



**Halifax Community College  
Board of Trustees Meeting  
January 30, 2007  
Administrative Board Room**

**Members Present:**

Helen Brown  
Lillie J. Solomon  
William Pierce  
Stanley Edwards  
Howard Bethany, SGA  
Rachel Hux  
Frank Avent  
William White  
Robert Knight  
Roger Dalton  
Cary Whitaker

**Members Absent:**

Bernella DeLaMora

**Others Present:**

Dr. Ervin V. Griffin, Sr., President  
Joy Cooley, VP of Instructional Services  
Debra Armstrong, Interim VP of Administrative Services  
Barbara Bradley-Hasty, Dean of Student Services  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Vera Palmer, Dean of CEC/ Community Services  
Jennifer Welch-Jones, Administrative Assistant  
Marie Daniels, Accounting Technician  
Don Beaver, Industrial Sys. Tech. Instructor  
Dorothy Conner, Administrative Assistant  
Eugene Brown, Counselor  
Dr. Mary Stephenson, ECSU Instructor  
Jep Rose, Attorney for Poyner and Spruill  
Jason Stewart, Director/ The Centre  
Hubert Pope

### **Call to order**

Dr. Edwards called the meeting to order at 10:02 a.m. and Trustee Robert Knight gave the invocation. Dr. Edwards expressed condolences on the Board's behalf to Jennifer Jones for the lost of her father, Robert F. Solomon.

### **Ethics Statement**

Chairman Edwards explained that due to the new ethics law, a statement would be read and confirmed at the beginning of each board meeting. Chairman Edwards quoted the statement as follows:

*“Each member of this board of trustees (except the student representative) is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even the appearance of conflict of interest. Does any member of this board know of an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter coming before this board?”*

Board members responded accordingly.

### **Recognition of New Employees and Visitors**

Dr. Griffin explained that he felt that it was appropriate for the board to be introduced to every new employee hired for the institution. He then asked that Vice President Cooley introduce the new employees that were recently hired. Vice President Cooley introduced Eugene Brown, Counselor/Recruiter and Vice President Debra Armstrong introduced Marie Daniels, Accounting Technician, Dorothy Conner, Administrative Assistant and Julie Bryant, Cashier. Chairman Edwards welcomed all of the new employees on behalf of the Board of Trustees. Other visitors were recognized accordingly.

### **Trustee Business**

#### **Approval of Minutes**

Chairman Edwards asked for the approval of the minutes of the December 21, 2006 regular Board meeting. Trustee White asked that the first initial of his last name and Trustee Helen Brown's name be capitalized. Trustee William Pierce made a motion that the minutes of the December 21, 2006 regular meeting be approved and Trustee Helen Brown seconded the motion. The motion was carried.

Chairman Edwards asked for the approval of minutes of the December 7, 2006 special called meeting. Trustee Robert Knight made a motion to accept the minutes and Trustee Avent seconded the motion. The motion was carried.

#### **Attorney Search**

Trustee Lillie J. Solomon announced that the Attorney Search Committee met on Thursday, January 11, 2006 in the Administrative Board Room. Trustee Solomon stated

that she, Trustee Helen Brown, Trustee Frank Avent, Trustee Rachel Hux, Trustee William Pierce, Chairman Stanley Edwards and Vice President Debra Armstrong, attended the meeting. Trustee Solomon announced that she had a meeting with President Griffin prior to the January 11, 2006 meeting to discuss the services that Attorney Lamar provided the college in the past. Trustee Solomon stated that the committee voted to recommend Attorney Warlaw Lamar as the HCC attorney and that Dr. Griffin supported the recommendation. Trustee Avent made a motion to hire Attorney Wardlaw Lamar as the HCC attorney contingent to agreement of terms. Trustee Hux seconded the motion and the motion was carried.

Trustee Solomon thanked the Attorney Search Committee for their efforts and Chairman Edwards asked that Trustee Whitaker work with him and President Griffin on the terms of agreement for the position. Chairman Edwards stated that the terms would be presented to the Board in the next meeting.

### **Murphrey Property**

Chairman Edwards stated that issues with the Murphrey property would be discussed in closed session.

