



Halifax Community College  
Board of Trustees  
Board Meeting  
October 26, 2010  
Administration Board Room

Members Present:

Dr. Stanley Edwards  
Frank Avent III, Chairman  
Jay Baker  
Jack Boseman  
Lillie Solomon  
Bernella DeLaMora  
Rachel Hux  
James Phelps, SGA

Members Absent:

Rev. Robert Knight  
Bettie G. Cofield  
Reggie Baird  
David Cairns  
Frederick Webb, Jr., Vice Chair

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  
Jacqueline Hough, Daily Herald

**Call to Order**

Chairman Avent called the meeting to order at 10:03 a.m. President Griffin checked the attendance of the Board of Trustees. Chairman Avent 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 Jay Baker made a motion to approve the October 26, 2010 Board of Trustees meeting agenda and Trustee Stanley Edwards seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jack Boseman made a motion to approve the September 28, 2010 Board of Trustees meeting minutes. Trustee Rachel Hux seconded the motion and the motion was carried.

Committee Appointments

**COMMITTEE APPOINTMENTS  
2010-2011**

**BUILDINGS AND GROUND**

Jack Boseman  
Reggie Baird  
Frederick Webb

**PERSONEL AND STUDENT SERVICES**

David Cairns  
Robert Knight  
Stanley Edwards

**ACADEMIC**

Bernella DeLaMora  
Jay Baker  
James Phelps

**FINANCE**

Lillie L. Solomon  
Bettie Cofield  
Rachel hux

NOTE: The chairman will not serve as an active member of a committee but will be an ex-official member of all committees. The person whose name is listed first on the committee should call the first meeting. At that meeting, the group will elect its chair.

Announcements

The Association of Community College Trustees has scheduled the 2011 Community College National Legislative Summit on February 13-16, 2011 at the Marriott Wardman Park Hotel in Washington, DC. Chairman Avent asked members to contact Jennifer Jones if interested in attending.

**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 Update

President Griffin announced that the SACS Committee had some concerns after their visit but HCC seemed to be in good status otherwise. Some of the committee's recommendations included having HCC to continue to record data and update curriculum status. Other recommendations were to continue with the college's IE plan and to continue the good work that HCC has always done. President Griffin also announced that the college's QEP plan had been approved by the SACS committee. He reminded member's that it will take 3-4 weeks to get a report and the college will have until March 2011 to respond.

Management Information Systems Assessment Results

President Griffin explained that the Information Technology/Management Information Systems organizations of Halifax Community, Pamlico Community College, and College of the Albemarle agreed to complete network vulnerability assessments in response to an inquiry from the Office of the State Auditor.

The colleges developed and performed the assessment, and met all security requirements. President Griffin stated that several colleges are willing to adopt the policy for their own network security.

HCC Energy Plan

Tina Curry, Purchasing Agent, shared information regarding the HCC Energy Plan. She explained that the college saw a 20% increase in student enrollment over the 2008-2009 school-year which has increased the use of energy. Therefore, an energy plan has been developed to improve college resources. President Griffin provided the plan for each member to review.

State Energy Grant

Vice President Deborah Armstrong provided information regarding an energy grant that was awarded to Halifax Community College in the amount of \$219,093 for lighting upgrades.

PBI Formula Grant Funding

Halifax Community College has been selected to receive funding under the Predominantly Black Institutions Program. The grant will be in the amount of \$250,000 for the period 10/01/2010 through 9/30/2011.

FTE Projections

President Griffin provided a breakdown of the 2009 Fall enrollment.

Five-Year Grant Award Notification

President Griffin announced that the HCC Student Support Services department was recently awarded another five-year grant. This award will cover the period of 9/01/2011 through 8/31/2015.

Proposed Amendment to Open Door Policy

President Griffin provided information regarding a proposed amendment to the College's Open Door Policy. The State Board of Community Colleges seeks to establish a policy that allows community colleges to deny admission to applicants who pose a health or safety risk to themselves or others at the time the applicant seeks admission.

President Griffin concluded his report by providing information regarding the college's longevity funds and payments to employees. Over \$100,000 in payments were made to employees during the fiscal-year. The Board was asked to accept all of the information above including additional literature provided. Trustee Lillie Solomon made a motion to accepted the October 26, 2010 President's Report. Trustee Jack Boseman seconded the motion and the motion was carried.

Action Items

Performance Measures and Standards 2008-2009

It is recommended that the HCC Board of Trustees accept the 2008-2009 Performance Measures and Standards report. Trustee Jack Boseman made a motion to accept the Performance Measures and Standards 2008-2009 report. Trustee Jay Baker seconded the motion and the motion was carried.

Revised NCCCS 3-1 for Capital Improvement Project #1744 Academic and Student Services Center

The Board of Trustees is asked to approve the revision of form NCCCS 3-1 for Capital Improvement Project #1744 Academic and Student Services Center. Trustee Stanley Edwards made a motion to approve the revision of the NCCCS 3-1 for Capital Improvement Project #1744 Academic and Student Services Center. Trustee Lillie Solomon seconded the motion and the motion was carried.

Christmas Holidays

The current calendar designates December 27, 28, 29, 30, and 31 as employee workdays. In keeping with a tradition established by the Board of Trustees, the administration requests that the days be granted as holidays for employees. The days provide employees with an additional time off when the college is closed. They are in addition to December 24 and 25 which are holidays built into the annual calendar.

Trustee Lillie Solomon made a motion to approve the establishment of December 27, 28, 29, 30, and 31, 2010 as holidays for faculty and staff. Trustee Jay Baker seconded the motion and the motion was carried.

**Informational Items**

**Academic Affairs**

**Kingsboro Community College (FIPSI Grant)**

Dr. Harriet Morrison, Dean of Curriculum Programs, announced that HCC has accepted an opportunity to participate in the FIPSI Grant project which was developed to improve retention and graduation rates. HCC will be in collaboration with Kingsboro Community College in Brooklyn, New York to work on the project.

**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.

**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 the first HCC Alumni Association fundraiser event will take place January 2011.

**SGA**

James Phelps, SGA President, announced that the 2010 HCC Fall Fest activities will take place October 25-27, 2010. The Fall Fest days began on Monday, October 25<sup>th</sup> featuring the Red Cross Blood Drive with President Griffin being the first donor of the day. HCC met its goal to collect 35 units of blood. October 26<sup>th</sup> featured the HCC Halloween Costume Contest and the week of events ended October 27<sup>th</sup> in The Centre with food and fun.

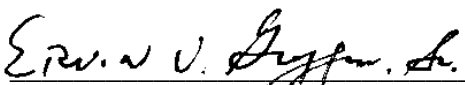
The SGA will travel to New Bern, NC for the Annual N4CSGA Fall Conference on October 29-31, 2010.

**Closed Session**

No Closed Session

Trustee Lillie Solomon made a motion to adjourn the October 26, 2010 board meeting and Trustee Stanley Edwards seconded the motion. The motion was carried. The meeting was adjourned 12:10 pm.

  
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Frank Avent, III, Chairman

  
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Dr. Ervin V. Griffin, Sr., Secretary