



Halifax Community College
Board of Trustees Regular Board Meeting
November 20, 2012
Minutes

Board of Trustees Present: Mr. Frank Avent, III
Jay Baker
James Balmer
Bettie G. Cofield
Bernella DeLaMora
Dr. Stanley Edwards
Rachel Hux
Mary Mebane

Board of Trustees Absent: Carmen Betancourt
David Cairns
Michael Felt, excused
Rev. Robert Knight
Ms. Lillie Solomon, excused

Others Present: Dr. Ervin V. Griffin, Sr., President
Robert (Bob) Howard, Vice President of Administrative Services
Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement
Dr. Adriane Leché, Dean of Institutional Effectiveness & Planning
Dr. Vera Palmer, Dean of Continuing Education
Kimberly Mack, Executive Assistant to the President
Daniel Lovett, Title III & PRIDE Program/Project Director
Attorney Wardlaw Lamar, HCC Board of Trustees' Attorney
Shaun Stokes, Faculty Senate Representative

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

Chairman Avent gave the invocation.

Approval of the Agenda

Trustee DeLaMora made a motion to accept agenda as printed. Trustee Baker seconded the motion. The motion carried. Dr. Griffin stated that Trustee Solomon and Trustee Felt asked to be excused from today's meeting.

Approval of the Minutes

Trustee Baker made the motion to accept the minutes with the correction of a misspelled name. Ms. DeLaMora seconded the motion. The motion carried.

Committee Reports

1. **Building and Ground**-Trustee Hux mentioned that some employees at HCC have joined the committee. She also stated that driving in drive way of HCC; you can see the work that has been done to the grounds, and it looks great.
2. **Finance**- No Report
3. **Personnel and Student Services**- No Report
4. **Academic Program Services**- No Report

5. **Chairman's Comments and Announcements**

Strategic Planning-Mr. Avent expressed appreciation to HCC staff for coming to an Economic Development meeting at the chamber. Economic Development members had the opportunity to discuss what they would like for HCC to offer in the community.

Food Drive-Chairman Avent stated that Mr. Dan Lovett and PRIDE are having a food drive. He wanted everyone to participate. Chairman Avent said that PRIDE is partnering with the Union Mission. Mr. Lovett also stated that Women of Excellence will also be co-sponsoring the Food Drive in December. President Griffin mentioned that Phi Theta Kappa also donated food to Hannah's House recently. Mr. Lovett also thanked Chairman Avent for his generous donation to the food drive.

Doc Brown Scholarship-Chairman Avent announced that the Foundation is still accepting donations for the Doc Brown Scholarship. Right now, a little over \$3,000 has been raised. Mr. Avent stated that he would like to have the total up to \$5,000 by the end of the year.

President's Report

Boss's Day-President Griffin stated that on Boss's Day, October 16, 2012, he hosted an ice cream party celebration for faculty, students, staff, and administration.

Thank You from the Faculty Senate-Dr. Griffin yielded the floor to Mr. Stokes. Mr. Stokes, on behalf of the faculty senate, thanked the Board of Trustees for approval of additional days without taking time over the Christmas Holidays.

Thank You from Mr. Branch-Trustee Avent mentioned that Mr. Frank Branch, the son of a former Board of Trustee, called Dr. Griffin and spoke to him while he was in President Griffin's office before this morning's meeting. Mr. Branch thanked him for the plaque recognizing his late father's service to HCC. He was a former trustee. Trustee Avent stated that he told him that we are building on the legacy that his father helped to build. Dr. Griffin stated that Ms. Mack was able to trace down almost all of the former trustees or their next of kin. She has done a good job researching and tracking down families. Thus far, we have had 53 trustees, since the college began.

Enrollment Update-President Griffin stated that last year, the enrollment was 1,020. He asked Dean Hasty to give the update. Dean Hasty reported that we have 867 students enrolled for the Spring Semester 2013. The enrollment will be going up, because that does not include the prison and Roanoke Valley Early College (RVEC). We are expecting 60 students from the prison and 70 students from RVEC to enroll. This will bring the enrollment up to 1,037, and HCC enrollment will be up from last year. Dr. Hasty also stated they are working with faculty to get students registered for the next semester. Dr. Griffin asked Dr. Hasty to describe the process to get registered, if you are already a student. Dr. Hasty responded that all a student has to do is go see their advisor and sign up for classes that are on their program sheet. It is just that simple.

HCC Employees-Dr. Griffin announced that HCC has 359 employees as of November 19, 2012. Of the 329, 127 are part-time employees. Also, he stated that 34 of the part-time employees are work study students. The report on employees has been sent to the NC Community College System Office.

Funding Priorities for the North Carolina Community College System-President Griffin informed the board of all the legislative priorities for the NC Community College System. The legislative priorities are listed below:

- Funding for Year-Round Target Instruction
- Performance-Based Funding by Restoring Management Flex Cut
- Restructure NC Back-to-Work
- Investments in Technical Education Infrastructure

Digital 2012 Community College Survey Winner Plaque Presentation-Dr. Griffin asked Mr. Jerry Thompson to discuss the Digital 2012 Community College Survey competition and what can HCC can do to score higher. Mr. Thompson announced that HCC placed 6th in the Center for Digital Education for enrollment less than 5,000. He showed everyone the plaque. Mr. Thompson also thanked Dr. Griffin for finding funds with Congressman Butterfield. Dean Brown and Mr. Lovett were able to find monies from their programs to give toward IT. He also thanked Mr. Hester, Maintenance Supervisor, for putting electricity in places where others did not think it was possible. Mr. Thompson also gave details of what his staff is responsible for. He commended his staff for their hard work and dedication to IT. Mr. Thomson stated that to help HCC rank higher, IT will need continuous funding.

American Indian Celebration-President Griffin stated that HCC held an American Indian Celebration recently at the Centre. Over 300 people attended. Everyone really enjoyed visiting booths to learn more about Indian Heritage and the opportunity to eat some American Indian Food. Dr. Edwards mentioned how much he really enjoyed the food.

Acceptance of Report-Dr. Edwards made the motion to accept the president's report and to have the president's report and executive report become part of the official minutes. Trustee Barner seconded the motion. The motion carried.

Action Items

Academic and Administrative Calendars 2013-2014 & 2014-2015-Ms. B. T. Brown, Dean of Curriculum Programs, presented in the action item in the absence of Dr. Erica Holmes, Vice President of Academic Affairs. Ms. Brown asked that the Board approve the academic and administrative calendars for 2013-2014 & 2014-2015. Having calendars early allows everyone to

prepare for classes early. It also allows everyone to do strategic and long term planning. Trustee DeLaMora made the motion to accept the Academic and Administrative Calendar for 2013-2014 and 2014-2015. Trustee Edwards seconded the motion. The motion carried.

Informational Items

Academic Affairs

QEP Day-Ms. B. T. Brown, Dean of Curriculum Programs, presented an update on QEP Day in the absence of Dr. Erica Holmes, Vice President of Academic Affairs. Ms. Brown stated that QEP Day was held on Wednesday, November 14, 2013 on campus at two different times, 11:00 am-3:00 pm and 5:30 pm-7:00 pm. There was a DJ, and there was food and games. It was all to promote Quality Enhancement Plan. This is part of HCC's SACS initiative. HCC is looking forward to the 5 year report. Ms. Brown also discussed the challenges with learning communities. Part of QEP is to promote student and self regulation. HCC does this through learning communities. This is when two classes are paired together. The same students will be in both classes. It does promote a community of learners. For example: If one student missed class, the student would get in touch with another student in the class to get the assignment missed.

Administrative Services

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

Institutional Advancement

Fund Drive-Dr. Rhoades, Interim Vice President of Institutional Advancement, gave an update on the fund drive. The current amount of donation received is \$12,400. The foundation is still taking donations.

Doc Brown Memorial Scholarship-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, informed everyone that the current amount in the Doc Brown Memorial Scholarship is \$3,705.

Navy Band Holiday Concert-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that the Navy Band Holiday Concert is December the 18th at the Centre.

Indian Heritage Celebration-Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, stated that the Indian Heritage Celebration was a great success. HCC is looking forward to making it bigger and better next year.

C. L. Kelly Trust Scholarship- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, announced that in the next two weeks, HCC will be receiving a \$15,000 check from C. K. Kelly Trust. The Late C. L. Kelly was a farmer in Aurelian Springs, which is located in Littleton, NC. Following this year, HCC will receive \$1,000 each year for at least the three years from the trust. HCC will have to use this money this year, and HCC will find students to give this money to. HCC is always delighted to help students.

AT&T Scholarships for Veterans- Dr. Dianne Rhoades, Interim Vice President of Institutional Advancement, AT&T gave a \$5000 scholarship for our veterans. The funds will be matched with the PBI grant. Therefore, HCC will have \$10,000 to give to our veterans.

Motion To Go Into Closed Session

Chairman Avent asked for a motion to go into closed session to discuss confidential personnel matters with the Board's attorney regarding a confidential attorney/client privilege. Trustee Edwards made the motion to go into closed session to be informed of or to discuss a matter that is privileged or confidential pursuant to NCGS14331811A1 because the information falls under the Family Education Rights and Privacy Act, a federal law protecting student information under 20USC1232G. I further move that the board to go into a close session to consider a personnel matter involving an officer or an employee of this Board and to consult with our attorney on a matter within and to preserve the attorney client privilege. Mr. Baker seconded the motion. The motion carried.

Closed Session

The Board met with President Griffin and Attorney Wardlaw Lamar concerning a confidential personnel matter. After meeting with the Board, Chairman Avent asked for a motion to return to open session. Trustee Baker made the motion to return to open session. Trustee Hux seconded the motion. The motion carried.

Adjournment

Chairman Avent asked for a motion to adjourn the meeting. Trustee Baker made a motion to adjourn. Trustee Edwards seconded the motion. The meeting was adjourned at 12:15 pm.

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