



**Halifax Community College
Board of Trustees Meeting
February 27, 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
Bernella DeLaMora
Jay Baker

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
Bonita Terry-Malone, Director of Institutional Advancement
Jennifer Welch-Jones, Administrative Assistant
Don Beaver, Industrial Sys. Tech. Instructor
Dr. Mary Stephenson, ECSU Instructor
Hubert Pope, Owner of H.D. Pope Funeral Home
James Bennett, ESG
Roy Williams, ESG
Terrance Wyche, Weldon High School
Cynthia M. Byrd, Weldon High School
G.S.H. McDowell, Weldon High School
Chuckie Hairston, Math Instructor
Belinda Whitaker, Administrative Assistant

Monte Manning, LAC
Randi Dikeman
Donnell Thomas, NAACP
Danny Jones, NAACP

Call to order

Chairman Edwards called the meeting to order at 10:00 a.m. and Trustee Robert Knight gave the invocation. Dr. Edwards introduced and welcomed Jay Baker as a new board member.

Chairman Edwards explained that the monthly meeting agenda would have to be approved before each meeting. He also asked if there was any conflict of interest among the board members relative to the agenda. A motion was made by Trustee William Pierce to approve the February agenda and Trustee Lillie J. Solomon seconded the motion. The motion was carried.

Recognition of New Employees and Visitors

Dr. Griffin introduced two new employees of the college. Belinda Whitaker, Administrative Assistant to the Faculty, and Monte Manning, LAC Assistant. He also asked that all other visitors introduce themselves.

Dr. Griffin presented Margaret (Chuckie) Hairston, HCC Math Instructor, with the Excellence in Teaching Award.

Trustee Business

Approval of Minutes

Chairman Edwards asked if there were any concerns with the January 30, 2007 regular board meeting minutes. Trustee Pierce made a motion for the January 30, 2007 minutes to be approved with the correct spelling of Wardlaw Lamar's name. Trustee DeLaMora seconded the motion and the motion was carried.

Public Comment

H.D. Pope, owner and operator of H.D. Pope Funeral Home, commented on the production that took place at The Centre on January 20, 2007. Mr. Pope began by thanking the board for allowing him to bring the production to Halifax Community College and stated that he looks forward to bringing other events in the future. Mr. Pope continued by stating that he was willing to provide a \$1200 display screen for The Centre as a gift for future advertisement.

Election of Vice Chair

Chairman Edwards stated that according to the new bylaws, a nominating committee will be appointed at the April 24, 2007 Board Meeting. He asked that board members not elect a vice president at this time due to the election of all new officers in June 2007. Trustee Solomon made a motion to follow the new bylaws by appointing a nomination committee on April 24,

2007 in order for voting to take place on June 26, 2007. Trustee DeLaMora seconded the motion and the motion was carried.

Committee Appointment Procedures

Chairman Edwards explained the process of appointing Board Committees. He distributed forms, with a printed list of committees, to be completed with each member's first and second choice of committees on which he or she would like to serve. Chairman Edwards also explained that members might not get the opportunity to serve on the committee of their choice.

Retreat

Chairman Edwards announced that a survey had been mailed regarding where the retreat should take place, with a few suggestions already listed. The survey suggested that the retreat take place on Tuesday, April 24, 2007 from 8:30 a.m. to 4:00 p.m. The date and time was agreed upon by consensus. Chairman Edwards also asked that each member list his or her suggested topics to discuss during the retreat and return those along with committee choices. Chairman Edwards expressed his appreciation and also complimented members for their cooperation.

President's Report

Dr. Griffin presented a report to each board member as it relates to the state and county budget, along with other pertinent information. He explained that Debra Armstrong, Interim Vice President of Administrative Services, would be explaining the details of the budget report later in the meeting.

HCC Foundation

Bonita Terry-Malone, Director of Institutional Advancement/ Marketing, made a presentation on providing better access to HCC Foundation funds. She explained that because of a statement printed in the HCC procedures manual, HCC Foundation funds are limited for use in scholarships only. Mrs. Terry-Malone stated that this also limits the expansion of our focus enabling HCC to provide several necessary services to our students, faculty, staff and community. Mrs. Terry-Malone provided board members with research from surrounding community colleges regarding how foundation funds are spent for institutional purposes. She also stated that the Foundation Board members are more than willing to work with the Board of Trustees to do what is necessary to expand HCC's focus.

