart with the Trustees.

Informational Items

Academic Affairs

1. **Constitutional Day**-Dr. Erica Holmes, Vice President of Academic Affairs, reported that HCC held a program on Constitution Day, which was September 17, 2012. Mr. Shaun Stokes took the lead in arranging the program. The program was titled: “HCC Constitution & Citizen Day.” Judge Teresa R. Freeman was the guest speaker. She engaged the students in discussion and provided them with valuable information.
2. **Mini-Semester Initiative**-Dr. Holmes gave an update on the mini-semester. Classes were to begin on October 15, 2012 and were scheduled to end at the same time the regular classes end on December 14, 2012. The following classes were available for students to take: Basic PC Literacy, Voice and Diction I, Reading and Writing Foundations, Reading & Writing Foundations Lab, Essential Mathematics, Music Appreciation, Health Care Concepts, Fit and Well for Life, and Interpersonal Psychology.
3. **SBCC Monitoring Visit**-Dr. Holmes asked Dr. Palmer to give an update on the SBCC monitoring visit. Dr. Palmer reported that the SBCC monitoring visit was held on September 20, 2012 by Dr. George Millsaps, SBC Director at NC Community College System Office. HCC was the first school to be monitored with the new guidelines. Mr. Millsaps commended HCC for their team work. He also stated that HCC provides more counseling hours to businesses than some of the larger institutions.

Administrative Services


1. **Financial Report FY 11-12 State Expenditures through August 2012**-Vice President Robert Howard give an overview to the Board of Trustees regarding the Financial Report on the State, County, and Centre at HCC.
2. **Active Shooter Drill**-Mr. Howard asked that Sgt. Lofkin speak briefly about the Active Shooter Drill scheduled for October 4th. Sgt. Lofkin reported that on October 6, 2012, there will be an Active Shooter Drill that will take place at HCC. Weldon Police, Weldon Fire Department, Halifax County Sheriff Department, and Halifax Regional Medical Center are all invited. HCC and all stakeholders are invited.

Institutional Advancement

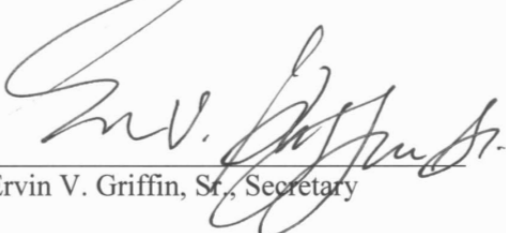
1. **Golf Tournament**-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, stated that the 2012 HCC Annual Golf Tournament was a success. We profited over \$5,000.00.
2. **Founders Day**-Dr. Rhoades informed the Board of Trustees that Founders Day was on September 18, 2012. We honored local, state, and US officials. There was a great turnout. For the elected officials that did not attend, their plaques will be mailed to them.
3. **Scholarships**-Dr. Rhoades also reported that the Foundation is finalizing scholarship awards for this semester. She encouraged everyone in attendance to donate to the scholarship fund. The Donor Luncheon will be on October 25, 2012 at 11:30 am.

Adjournment

Trustee Baker made the motion to adjourn the meeting. Trustee Hux seconded the motion. The motion carried. The meeting was adjourned at 11:50 am.



Frank Avent, III, Chairman



Dr. Ervin V. Griffin, Sr., Secretary