



Halifax Community College  
Board of Trustees  
Board Meeting  
November 15, 2011  
Administration Board Room

Members Present:

Dr. Stanley Edwards  
Jay Baker  
David Cairns  
Lillie Solomon  
Rachel Hux  
Bettie G. Cofield  
Reverend Robert Knight  
William (Jack) Boseman  
Bernella DeLaMora  
Mary Mebane  
Carmen Betancourt, SGA

Members Absent:

Frank Avent III, Chairman

Others Present:

Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Barbara Bradley-Hasty, Dean of Student Services  
B.T. Brown –Dean of Academics  
Dr. Vera Palmer – Dean of Continuing Education  
Dr. Linnie Carter – Vice President Institutional Advancement  
Hilda J. Hawkins, Executive Assistant to the President  
Melanie Temple, PIO Officer

Others Absent:

Dr. Ervin Griffin, Sr., President

**Call to Order**

Co-Chair DeLaMora called the meeting to order at 10:00 a.m. Dr. Erica Holmes checked the attendance of the Board of Trustees. Reverend Knight delivered the invocation.

**Introduction of Visitors**

**Introduction and Oath of New Members**

Following the introduction of all visitors, Patricia Gonshor, Notary Public, administered the oath to new board member, Mary Mebane.

**Ethics Statement**

Co-Chair Bernella DeLaMora 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 25, 2011 Board of Trustees meeting agenda with the addition and Trustee Stanley Edwards seconded the motion. The motion was carried.

**Approval of Minutes**

Trustee Stanley made a motion to approve the September 27, 2011 Board of Trustees meeting minutes and Trustee Jay Baker seconded the motion and the motion was carried.

**Committee Appointments**

**COMMITTEE APPOINTMENTS  
2010-2011**

**BUILDINGS AND GROUND**

Rachel Hux  
Bernella DeLaMora  
Mary Mebane

**PERSONEL AND STUDENT SERVICES**

Dr. Stanley Edwards  
David Cairns  
Rev. Robert Knight

**ACADEMIC**

Lillie J. Solomon  
Reggie Baird  
Carmen Betancourt

**FINANCE**

Jack Boseman  
Bettie Cofield  
Jay Baker

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.

Committee Reports

Building and Grounds

No Report.

Finance

No Report

Personnel/Student Services

Trustee Stanley Edwards asked the other members of the Board of Trustees about a section of the Bylaws, Article II, Number 2: Powers and Duties of Board and Trustees to be deleted which states: Provide for the employment of vice presidents, upon nomination by the President, subject to standards established by the State Board of Community Colleges and approval by the Board of Trustees. One action by the Board for election of these vice presidents shall be effective for the term of their contract.

Trustee Boseman made a motion to keep the Bylaws as it is and Trustee Rachel Hux seconded the motion and the motion was carried.

Co- Chair DeLaMora called for a voted: There were great discussion about this section of the Bylaws and the vote was 5 not to be deleted and 3 voted to delete. The Bylaws will stay the same and there will be no deletion. Co-Chair DeLaMora stated that the due to the votes the Bylaws will stay as is.

Academic Programs Services

No Report.

**Announcements**

**President's Report**

President Griffin thanked the Board of Trustees for allowing him to miss today's meeting in order to serve on a SACS reaffirmation team that will be visiting Southwest Georgina Technical in Thomasville, Georgia today. Dr. Griffin feels serving on a reaffirmation team is an honor and provides the opportunity to not only consult with colleagues but also to learn from my colleagues. Dr. Griffin consider this another opportunity to gather new ideas that might be of use to our college and community.”

Dr. Griffin gave his President's report via a videotape. Dr. Griffin added his congratulations to the selection of Dr. Stanley Edwards to the ACCT Board of Directors representing the Southern Region. The President wished Mr. Frank Avent, III, our chairman a happy birthday, and he wanted Mrs. Solomon to know that everybody loved her hat in her featured article in the daily herald. Dr. Griffin expessed his appreciation to all of the contributions our board of trustees continue to make to HCC. Dr. Griffin stated that “in his humble opinion, HCC is a very vibrant

and healthy institution of higher education”. Dr. Griffin gave the Board of Trustees an update on a few items in his abstenia. They included the following:

Security System

Halifax Community College has installed 20 cameras around the campus community. We will have a demonstration at the board meeting on November 15, 2011.

Prison Classes

Dr. Vera Palmer has been busy working with Caledonia Correctional Institution to provide an additional class for 2011-12. We have been tentatively approved with a grant to teach HOS-3043 Custodial and Environmental Services /Commercial Cleaning. This class will provide entry level training in environmental services for positions in commercial settings.

SACS Update

Halifax Community College has approval to terminate our curriculum programs at Caledonia and Tillery Correctional Institutions. Our 2<sup>nd</sup> letter was a notification to the Commission that we were closing our Networking Technology AAS and the Infant Toddler Certificate Program. The notifications were accepted but please note that in the future we will have to have prior approval before we close any program because of changes in department of education regulations. SACS will have to give us approval of closure prior to the date that the HCC ceases to admit students to the program. This is not a suggestion but a mandate for accreditation. If you have any questions, Dr. Holmes will be able to answer them for you.

Continuing Education/Community Services Statistical Annual Report

Continuing Education Community Services Statistical Annual Report for 2010-11 reveals that we had **12,023** student registrations that earned **14,213.5** credit hours. The division provided **249,925** membership hours of continuing education and earned **362.7 full-time equivalent (FTE)** student enrollments. The rich diversity of course offerings and training program included courses in Accounting, Automotive, Business and Finance, Basic Skills, Cabinetry, Computer, Customized Training, Fire, Certified Nurse Aide, Inspections Coding, and Effective Teacher Training classes. Other training opportunities include Electrical Certification, Emergency Medical Services, Human Resources Development, Management, Leadership and Supervision, and Small Business Center activities. There were also numerous self-supporting courses provided by the division. In total, they offered courses in more than 33 distinct areas of interest and training, specifically, geared to workforce and economic development for our region.

Our Literacy Education Programs included Basic Skills, Adult Basic Education (ABE), General Educational Development (GED), Compensatory, and English as a Second Language served **1,907** students during this period. Our Fire, Emergency Medical Services, and Safety Programs served **4,006** students. Our Criminal Justice Training Program served **2,160** students and our Human Resources Development Program served **1,123** students in employability training and career development counseling to unemployed and underemployed individuals. Additionally, our Small Business Center served **1,070** students in a variety of training courses

and business-related needs. In addition, I was very pleased to note that **857** students enrolled in a variety of self-supporting courses for 2010-11. The depth and breadth of services and courses provided by our Continuing Education and Community Services Division is truly amazing. Please review the entire report to get a full overview of the services provided by our Continuing Education and Community Services Division.

#### The Economic Impact Study 2011

In 2004 the Economic Modeling Specialist Inc. was pleased to conduct an individual economic impact studies for the 58 community colleges in North Carolina. However, the results published in these studies are now outdated and need to be refreshed to reflect the economic realities faced by HCC in this extraordinary difficult economic environment. The Economic Impact Study 2011 will be presented to our college community and our external partners on November 8, 2011 at 11:00 am in room 108. We want all of you to attend the meeting followed by a light lunch for discussion. If you have any question, Dan Lovett, Project Director for Title III programs should be able to answer your question.

#### Digital Community College Award

As noted in our last meeting the Digital Community College Survey ranked us 4<sup>th</sup> in the nation for community colleges with enrollment under 5,000 students . I asked Jerry Thompson why the improvement in our rating, he stated there could be a number of reasons including the following:

- Enfield received new computers, State-of-the-Art Information Highway Room in 108,
- Upgrades in all of our labs and student software in the ERC
- Installed Dragon Naturally in 212 and Radiography PC's for the Dental Lab
- Installed two wireless Kiosks and state of art ASA Firewall to protect the campus against cyber attacks
- Installed two new web servers and served as a test site for the systems office.
- Nursing lab computers installed, dental chair computers installed, Lab 209 was upgraded, office 2010 in labs, automotive lab received bay computers and 3 overhead projectors, new black board server, pc's and projectors in the Industrial systems laboratory, HCC wireless network, Scotland Neck site received new computers, and many other activities.

Ms. Caroline Harris attended the meeting and accepted the award for HCC.

#### Kudos to our SGA

Dr. Griffin received the email found under item number 5 concerning our SGA. As you all know, we have had a wonderful run of SGA officials for the last five years and it looks like we have another wonderful President in Carmen Betancourt, He also received a copy of a letter that gave very good accolades to our SGA. Dr. Griffin attended the inauguration of the President at Rockingham Community College and the president of the SGA sought him out to let him know what a nice gentleman that have representing our College. "We don't tell them enough that we are proud of the service that they render to our college and community." Dr. Griffin thanked President Betancourt again for all of the work that you do for our college and community.

PBI Competitive Grant Funding

Dr. Griffin stated to the Board of Trustees that Halifax Community College did not receive funding from the PBI Competitive Grant competition to continue our PRIDE Program. I wanted to find out what our score was relative to our competition. We did not even get the change to compete. It would appear that we sent in the “Incorrect for Data Verification” and therefore our application was ineligible and was not read by the peer reviewers for that reason. We could have received \$600,000 per year for the next 4 years. We will be more vigilant in future submissions for grants. Dr. Griffin added that if the board had any questions, Dan Lovett, Project Director should be able to answer the questions.

Lastly, Dr. Griffin stated that Dr. Holmes, VPAA will present the action items and the rest of the reports from our college. Dr. Griffin thanked the Board of Trustees again for allowing him to miss today’s meeting.

Trustee Lillie J. Solomon made a motion to approve the October 25, 2011 President’s report. Trustee Rachel Hux seconded the motion and the motion was carried.

**Action Items**

Christmas Holidays for Faculty and Staff

The HCC Board of Trustees was asked to approve the Christmas Holiday for Faculty and Staff from December 26, 2011 to December 30, 2011.

Trustee Reggie Baird made a motion to approve the Christmas Holiday for Faculty and Staff from December 26, 2011 to December 30, 2011. Trustee Jack Boseman seconded the motion and the motion was carried.

**Informational Items**

**Academic Affairs**

Introduction of new Faculty and Staff

Dr. Holmes introduced new faculty and staff to the Board of Trustees.

Articulation Agreement with Elizabeth City State University

Dr. Holmes gave an overview to the Board of Trustees regarding Halifax Community College Articulation Agreement with Elizabeth City State University.

Counselor Information

Dr. Holmes gave an overview to the Board of Trustees regarding the Counselor information.

Career and College Promise Update

Dr. Holmes gave an overview to the Board of Trustees regarding the Career and College Promise Update.

**Administrative Services**

**Financial Update**

Vice President Deborah Armstrong answered all inquiries regarding the Financial Report.

**Institutional Advancement**

Dr. Carter gave an overview to the Board of Trustees regarding the following:

- Institutional Advance office presenting 49 scholarships to Halifax Community College students.
- Annual Fund Drive to date \$4,130.00.
- HCC Donors Luncheon on October 28, 2011.
- Overview on the HCC Centre.


**Student Government Association (SGA)**

Ms. Betancourt gave an overview to the Board of Trustees of the SGA activities.

Caroline Harris gave the Board of Trustees and overview of her trip to Indianapolis, Indiana to receive the 4<sup>th</sup> place award from the Digital Community Colleges Survey for Halifax Community College.

**Closed Session**

Trustee Jay Baker made a motion to adjourn the October 25, 2011 board meeting and Trustee Rachel Hux seconded the motion. The motion was carried. The meeting was adjourned 11:12 a.m.

  
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Frank Avent, III, Chairman

  
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Dr. Ervin V. Griffin Sr., Secretary