



Halifax Community College
Board of Trustees
Board Meeting
September 29, 2009
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Jack Boseman
Jay Baker
Helen Brown
Frank Avent III, Vice Chairman
Rachel Hux
David Cairns
Frederick Webb, Jr.
Lillie J. Solomon
Reggie Baird
Bernella DeLaMora
Theresa Raymond, SGA

Others Present:

Dr. Ervin Griffin, Sr., President
Dr. Erica Holmes, Vice President Academic Affairs
Deborah Armstrong, Vice President Administrative Services
Vera Palmer, Dean of Con. Ed./Community Services
Barbara Bradley-Hasty, Dean of Student Services
Alice Vaughan, Interior Design Instructor
Jennifer Jones, Administrative Assistant
Mitchell Robinson, Controller
Dr. Pocahontas Jones, Dean of Curriculum Programs
Monica Smith-Woofter, Principal Roanoke Valley Early College
Marie Daniel-Sivels
Bruce Baird, Office of the NC State Auditors
Dr. Edwin Imasuen, Director Institutional Effectiveness
Dr. Bill Blaylock, Consulting Dentist-Dental Hygiene
Gwendolyn Young, SGA Parliamentarian
Rebecca Shafer, SGA Secretary/Treasurer
James Phelps, SGA Vice President
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 and Trustee Robert Knight delivered the invocation.

Introduction of Visitors

The 2009-2010 HCC Student Government Association officers were introduced. Vice President Erica Holmes introduced Edwin Imasuen as HCC's Director of Institution of Effectiveness.

Ethics Statement

Chairman Edwards 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

President Griffin asked that an additional action item be added to the agenda regarding the Internal Audit Classroom Visitation Report. Chairman Edwards read a letter written by NCACCT Director, Dr. Donnie Hunter. The letter suggested that all North Carolina community colleges consider adopting a resolution regarding the opposition of Executive Order 21. Chairman Edwards asked that the HCC Board of Trustees add the resolution to the agenda for discussion. Trustee Lillie Solomon made a motion to approve the September 29, 2009 agenda with the additions. Trustee Rachel Hux seconded the motion and the motion was carried.

Approval of Minutes

Trustee Jack Boseman made a motion to approve the August 25, 2009 Board of Trustees regular meeting minutes and Trustee Frank Avent seconded the motion. The motion was carried.

Appointment of Committee

Committee appointments were distributed by Chairman Edwards. ([Attachment A](#)) Chairman Edwards encouraged members to hold individual committee meetings prior to each monthly meeting.

[Attachment A](#)

Building And Grounds

Jack Boseman
Rachel Hux
Jay Baker

Personnel and Student Services

David Cairns
Robert Knight
Reggie Baird

Academic

Frank Avent
Frederick Webb
Theresa Raymond

Finance

Lillie L. Solomon
Helen Brown
Bernella DeLaMora

Self-Evaluation Survey

Chairman Edwards distributed the results from a self-evaluation provided on August 25, 2009. The questions with the most concerns were briefly discussed while some questions were evaluated for further discussion. Chairman Edwards suggested that a special session be scheduled to address the concerns.

Resolution

Due to Executive Order 21 ordering the Office of State Budget and Management to reduce the allotments of each State agency's certified budget by five percent, NCCCS suggested that each North Carolina community college adopt a resolution of opposition. (Attachment B) Trustee Jay Baker made a motion to approve the EO21 resolution and Trustee Reggie Baird seconded the motion. The motion was carried.

Attachment B

RESOLUTION OPPOSING EXECUTIVE ORDER 21

Whereas, the Halifax Community College Board of Trustees has reviewed Executive Order Number 21; and

Whereas, EO-21 ordered the Office of State Budget and Management to reduce allotments by five percent of each State agency's certified budget with special exceptions possible for constitutionally mandated or entitlement programs. The community colleges in North Carolina are not State agencies and would therefore appear not to be included in the Executive Order.

Whereas, there were certain non-State agencies, including the community colleges, which were included in the Order even though they were not named in the Order.

Whereas, Halifax Community Colleges has experienced an enrollment increase of 24%. Since the community colleges are funded in arrears, unlike any other entity who receives funding, based on students served, this action amounts to a cut on top of a cut since the college already faces the problem of serving 24% more students with funding based on last year's enrollment numbers.

Now, Therefore, Be It Resolved that the Halifax Community College Board of Trustees goes on record opposing the inclusion of North Carolina Community Colleges in Executive Order Number 21 and we respectfully request that Governor reconsider your decision and exempt the community colleges from EO-21 as you have done with other agencies.

Adopted in Weldon, North Carolina this twenty ninth day of September, two thousand and nine.

Dr. Stanley Edwards, Chairperson
Halifax Community College

Frank V. Avent, III, Vice Chairperson
Halifax Community College

Board of Trustees

Board of Trustees

Board Composition:

Mrs. Helen Brown
Mrs. Rachel Hux
Mrs. Lillie J. Solomon
Mrs. Bernella DeLaMora
Reverend Robert Knight
Mrs. Theresa Raymond (Student Representative)
Mr. Jay Baker
Mr. Reggie Baird
Mr. David Cairns
Mr. Frederick Webb
Mr. William (Jackson) Boseman

President's Report

President Griffin provided information and addressed the following topics in his monthly report:

- Founder's Day
- Enrollment Management Update
- Advance Planning
- Native American Heritage
- Renewal of Freedom to Learn
- Meeting with North Carolina Central University and BSN Program
- State Budget Reversions

Mission of Mercy

Dr. Bill Blaylock, Consulting Dentist-Dental Hygiene, made a presentation regarding the Mission of Mercy Organization's quest to provide dental services to 500-600 people at low or no cost. Dr. Blaylock explained that the organization of 40 to 50 highly qualified dentist and dental assistants would like to complete this quest using The Centre, as well as other mobile units as their headquarters for approximately two days at no cost to HCC. The event is planned for February 2010.

Trustee Jack Boseman made a motion to approve the use of The Centre for the Mission of Mercy event and Trustee Jay Baker seconded the motion. Trustee Reggie Baird made an amendment to approve the use of The Centre for the dental event on an annual basis if funding is provided to the organization. Trustee Jack Boseman seconded the amendment and the motion was carried.

2008-2009 Audit

Bruce Baird, from the Office of the State Auditor, provided information regarding the results of the 2008-2009 Audit. Mr. Baird addressed the concerns of the audit and answered all questions asked. Mr. Baird also stated that all exceptions had been satisfied.

Enrollment Management Update

Barbara Hasty, Dean of Student Services/Enrollment Management, distributed and reviewed information regarding the Fall 2009 enrollment. Trustees were asked to acknowledge the

enrollment information with an approval. Trustee Bernella DeLaMora made a motion to approve the 2009 Fall enrollment. Trustee Rachel Hux seconded the motion and the motion was carried.

President Griffin asked that the September 29, 2009 President's Report be approved by the Board of Trustees. Trustee Lillie Solomon made a motion to approve the September 29, 2009 President's Report and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Action Items

DCC 2-1 Budget Report

Each community college is required to complete the DCC 2-1 presenting the College's budget from all funding sources (State, County, and Institutional) for the current fiscal year. The Board of Trustees is asked to approve the DCC 2-1 college budget for fiscal year 2009-2010. Trustee Frank Avent made a motion to approve the DCC 2-1 college budget for fiscal year 2009-2010. Trustee Reggie Baird seconded the motion and the motion was carried.

Policy #10 Employee Evaluation Process

Vice President Erica Holmes explained that after reviewing the Board policy #10, the procedures section of the policy is outdated. This section describes procedures for evaluating faculty. It is recommended that the wording of the policy remain the same; however, it is recommended that the procedures for evaluation of faculty and staff be stated in the Administrative Regulations & Procedures Manual (ARPM). This will provide a clear delineation of policy and procedures as required by SACS. Trustee Lillie Solomon made a motion to approve the amendment to Policy #10 Employee Evaluation Process and Trustee Robert Knight seconded the motion. The motion was carried.

Addendum to Continuing Education Fees

The 2009-2010 fee schedule was approved by the Board of Trustees on August 25, 2009. The bundled cost for CRC assessment was not included. This addendum will include the individual cost for WorkKey assessments other than CRC. It is recommended that the addendum be accepted and approved by the Board of Trustees as the WorkKey assessment fees will be added to the fee schedule as shown in the attached document. Trustee Jack Boseman made a motion to approve the addendum to the WorkKey assessment fee and Trustee Reggie Baird seconded the motion. The motion was carried.

Internal Audit Classroom Visitation Report

An audit was conducted by the North Carolina Community College Systems Office Audit Services staff on the maintenance of records and the reporting of student membership hours for Spring Semester 2009. The HCC Board of Trustees is asked to approve the NCCCS Class Visitation Audit results as presented by Vice President Erica Holmes. Trustee Reggie Baird made a motion to approve the 2009 Spring Semester Internal Audit Classroom Visitation Report. Trustee Robert Knight seconded the motion and the motion was carried.

Informational Items

Instructional Services

Salary Calculator

Vice President Erica Holmes provided a salary calculator along with condensed position descriptions for the HCC Administration Assistant Positions. Dr. Holmes explained the contents of the document and answered all questions asked.

“12 in 6” Progress Report

Vice President Erica Holmes provided an update on the “12 in 6” programs.

U.S. Fire Administration’s National Fire Academy

Kevin Kupietz, HCC Fire Service/ Emergency Management Service Coordinator, has been accepted into the Executive Fire Officer Program at the Federal Emergency Management Agency’s U.S. Fire Administration’s National Fire Academy in Emmitsburg, Maryland.

Administrative Services

Financial Update

Vice President Armstrong distributed the financial reports to board members and Chairman Edwards allowed time for viewing. Vice President Armstrong then answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. Additional information was provided as follows:

- Purchase of additional campus signs
- Distribution of hand sanitizer for campus use
- County Funds Update
- Replacement of Compressors
- Campus Vehicle Repairs

Institutional Advancement

Due to Vice President Tom Schwartz’s excused absence, President Griffin Distributed a brief Institutional Advancement report regarding updates on grants in process and the progress on the annual campus fund drive.

SGA

Theresa Raymond, SGA President, provided information regarding a meeting that was held on September 10th. Discussions included the October Calendar of Events and coverage for September events. The SGA sponsored a campus cleanup on September 11th. There were a record number of volunteers (P.R.I.D.E., Women of Excellence, BLET Students, and 12 and 6 Program) students all contributed their time to clean the entire campus. Twenty-three (23) bags of trash were collected.

On September 12th, Senior Advisor, Dr. Carolyn Stuart transported the SGA to Craven Community College for the Eastern Division Meeting. HCC’s SGA Delegation participated in workshops and trainings for each officer’s position. As N4CSGA Vice-President, Mrs. Raymond presented several workshops, including one on Parliamentary Procedures and a President/Vice-President training.

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The SGA also hosted a mid-day and evening student forum on September 15th.
HCC Campus Issues

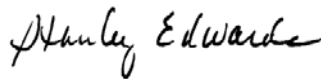
- women's bathrooms in 100 building needed to be cleaned and maintained
- pencil sharpeners in classrooms do not work
- how to slow down NCIH classes
- campus cleanup
- smoking on campus
- not crowding doorways
- tips should be sent out on Gmail about preventing colds and flu
- fundraising ideas like coins for campus

Upcoming events for October include:

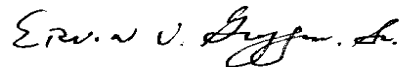
- SGA Monthly Meeting - October 8 at 2 p.m. in Room 108.
- Fall Fest - October 15 from 1-6 p.m.
- Effective Meeting Workshop using Robert's Rules of Order - October 20, 2009, 12 p.m. in Room 108.
- Spirit Week will be from October 26-30 where students will get to show off their school spirit during themed days.
- Spirit Week Halloween Costume Contest - October 30. Blood Drive - October 27th in Room 401 A-B. Students will have a chance to win door prizes.

Trustee Bernella DeLaMora provided information regarding the 2009 American Indian Heritage Celebration and encouraged all members to participate. She also advised that donations will be accepted.

Trustee Frank Avent made a motion to adjourn the meeting and Trustee Lillie Solomon seconded the motion. The motion was carried. The meeting was adjourned at 12:55 p.m.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary