



**Halifax Community College
Board of Trustees Regular Meeting
Minutes
September 30, 2014**

Board of Trustees Present: Bernella DeLaMora, Chair
Michel Felt, Vice Chair
Trustee James “Ray” Barmer
Trustee Donna Clements
Trustee Bettie Cofield
Trustee Stanley Edwards
Trustee Rachel Hux
Trustee Mary Mebane
Trustee John Smith
Trustee Ruel Solomon
Trustee DeAntre’ Richardson

Board of Trustees Absent: Trustee Marie Robinson, excused
Trustee Sammy Webb, excused

Others Present: Dr. Ervin V. Griffin, Sr., President/CEO
Dr. Deryl Davis Fulmer, Vice President of Academic Affairs
Dr. Dianne Barnes Rhoades, Vice President of Institutional
Advancement and Executive Director to the Foundation
Mr. Thomas Henry, Associate Vice President of Administrative
Services
Ms. Debra Smith, Vice President of Administrative Services
Dr. Barbara Hasty, Dean of Student Services and Enrollment
Management
Dr. Adriane Leché, Dean of Institutional Effectiveness, Planning
and Assessment
B. T. Brown, Dean of Curriculum Programs

Ms. Tamba Thompson, Acting Dean of Workforce Development
Ms. Kimberly Mack, Executive Assistant to the President
Ms. Melanie Temple, Public Information Officer
Ms. Jenny Gray, Roanoke Daily Herald Reporter
Ms. Tonya Evans, District Director, Duke Energy & representing
the Duke Energy Foundation for check presentation

Call to Order

Chair Bernella DeLaMora called the Halifax Community College Board of Trustees meeting to order on September 30, 2014 at 10:00 am in the president's conference room, Dr. Phillip W. Taylor Complex, Weldon, NC.

Invocation

Trustee Smith gave the invocation.

Adoption of Agenda

Trustee Felt made the motion to adopt today's agenda. Trustee Edwards seconded the motion. The motion carried.

Swearing In of Reappointed Board Member Dr. Stanley Edwards

Kimberly Mack, Executive Assistant to the President and Notary, swore in Dr. Stanley Edwards as a reappointed member to the Board of Trustees.

Introduction of Visitors

Everyone present introduced themselves.

Check Presentation to President Griffin and Chair DeLaMora from the Duke Emergency Foundation

Ms. Tonya Evans, Duke Energy District Manager presented HCC President Griffin and Chair Bernella DeLaMora with a check in the amount of \$249,948. She informed the Board that she saw the checks from the other grants received in the hall way, and it was impressive. She also stated she can tell that HCC is doing great work in the community and the State and hoped this check will help HCC further develop jobs skills to prepare students for work.

Ethics Statement

Chair DeLaMora read the ethics statement. There were not conflicts of interest.

Trustee Business

Consent Agenda

Chair DeLaMora asked was there any discussion on the consent agenda. Trustee Hux stated that she was listed in the minutes as being present, but she was really absent. The chair responded that the correction was noted and would be corrected in the

official minutes. Trustee Felt made the motion to approve the consent agenda with the correction to the August 26, 2014 minutes, the program review schedule for 2014-15, and the program review follow-up for 2013-14.

Committee Reports

Buildings and Grounds-no report

Finance Committee-Financial State Audit Report Year For the Year Ended June 30, 2013

Mr. Raymond Whitby, Jr., CPA Office of the State Auditor, presented the Financial Statement Audit Report for Year Ended June 30, 2013. There was one finding with deficiencies in financial reporting. Ms. Debra Smith announced there is a consultant that will be coming in to help her better understand restricted funds. She and Mr. Thomas Henry, Associate Vice President of Administrative Services (Controller), will be attending the Governmental Accounting Standards Boards training in Rocky Mount. Trustee Felt made the motion to accept the Financial Statement Audit Report for Year Ended June 30, 2013. Trustee Solomon seconded the motion. The motion carried.

Personnel and Student Services-no report

Academic-no report

Chair Comments and Announcements

Founders Day- Chair DeLaMora stated that Founders Day was a wonderful event. HCC Celebrated 47 years of service in the Roanoke Valley. A special thank you goes to Trustee Felt for taking her place on the program. Also, Trustee Mebane, Trustee Edwards, Trustee Robinson, Trustee Hux, and Trustee Clements were there; thank you for supporting events at Halifax Community College.

Cummins Donates Engine to HCC Transportation Program-With excitement, Chair DeLaMora discussed Cummins Rocky Mount Engine Plant donating a Cummins Diesel Engine Model M11 to Halifax Community College (HCC) for educational use in the Transportation Systems Technology program. A special thank you went to HCC President Dr. Ervin V. Griffin Sr., HCC Instructor Keith Mumford, HCC Instructor Phillip Massey, School of Vocational and Industrial Technology Chair/HCC Instructor Hunter Taylor and HCC Director of Resource Development John Foriest for working with Cummins to get the donation.

Sympathy-Chair DeLaMora stated that although Trustee Marie Robinson was absent from today's meeting, she expressed sympathy on behalf of the Board of Trustees to Dr. Dianne Rhoades, Vice President of Institutional Advancement and Executive Director to the HCC Foundation and Trustee Marie Robinson. Both lost their brother on the same day, September 3, 2014.

NCACCT Leadership Seminar-Chair DeLaMora reported that the NCACCT Leadership Seminar was September 3-5, 2014 in Charlotte, NC. Sammy Webb, Dr. Edwards, and she attended. She announced that there were copies in their folders of the presentations that were presented. She asked that all trustees take a look at the presentations.

Board of Trustee Wall-Chair DeLaMora announced the update to the current trustee wall and asked trustee to take a look at it on the way it. She also thanked the maintenance Staff for completing the Trustee wall. It was a job well done.

President's Comments

President Griffin thanked all the Board of Trustees, administration, faculty, and staff for their support and the progress that had been made in carrying out the mission and purpose of HCC. It was announced that the executive reports were in their folders for review, and he presented a PowerPoint presentation with the president's reports. (President's Report is Attachment A)

Informational Items

Academic Affairs

1. **SACSCOC 5th Year Report and QEP Impact**-Dr. Deryl Davis-Fulmer, Vice President of Academic Affairs reported that HCC was preparing for the Fifth (5th) year review report. The Fifth Year Interim Report was developed to respond to the U.S. Department of Education's requirements that accrediting bodies continuously monitor institutions. To ensure compliance, we are scheduled to submit the Fifth Year Interim Report and the Quality Enhancement Plan (QEP) Impact Report in September 2016. Timelines have been developed for both the Interim Report and the QEP Impact Report and we are currently on track. The committees and members have been identified from across the campus and throughout each unit of the college. All Leadership teams have met to discuss data needs and collection. Subcommittee reports on progress will begin in November 2014. HCC has developed a transparent and inclusive process. This process provides an opportunity for everyone at Halifax Community College to become involved and familiar with the overall operations of the college. An important outcome will be that the broader college community will understand the importance of continuous improvement and efforts to ensure the success of our students and the integrity of our college's processes and practices.
2. **Proposed HCC Articulation with North Carolina A&T State University**-Dr. Fulmer announced that one of our performance measures is the number of students who transfer to other institutions. While the Arts and Sciences programs fully transfer to each of the 16 University of North Carolina System schools, the Associate in Applied Sciences programs must develop separate articulations. One of the most promising areas for articulation is our Industrial Systems Technology program. North Carolina

A&T State University is interested in developing an articulation with two (2) School of Technology Bachelor of Science (B.S.) programs in Applied Electronics Technology and Computer Information Technology. The work has just begun and the proposed timeline is set to complete the articulation agreement by the end of 2014 and ready to implement by Fall 2015.

3. **Results for the Fall 2014 New Student and Parent Orientation-** Dr. Fulmer announced the results of the Fall 2014 New Student Orientation and Parent Orientation results. The orientations were held simultaneously on August 11, 2014. A total of 214 students registered for the New Orientation. One hundred twenty one (121) attended the morning session and 56 attended the evening session, while 37 others attended without identifying the session. Twenty-three parents attended the morning session and 12 parents attended the evening session. Several parents remained with their student and did not participate in the parent orientation. This year's orientation was focused on engagement and ensuring that students connect with at least one faculty/staff person. Thus, the orientation format was changed to allow more time for the school chairs to spend with the incoming class of students in an effort to address retention from the beginning. Based on the survey results, both the student and parent orientations were successful. While improvements have been identified, the experience tended to be a good one for the majority of participants. Everyone seemed to agree that they learned a lot, that the information was good and that they felt welcomed to Halifax Community College.
4. **Update-USA Today Community College Readership Program-**Dr. Fulmer updated the Board on the USA Today Community College Readership Program. She stated that in addition to the USA papers being available to students, the Daily Herald and the Weekly Defender will also be available. The Weekly Defender Newspaper had offered the College a dedicated section on the "Campus News" page to publish articles, poems, and other HCC news.

Administrative Services

1. **Financial Reports: FY 13-14 State Expenditures through June 30, 2014 and FY 14-15 State Expenditures through September 30, 2014** -Ms. Debra Smith, Vice President of Administrative Services, presented to the Board of Trustees the financial reports regarding State, County, and the Centre at HCC.

Institutional Advancement

1. **Updates from Institutional Advancement-**Dr. Dianne Rhoades, Vice President of Institutional Advancement and Director of the HCC Foundation gave updates on the golf tournament, brick by brick campaign, and encouraged everyone to attend the lyceum events.

Student Government Association

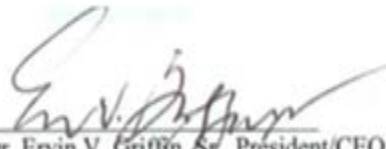
DeAntre' Richardson, Student Government Association, gave an update on SGA events and activities.

Approval of Report

Trustee Felt made the motion to approve the presidents report, which includes the president comments and informational items provided the Academic Affairs, Administrative Services, Institutional Advancements, and the Student Government Association. Trustee Solomon seconded the motion. The motion carried.

Adjournment

Trustee Felt made the motion to adjourn. Trustee Smith seconded the motion. The meeting adjourned at 11:20 am.



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



Bernella DeLaMora, Chair of the Board of Trustees

Appendix A