Trustee Avent made a motion to expand the focus of the HCC Foundation and Trustee Solomon seconded the motion. The motion was carried.

Action Items

Vice President Joy Cooley presented a proposal for approval of a fee schedule for the Wellness Center. The proposed fee structure is for family members of HCC faculty and staff to use the Wellness Center facility. The Board asked that a survey be submitted to HCC faculty and staff as it relates to their opinions of the proposed fee schedule and how the Wellness Center should be used. Vice President Cooley was also asked to present the results from the survey to the April 24, 2007 meeting.

Vice President Joy Cooley also presented a proposal for a partnership with Weldon High School to establish a School of Science, Technology, Engineering, and Mathematics (STEM). The program will enable HCC to provide partnership courses and other activities in the STEM program with Weldon High School.

Trustee Solomon made a motion to accept the proposal for the STEM Program and Trustee DeLaMora seconded the motion. The motion was carried.

The last item that Vice President Cooley presented was a proposal for the approval of a fee structure for the Career Readiness Certificate Program. HCC received a grant of \$28,000 to implement the CRC Program. The CRC Program will enable us to work with students and certify their competence in the area of Reading For Information, Applied Math, and Locating Information. The fees are necessary to implement the new CRC Program and are applied statewide for all participants.

Trustee Avent made a motion to accept the fee structure for the CRC Program and Trustee Brown seconded the motion. The motion was carried.

Financial Report

Interim Vice President Debra Armstrong presented the State and County budget. She explained that she would need approval of the County budget before she presented it to the Halifax County Board of Commissioners on Friday, March 2, 2007. Interim Vice President Armstrong's presentation also included information on employee longevity, a nursing grant, a report on The Centre, recruitment expenses, and an allied health enhancement grant. She also presented information as it relates to the progress of the proposed access road construction. In conclusion, Interim Vice President Armstrong announced that she was able to adjust a one percent reversion to the budget without having to reduce other departmental budgets.

Trustee Avent made a motion to accept the proposal of the County budget. Trustee Knight seconded the motion and the motion was carried.

Energy Systems Group

James Bennett, Account Executive, and Roy Williams, Senior Project Developer, of the Energy Systems Group presented Board members with a new proposal regarding the development of a strategic facility improvement plan. They included a needs analysis and presented an energy performance contract. Trustee White stated that the proposal seemed to be a win-win situation as long as the Halifax County Board of Commissioners approved it. Trustee White made a motion to give Dr. Griffin and Interim Vice President Armstrong permission to accept the guideline and Trustee Pierce seconded the motion. The motion was carried.

Huskins Program

Vice President Cooley presented the enrollment figures of high school students registered for the Huskins Program. She explained that the program enables HCC to offer college courses to high school students and 135 students were enrolled in the program.

Early College Program

Vice President Cooley distributed information as it relates to HCC applying for a planning grant to establish an Early College Program. This program will incorporate a consensus approach to redesign high schools to improve academic rates, graduation rates, college entry rates, classroom behavior, etc. Vice President Cooley also announced that there would be a meeting to discuss the proposal of the Early College Program on Thursday, March 1, 2007.

Vice President Cooley announced that there had been a reduction of a grant for the Biotechnology Program due to non-participation. HCC was not funded for this program.

Announcements

Chairman Edwards announced that there had been a meeting with Attorney Wardlaw Lamar concerning employment. He also stated that Attorney Lamar would be available for the April 24, 2007 meeting.

Chairman Edwards announced that letters were mailed to the legislators as it relates to the new ethics law.

Chairman Edwards expressed his appreciation to Trustee William White for his untiring dedication to the board.

Trustee Solomon made a motion to adjourn the meeting and Trustee Avent seconded the motion. The motion was carried.

The meeting was adjourned at 12:05 p.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary