



Halifax Community College
Board of Trustees
Board Meeting
November 17, 2009
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
David Cairns
Lillie J. Solomon
Bernella DeLaMora
Jay Baker
Jack Boseman
Theresa Raymond, SGA

Members Absent:

Helen Brown
Frederick Webb, Jr.
Reggie Baird
Rachel Hux

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, Administrative Assistant
Mitchell Robinson, Controller
Dr. Pocahontas Jones, Dean of Curriculum Programs
Dr. Edwin Imasuen, Director Institutional Effectiveness
Jerry Thompson, Information Systems Manager
Dr. Carolyn Stuart, Director of Counseling Services
Joanne Jolly, Administrative Assistant
Willie Mae Alston, Administrative Assistant
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. President Griffin presented the Indian Heritage Proclamation Poem to the Board while giving an update of the Indian Heritage Month Celebration program held November 12th at The Centre.

Introduction of Visitors

All visitors introduced themselves.

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

Trustee Frank Avent made a motion to approve the November 17, 2009 Board of Trustees meeting agenda. Trustee Jay Baker seconded the motion and the motion was carried.

Approval of Minutes

Trustee David Cairns made a motion to approve the October 27, 2009 Board of Trustees regular meeting minutes and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Holiday Event

Chairman Edwards reminded members of the holiday dinner scheduled for December 10, 2009 at Timeless Tea and encouraged all members to attend. Trustee Avent suggested that the Student Government Association collect contributions for needy families throughout the community. He also asked that each member contribute to the cause.

Announcements

Chairman Edwards advised that a work session will be scheduled before the regular January meeting to discuss the trustee bylaws and the results of the self-evaluation. He suggested that the meeting be scheduled for the second Tuesday in January.

Trustee Frank Avent shared information regarding the Halifax County Historical Society and distributed applications for the membership of an historical manuscript.

President's Report

President Griffin directed the attention to his comprehensive report to highlight a number of interests to the college. The topics are listed as follows:

- Golden Leaf Grant of \$100,000
- \$300,000 to complete SIMS Lab

- SIMS Lab open house
- RN2BSN Program with NC Central University Update
- Trustee Frank Avent as the Upper Coastal Plains New Board Member
- Upper Coastal Plains Learning Council Explanation
- U.S. Department of Education – Financial Aid – No Deficiencies
- Conference for Increasing Graduation Rates
- Spring 2010 enrollment – 933 Students Already Registered
- Male Mentoring Presentations
- NC Board of Nursing Report
- Annual Internal Audit
- President’s Higher Education Community Service Honor Roll
- Mission of Mercy Dental Clinic – February 11th, 12th, 13th

The monthly President’s Report concluded with an Information Systems presentation. Information Systems Manager, Jerry Thompson, presented information regarding an award received from The Center for Digital Information. HCC received one of nineteen awards given and rated among the top ten.

Trustee Frank Avent made a motion to accept the November 17, 2009 President’s Report. Trustee Solomon seconded the motion and the motion was carried.

Action Items

Christmas Holidays

The current calendar designates December 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.

Trustee Lillie Solomon made a motion to approve December 28, 29, 30, and 31 as 2009 holidays for faculty and staff. Trustee Frank Avent seconded the motion and the motion was carried.

Recommended changes to Personnel Policy #22-Professional Development

Policy #22 Professional Development currently states that faculty and staff are encouraged and may be required to improve their competence through additional studies. The use of the words “*encouraged*” and “*may be required*” could lead one to think that professional development is optional.

However, we are required to provide evidence of ongoing professional development of faculty. It is not optional; therefore, the following recommended language to the policy is suggested to outline the **requirement** for professional development for both faculty and staff. The recommended language also includes a definition of professional development.

In the attached document the recommended statements to be added to the policy are highlighted in red text. The section about Faculty Upgrade Funds has been deleted as the state has cut these

funds and they are no longer available. A copy of the current policy is also attached for your review.

Recommended Policy Changes

22. Professional Development

Professional development refers to the ongoing commitment to ensure that employees' skills and their ability to perform their jobs are always relevant and up to date. For faculty it includes a comprehensive and sustained approach to improving instructors' effectiveness in raising student achievement. For staff it is a comprehensive and sustained approach to increasing their knowledge and skills to enhance the quality of their performance.

Faculty and staff are required to engage in at least twenty (20) clock hours annually of professional development activities. Professional growth may be enhanced through a variety of activities including, but not limited to, the following:

- Participation in graduate work or other course work.
- Participation in relevant workshops, conferences, webinars, and professional meetings.
- Participation in relevant return-to-industry experiences.
- Other appropriate activities.

The opportunity to permit such activities may include educational leave with or without pay and/or financial assistance (example: NCCCS Faculty Upgrade Funds), if available. The conditions for educational leave with pay are set forth in Section 206.10 and those for leave without pay in Section 206.11.

It is the responsibility of each employee to pursue and fund his/her professional development activities. However, when funds are available, the College may elect to supplement employee professional development activities. Full-time employees may enroll in one class each semester offered by the College and have the tuition waived.

When applicable, the College will provide professional development activities on campus for faculty and staff. The President shall appoint a Professional Development Committee to identify professional development opportunities and plan professional develop activities on campus.

Current Policy

22. Professional Development

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- Participation in relevant workshops, conferences, and professional meetings.
- Participation in relevant return-to-industry experiences.
- Other appropriate activities.

The opportunity to permit such activities may include educational leave with or without pay and/or financial assistance (example: NCCCS Faculty Upgrade Funds), if available. The conditions for educational leave with pay are set forth in Section 206.10 and those for leave without pay in Section 206.11.

Faculty Upgrade Funds:

Faculty Upgrade funds may be used to provide professional development activities for any full- or part-time employee of the College except the President and those Vice Presidents who report directly to the President.

The specific focus of Faculty Upgrade funds is to provide training opportunities for faculty and staff that are directly related to teaching subject-matter content, provide instructional/ technical skills upgrading or career skills, or improve job-related skills that relate to student contact and are directly related to instructional job responsibilities and needs of Halifax Community College.

Priority use of Faculty Upgrade funds is as follows:

- Full-time faculty who need professional development via return-to-industry activities directly related to instructional responsibilities.
- Full-time faculty who need professional development via courses, training opportunities, workshops, and conferences directly related to instructional responsibilities.
- Part-time faculty who need professional development activities described above.
- Full-time staff except the President and those Vice Presidents who report directly to the President, who need professional development activities directly related to job responsibilities and the needs of Halifax Community College.
- Part-time staff, except those Vice Presidents who report directly to the President, who need professional development activities as described above.

Tuition, books, and fees may be paid from Faculty Upgrade funds for individuals completing Southern Association of Colleges and Schools requirements or subject area certification, working on a higher degree, being retrained to teach a new subject, or increasing knowledge for a teaching or skill-related subject area, all of which are directly related to instructional or job responsibilities and needs of Halifax Community College. Educational travel⁷ must be approved by the President.

Trustee Lillie Solomon made a motion to approve the recommended changes to the Professional Development Policy #22 and Trustee David Cairns seconded the motion. The motion was carried.

Resolution Adopting 403(b) Plan Document

In response to the recently released IRS regulations establishing a requirement of written documentation of the 403(b) tax sheltered annuity program offered to employees of Halifax Community College, the College has created a plan document consisting of the 403(b) Plan Document For Public Education Organizations and the Adoption Agreement For 403(b) Plan Document For Public Education Organizations. The two documents make up the “Plan Document” and were based on model language released by the IRS.

Trustee Frank Avent made a motion to approve the Resolution Adopting 403(b) Plan Document and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Informational Items

Academic Affairs

Lean Six Sigma Train the Trainer Program

Congratulations are extended to Larry Crisafulli, Continuing Education’s Business and Industry Coordinator/Instructor, who has been selected to participate in the Lean Six Sigma Train the Trainer Program. Through collaborative efforts of the North Carolina Community College System and North Carolina State University’s College of Textiles, a model for uniform, state-wide Lean Six Sigma Certification Program has been developed. This collaboration is in direct response to the need for a standardized curriculum to provide Lean Six Sigma certification training for workforce and economic development in North Carolina. This training model will ensure that we have certified instructors to provide a high-quality, consistent Lean Six Sigma curriculum and training methodology across the State of North Carolina. The selection process was very competitive and only a handful of people were chosen from all across the state. Usually the tuition is about \$10,000 per person. This is a wonderful opportunity for HCC and the businesses and industries that we serve. Larry will be able to provide the training and we will not have to contract with others.

RVEC Update

Vice President Holmes provided an update on the Roanoke Valley Early College. She advised that the students had completed their placement tests and were preparing to take their first college course during the spring semester.

Fall Annual High School Counselors Workshop

HCC hosted their second annual High School Counselors Workshop on November 3rd. Professional development sessions were offered as well as informational sessions. Approximately 28 school counselors were in attendance.

NC Commission of Indian Affairs Educational Talent Search

Consuela Richardson (NC Commission of Indian Affairs Educational Talent Search Program) brought 20 students on campus to tour the following areas: Dental Hygiene, Automotive/Welding, Cosmetology, Advertising and Graphic Design. The following individuals served as tour guides: Julia Horsley, (Testing Coordinator/ Job Placement), Cathy Vassor (Admission Officer), Gwendolyn Young (Student/SGA Parliamentarian), Theresa Raymond (Student/SGA President), Chris Benjamin (Student/FLI), Cameron Webb (Student/FLI), and Jason Arrington (Student/FLI).

JobLink Program Update

HCC's JobLink program recorded the highest adult performance rate in the region for this fiscal-year.

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. President Griffin suggested that a review of The Centre budget be included in the January 12th work session.

In addition to the financial reports, an update on the campus lighting was given. President Griffin advised that funding would have to be looked at for future roof repairs. President Griffin also thanked the Board for approving a resolution that was sent to the Governor's office and advised that 2% of the funding would be given back to the community colleges as a result.

Institutional Advancement

Vice President Tom Schwartz's 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 an update on the student government activities along with student current events. On October 27th an American Red Cross Blood Drive was held in the 400 building. SGA members were happy to see Trustees Delamora and Avent at the event, donating to a worthy cause. The College was able to exceed a goal of 30 units by 7 for a grand total of 37 units with over 50 people participating.

The SGA sponsored a Halloween Costume Contest on October 30. Four \$20 gift certificates were awarded for the bookstore to the winners. SGA also co-sponsored a 3 v 3 basketball tournament and awarded the curriculum winners \$20 gift certificates to the bookstore. The PRIDE program will send the winners to a 3 v 3 tournament hosted by the N4CSGA in January.

Mrs. Raymond thanked Debra Armstrong and all in attendance for meeting with her to offer points of clarity in regards to SGA activities and events. She wanted to ensure that the SGA is

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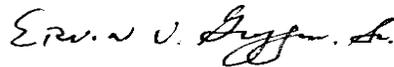
following proper procedures and protocols while improving student life on campus and advocating for the student body.

Mrs. Raymond thanked the Board, the President, and everyone in attendance for their continued support in all of the SGA's endeavors. The SGA is currently planning for next semester and will have tentative calendar out soon.

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 12:03 p.m.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary