



Halifax Community College  
Board of Trustees  
Board Meeting  
September 28, 2010  
Administration Board Room

Members Present:

Dr. Stanley Edwards  
Rev. Robert Knight  
Frank Avent III, Chairman  
Jay Baker  
Jack Boseman  
Frederick Webb, Jr., Vice Chair  
Lillie Solomon  
David Cairns  
Bettie G. Cofield  
Reggie Baird  
James Phelps, SGA

Members Absent:

Bernella DeLaMora  
Rachel Hux

Others Present:

Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Tom Schwartz, Vice President of Institutional Advancement  
Vera Palmer, Dean of Con. Ed./Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Jennifer Jones, Executive Assistant  
Dr. Edwin Imasuan, Director of Institutional Research  
Dr. Harriet Morrison, Dean of Curriculum Programs  
Mitchell Robinson, Associate VP Administrative Services  
Kelly Harvey, School Chair, Nursing Allied Health  
Stephanie Terry, Dept. Head of Nursing  
Jacqueline Hough, Daily Herald

**Call to Order**

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board of Trustees and Chairman Avent announced that Trustee Rachel Hux and Trustee Bernella DeLaMora would not be in attendance. Trustee Robert Knight delivered the invocation.

**Introduction of Visitors**

All visitors and trustees were introduced.

**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 Lillie Solomon made a motion to approve the September 28, 2010 Board of Trustees meeting agenda and Trustee Jay Baker seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jay Baker stated that there should be a correction regarding the nomination process. Trustee Jay Baker approved the August 31, 2010 meeting minutes with the corrections and Trustee Fred Webb seconded the motion. The motion was carried.

Approval of Called Meeting Minutes

Trustee Jay Baker made a motion to approve the September 14, 2010 called meeting minutes and Trustee Bettie Cofield seconded the motion. The motion was carried.

Committee Reports

Chairman Avent asked that each board member complete a form submitting their choice of a standing committee. Each form is to be submitted to Jennifer Jones and selections will be made at the next meeting.

**President's Report**

President Griffin thanked the Board of Trustees for their continuing support. The Board's attention was then directed to the written President's report highlighting the following events that took place during the past month:

SACS Committee Visit (Oct. 4-7)

Vice President Holmes provided information regarding the upcoming SACS visit. She indicated that workrooms were created and made available on campus as well as at the Hilton Garden Inn Hotel. She also explained that the SACS Team would be looking for certain records and documents that could not be submitted to them in advance due to security reasons. She concluded her report by mentioning that students and college personnel were looking forward to the visit.

QEP Day

President Griffin reported that QEP Day was held September 23<sup>rd</sup> in The Centre. Some 300 students, faculty and staff attended the event and enjoyed food and fun while students had the opportunity to register for door prizes. Door prizes were provided by the Women of Excellence mentoring group, Family Fare-BP and Starbucks.

Minority Male Mentoring Program Funding

President Griffin informed members that HCC's Minority Male Mentoring program was named one of the top programs in student engagement. He also mentioned that he received a letter from the Vice President of the North Carolina Community College System inviting our faculty and staff to become mentors for all community college mentoring programs in the state.

Federal and State Grant Programs

President Griffin provided a report regarding federal aid for the previous year. He informed members that students use their financial aid in order to purchase cars, gasoline, and take care of living expenses in order to remain in school. The report indicates that 8.9 million dollars has been awarded thus far and 3.7 million dollars has been disbursed to help students stay in school.

President Griffin announced that Empire Foods will be opening in the Roanoke Valley providing over 200 hundred jobs for the region. HCC has been asked to provide training for those positions. He mentioned that a booklet had been placed in each member's folder with information regarding HCC's ranking 25th of 620 schools resulting from a CCSSE survey of student engagement.

Trustee Lillie Solomon made a motion to accepted the September 28, 2010 President's Report. Trustee Reggie Baird seconded the motion and the motion was carried.

**Action Items**

Proposed Changes to the Administrative Code (23 N.C.A.C. 02C .213, School Absence for Religious Observance)

The State Board of Community Colleges shall direct each community college to adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. The policy may require that the student provide written notice of the request for an excused absence a reasonable time prior to the religious observance. The policy shall also provide that the student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Trustee Jack Boseman made a motion to approve the proposed changes to Administrative Code (23 N.C.A.C. 02C .213, School Absence for Religious Observance). Trustee Robert Knight seconded the motion and the motion was carried.

Program Audit 2008-2009

An audit was conducted by the North Carolina Community College Systems Office which covered the period Spring 2008 through Spring 2009. Based on the site review, Halifax Community College was noted to have one concern.

Trustee Lillie Solomon made a motion to accept the 2008-2009 Program Audit report and Trustee Stanley Edwards seconded the motion. The motion was carried.

Addendum to Cosmetology Fees

The Board of Trustees has been asked to approve an addendum to the 2010-2011 cosmetology fees. Trustee Reggie Baird made a motion to approve the addendum to the 2010-2011 cosmetology fees and Trustee Fred Webb seconded the motion. The motion was carried.

Program Review 2010-2011

Vice President Erica Holmes provided information regarding the 2010-2011 Program Review and explained that the recommendations will need to be approved. Trustee Fred Webb made a motion to approve the recommendations for the 2010-2011 Program Review and Trustee Reggie Baird seconded the motion. The motion was carried. Vice President Holmes also mentioned that a follow-up report from the 2009-2010 report will be coming soon.

**Informational Items**

**Academic Affairs**

NEWH Consortium Update

Kelly Harvey, School Chair of Nursing, and Stephanie Terry, Department Head of Nursing, provided an update regarding the HCC's nursing program. Nurse Harvey explained that the nursing program will continue operating separately from the NEWH Consortium, which will possibly open HCC up to better funding options in the future. Classes that begin in the Fall will function totally under HCC and not the consortium.

Literacy Education Month

Vera Palmer, Dean of Con. Ed./Community Services, announced that the month of September was Literacy Education Month. She also explained that there were events that were held throughout the month in recognition of Literacy Education.

**Administrative Services**

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. She announced that the budget had been approved by the Board of Trustees on September 14, 2010 and was sent in on time.

Vice President Armstrong mentioned that because of possible funding reversions, there are concerns with rising utility rates that may be due to inclement weather. Dominion Power mailed a letter regarding the increase of usage but has not notified the College of when the increase is to

take place. Another concern of Vice President Armstrong's is with the shortage of maintenance personnel. She stated that with the increase of students, the maintenance personnel is not able to keep up with the additional cleaning that needs to be done to keep the campus up to code.

Dr. Harriet Morrison, Dean of Curriculum Programs, was asked by President Griffin to share her ideas about how The Centre could be better utilized for curriculum courses and the early college. The idea of placing three programs in the Centre in order to utilize the space and eventually provide revenue for the school was introduced. The Graphic Arts program would move into the Centre first, and then Interior Design and the third program would bridge the first two programs (this program is in the development stage). The idea is to have courses that introduce theater or set design, and classes that could produce plays or other activities for the community.

### **Institutional Advancement**

Vice President Tom Schwartz distributed information regarding the HCC foundation and grant update, the HCC Alumni Association, and all upcoming fundraising events. He mentioned that there will be an alumni recruitment event taking place soon along with the 2010 Scholarship Banquet scheduled October 27, 2010 at 11:00am in The Centre.

Vice President Schwartz introduced a new scholarship that will be given to one high school student from each high school in our service area with the highest GPA. He has asked that \$1000 be donated from the HCC Bookstore in addition to other donated funds to help accommodate all eight high schools in our service area. Trustee Jack Boseman made a motion to approve that the HCC Bookstore donate \$1000 to help accommodate all eight high schools in the HCC service area for a new scholarship. Trustee Lillie Solomon seconded the motion and the motion was carried.

### **SGA**

James Phelps, SGA President, began his report by announcing that an advisor orientation was held Friday September 3<sup>rd</sup>. The SGA also helped with the Founders Day Ceremony that was held in the Centre on September 8<sup>th</sup> and a N4CSGA Eastern Division Meeting here on September 11<sup>th</sup>. President Phelps thanked President Griffin for all of his help in making this day the success that it was. The SGA held a monthly meeting on the September 13<sup>th</sup>. A table was set up at the QEP day on September 23<sup>rd</sup> and the SGA were a part of the N4CSGA Bowling tournament that was held on September 25<sup>th</sup>.

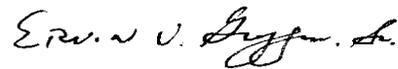
### **Closed Session**

No Closed Session

**Halifax Community College  
Board Minutes  
September 28, 2010**

Trustee Lillie Solomon made a motion to adjourn the September 28, 2010 board meeting and Trustee Jay Baker seconded the motion. The motion was carried. The meeting was adjourned 11:45 am.

  
Frank Avent, III, Chairman

  
Dr. Ervin V. Griffin, Sr., Secretary