

**Halifax Community College
Board of Trustees Regular Board Meeting
October 30, 2012
Minutes**

Board of Trustees Present: Frank Avent, III
Jay Baker
Bettie G. Cofield
Bernella DeLaMora
Dr. Stanley Edwards
Rachael Hux
Michael Felt
Mary Mebane
Lille Solomon

Board of Trustees Absent: James Barmer
Carmen Betancourt
David Cairns

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. Vera Palmer, Dean of Continuing Education
Kimberly Mack, Executive Assistant to the President
Daniel Lovett, Program/Project Director
Tara Keeter, Financial Aid Coordinator
Shaun Stokes, Faculty Senate

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 Edwards gave the invocation.

Introduction of Other Visitors

New Staff

Mr. Rodney Barksdale, Housekeeping
Mrs. Debra Smith, Associate Vice President of Finance

Introduction of Board of Trustee Members & Staff

After the introductions of the new staff, all of the Trustees and others present introduced themselves.

Special Presentation

Scholarship Presentation

Dr. Griffin introduced Mr. Lyons, AT&T North Carolina Regional Director of External Affairs. Mr. Lyons presented HCC a check in the amount of \$5,000.00. President Griffin stated that the \$5,000 given by AT&T will be matched. Therefore, the foundation will receive \$10,000. The matching comes from PBI. Mr. Lyon stated that giving this money to HCC was a no brainer, because of the support HCC gives to disadvantage students.

Staff Recognition

President Griffin stated that Gloria Hendricks began working at HCC in February 2008 as an Accounts Payable Technician. Her main responsibility is paying the bills. Ms. Hendricks noticed that the amount paid for the telephone bill was too high. Ms. Hendricks and Tina Curry, Purchasing Agent, brought this to the attention of the Vice President of Finance. Then, Jerry Thompson, Information System Manager, got an audit done. After the audit was done, it showed that HCC over paid their telephone bill for years. The telephone company refunded HCC \$27,412.42. For Ms. Hendricks's and Ms. Curry's diligence, Dr. Griffin presented them with a Staff Award. Dr. Griffin then stated that their find was phenomenal.

Ethics Awareness & Conflict of Interest Reminder

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

Trustee Business

Approval of Agenda

Trustee Solomon made a motion to approve today's agenda with the addition of Action Item to discuss a report regarding financial aid. Trustee Felt 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

Chairman's Comments and Announcements

Chairman Avent is proud of the two computer classes in Hollister, NC. Also, there is a GED class that is going very well at White Oak Baptist Church in Enfield, NC. The Chamber of Commerce in Hollister, NC will be getting training from HCC's Continuing Education Program. It is great that Continuing Education is reaching out to our community by carrying education out in the community.

President's Comments

AACC Legislative Summit-Dr. Griffin announced that the Legislative Summit will be on February 11-14, 2014 in Washington, DC. Please inform Kim Mack, if you are interested in going.

Final Enrollment-President Griffin stated that the final enrollment is 1,556. HCC's enrollment is down by a little. Enrollment is down all across the country for community colleges.

Digital 2012 Community College Survey Winner-Dr. Griffin announced that HCC filled out a survey regarding digital education. The survey sees how HCC compares to other colleges. HCC was awarded 6th place in the small college category for schools with less than 5,000 students. This is HCC's third year with the recognition. Dr. Griffin thanked Jerry and staff. Ms. Carolina Harris, webmaster, stated that creating student portals could increase our rating. A student portal will allow students to sign in at one place to receive access to their e-mail and web advisor. Dr. Griffin stated that staff in Information Technology is doing a great job, and HCC has used funds strategically to make HCC a viable community college in the state and nation.

Funding for Customize Training Project Enviva Pallet \$22,000-President Griffin stated that Enviva Pallet is a company located in Northampton County, NC. HCC will provide training over the next 3 years. In the document from Enviva, it states, "Because we have regional trainers with NC Community College System, the project was reduced by \$70,000." Dr. Griffin also stated that this is an example of the close relationship HCC has with the local Economic Development Commission.

Leadership Institute-Dr. Scott Ralls, Jennifer Haygood, and Attorney Q. Shante Martin spoke at the Leadership Institute earlier this month. Dr. Ralls and staff provided great information to staff. Dr. George B. Vaughan will be at the next leadership institute. Everyone is invited.

Safety Drill Presentation-Sgt. Lofkin presented a presentation that was also prepared by Kevin Kupietz and Greg Parker. It was an update on the Safety Drill in a video presentation. After the presentation, there was discussion. Trustee Felt asked that after the After Action Report is completed, please bring it back to the Board for review.

Give-a-way-Dr. Griffin and Dr. Rhoades attended the Heritage Program in Raleigh, NC. They bought back calendars. Dr. Griffin gave each Trustee a calendar and a pin, which celebrates the 50th Anniversary of the NC Community College System.

Announcements

Holiday Celebration-Chairman Avent announced that the Holiday Celebration is scheduled for December 13, 2012 at 6:00 pm.

November Meeting-Chairman Avent also announced that the November meeting will be on November 17th. It was moved up early due to the Thanksgiving Holiday.

Action Items

1. **Dominion's Right of Way Agreement-** President Griffin stated that the Right of Way Agreement was sent to Attorney Lamar, and he found no legal issues. Transformers will be put on campus. This will help in the event power goes out. The power will be restored more quickly. Trustee Felt made the motion to accept and approve the agreement. Trustee Mebane seconded the motion.
2. **Extended Holiday Time-**Dr. Holmes asked that the HCC board of Trustees approve additional holiday time for faculty and staff. Dr. Holmes did receive feedback from faculty senate and other administrators. We are requesting approval of additional holiday time of the following dates: November 21st, December 27th, 28th, and 31st. This will be for the 2012 Holiday Season. Ms. Solomon asked to have the approval of the additional holiday time because the faculty and staff deserve that time. Ms. DeLaMora seconded the motion. The motion carried.
3. **Internal Audit Accountability Plan-**Dr. Holmes, Vice President of Academic Affairs, asked that the board approve the Internal Audit Accountability Plan report. HCC is required to visit 50% of all off-campus and distance education internet classes. HCC visited 53% of the classes. Also, HCC is required to visit 25% of all on campus classes. Fifty percent were visited. Trustee Baker made the motion to have the report be a part of the official meeting minutes. Trustee Felt seconded the motion. The motion carried.
4. **Financial Aid Final Program Review Determination-** Dr. Griffin happily announced that HCC received a great report. HCC may consider the program review closed with no action required. Dr. Griffin also thanked Ms. Tara Keeter and her staff for a job well done. Ms. Mebane made a motion to accept the report. Mr. Baker seconded the motion. The motion carried.

Informational Items

Academic Affairs

1. **Strategic Planning Outreach-**Dr. Holmes, Vice President of Academic Affairs, announced that HCC is going out in the community seeking input on Strategic Planning. Recently, HCC was in Seaboard at the Seaboard Town Hall Meeting. On November 8th, HCC will be at the Chamber. Dr. Leche announced HCC will be at Roanoke Salem Baptist Church later this week to meet with church members.
2. **HCC 2012 Fall Festival-**Dr. Holmes, Vice President of Academic Affairs, stated that the 2012 Fall Fest was sponsored by the SGA. A number of staff and faculty volunteer to work booths or help serve food. Students who attended had the opportunity to learn about strategic planning and QEP.
3. **RVEC Memorandum of Agreement-**Dr. Homes stated that the RVEC Memorandum of Agreement has been updated.

Administrative Services

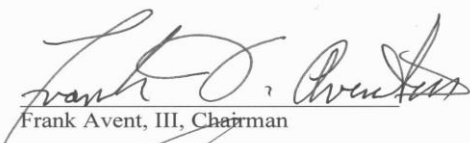
1. **Financial Report: FY 12-13 State Expenditures through September 2012**-Vice President Robert Howard gave an overview to the Board of Trustees regarding the Financial Report on the State, County, and Centre at HCC.

Institutional Advancement

1. **Scholarships**-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, reported that HCC Foundation gave out \$78,670 in scholarships for the fall and spring semesters.
2. **HCC Donor Luncheon**-Dr. Rhoades stated that HCC had 175 to 200 people to attend the donor luncheon. The survey from the donor luncheon was excellent. Everyone enjoyed the program. Students responded well to the event.
3. **Annual Campaign Drive**-Dr. Rhoades reported that the Annual Campaign Drive is on its way. Each Trustee received a donor card in their packet. Dr. Rhoades encouraged the Board to donate. Mr. Avent thanked everyone that has donated and encouraged everyone to do so. Also, one of our nursing students passed away 2 weeks ago. HCC would like to create a scholarship in her name.
4. **American Indian Heritage Program**-Dr. Rhoades stated that the American Indian Heritage Program is scheduled for November 7, 2012 at the Centre. After the program, there will be samples of Indian Food for everyone to try.
5. **Phone-A-Thon**-Dr. Rhoades stated that HCC wants to be in touch with the alumni. She is hoping for a successful campaign.
6. **Thank You**-Dr. Rhoades thanked everyone for their support during her mother's illness and her recent passing. It meant so much.

Adjournment

Trustee Solomon made the motion to adjourn the meeting. Trustee Baker seconded the motion. The motion carried. The meeting was adjourned at 11:30 am.



Frank Avent, III, Chairman



Dr. Ervin V. Griffin, Sr., Secretary