### **Bylaws**

Trustee William White explained that the proposed Bylaws were on the table for the Board to vote upon. Chairman asked that the Board voice all concerns to be discussed. Chairman Edwards had concerns with the wording of the President's hiring of the Vice President. Trustee Solomon shared her concerns with the Board's involvement of Administration matters. Trustee Edwards explained that the Board can hire all employees but has given the privilege to the president. Trustee Edwards suggested that the clause discussed be reworded. Trustee White agreed to make an amendment to the clause and submit it to Jennifer Jones.

Trustee William White made a motion to adopt the proposed bylaws with an amendment to the discussed clause. Trustee Pierce seconded the motion and the motion was carried.

### **Retreat**

Trustee Edwards asked that the board decide if they need a retreat. He also asked that they decide when and where they would like for it to be held. There was a decision to have the retreat locally and Chairman Edwards asked that President Griffin began making the arrangements to be brought before the Board in the next meeting. Suggestions were made to contact Medoc Mountain and The Coastal Lumber Company for the use of their facilities. The Board agreed by consensus to began preparations for a 2007 retreat.

### **Dr. Dallas Herring Statue**

President Griffin announced that while attending a President's meeting in Shelby, NC, it was agreed that all North Carolina community colleges would participate in purchasing a statue of Dr. Dallas Herring to be place inside or outside of the system's office. It was first agreed that each institution would donate a portion of the money, but it was decided

later on that each college would raise money to purchase the statue instead. Dr. Griffin stated that he would bring more information to the Board when he received it.

### **President's Report**

President Griffin distributed copies of a report containing a brief summary of events that took place since December 1, 2006. He explained that this report would be given during each regular board meeting to read at their leisure. He also announced that two free tickets would be given to the Board to attend the African American Dance Ensemble and The U.S Air Force Band Concert.

### **Financial Report**

Debra Armstrong presented the State and County budget for review. She stated that *The Centre* was doing well for the season and she would have a report on *The Centre* for the Board's review at the next Board meeting. Vice President Armstrong also gave information as it relates to the process of credit card transactions.

### **Energy Systems Group**

Debra Armstrong also distributed literature as it relates to the Energy Systems Group. After giving a brief overview, she asked that the Board read the literature and prepare questions to ask for the next meeting.

### **Financial Aid – Program Review - Grants**

Dr. Griffin announced that after receiving recommendations, an approved program review was received from the financial aid auditors stating that no further action was required from our financial aid department. He also announced that HCC has acquired approximately \$534,000 in state and federal grants and continue to apply for several other grants throughout the year.

Barbara Bradley-Hasty, Dean of Student Services, provided an update on enrollment with comparisons of other community colleges as it relates to there spring enrollment. She stated that the Student Support Service department was working on a retention booklet to mail to local high schools with expectations of increasing enrollment.

Trustee Avent and Trustee Pierce voiced concerns as to what kind of relationship HCC has with the Entertainment Center. Vice President Cooley responded by stating that there is continuous contact with Randy Parton and other constituents as it relates to the Randy Parton Center.

Vera Palmer, Dean of Continuing Education, distributed materials as it relates to the Career Readiness Certificates (CRC). She explained that this program is to provide assistances for individuals who have deficiencies in basic skills that include reading and math. A grant was provided in the amount of \$28,000 for this program along with a grant for career skills.

### **Announcements**

Dr. Edwards encouraged Board members to attend the NCACCT Law Seminar in Raleigh, NC on March 11-12, 2007. He also announced that there will be other sites available to attend the Ethics workshop and each member's ethics form is to be completed and mailed by March 15, 2007.

Trustee Pierce and Trustee Avent suggested that legislators be contacted as it relates to the Board's opposition of the Ethics Law. They suggest that correspondence be written and mailed to legislators directly.

Howard Bethany, SGA President, announced that many events were planned for Black History Month and welcomed the Board to attend.

Trustee Solomon announced that the father of former Board member, Fred Webb, passed on Sunday.

Trustee Avent asked that board members be notified of the death of employees and board family members. Dr. Griffin suggests that board members have email addresses, as notifications will be received immediately.

**Closed Session**

A motion was made by Trustee White to go into closed session to discuss legal issues involving the Murphrey property. Trustee Pierce seconded the motion and the motion was carried. Closed session began at 11:24 a.m.

The board reconvened at 12:00 noon.

Chairman Edwards announce that issues were resolved and the board had approved the settlement with the Murphrey property.

A motion was made by Trustee Avent to adjourn the meeting and Trustee Pierce seconded it. The motion was carried.

The meeting was adjourned at 12:02 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary