



**Halifax Community College  
Board of Trustees Meeting  
March 27, 2007  
Administrative Board Room**

**Members Present:**

Helen Brown  
Lillie J. Solomon  
Dr. Stanley Edwards  
Howard Bethany, SGA  
Rachel Hux  
Frank Avent  
Robert Knight  
Cary Whitaker  
Bernella DeLaMora  
Jay Baker

**Absent Members:**

Roger Dalton

**Others Present:**

Dr. Ervin V. Griffin, Sr., President  
Dr. 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  
James Bennett, ESG  
Kevin Kupietz, HCC Instruction  
Kim Edwards, Graphic Artist  
Hilda Arp, Student

**Call to order**

Chairman Edwards called the meeting to order at 10:00 a.m. and Trustee Robert Knight gave the invocation.

Chairman Edwards explained the procedures as it relates to the organization and adjustments of the monthly meeting agenda. He stated that there would be four additions to the March agenda and announced what they would be:

- (1) Survey from NCCCS
- (2) Legislation on Term Limits
- (3) Proposal for Subpoena Power for Trustees
- (4) Correspondence

Trustee Bernella DeLaMora made a motion to accept the additions to the agenda and Trustee Rachel Hux seconded the motion. The motion carried.

Chairman Edwards asked if the board knew of any actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter coming before them. The trustees stated that there were no conflicts of interest.

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

Dr. Griffin announced that there were no new visitors to introduce but there were grant presentations to make. Dr. Griffin presented certificates of excellence for grant writing to Vera Palmer, Dean of Continuing Education and Community Services and Kevin Kupietz, Fire Service/ EMS Coordinator and Instructor. Dr. Griffin then introduced the remaining faculty, staff and visitors present. Chairman Edwards welcomed everyone and expressed his appreciation.

#### **Trustee Business**

#### **Approval of Minutes**

Chairman Edwards asked if there were any concerns with the February 27, 2007 regular board meeting minutes. Trustees Lillie Solomon made a motion to approve the minutes from the February 27, 2007 regular board meeting and Trustee Bernella DeLaMora seconded the motion. The motion carried.

#### **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 Deborah Armstrong, Interim Vice President of Administrative Services, would be explaining the details of the budget report later in the meeting.

#### **Approval of Compensation for HCC Attorney**

Chairman Edwards distributed a proposal as it relates to compensation for the HCC attorney. He explained that he met with Dr. Griffin, Trustee Cary Whitaker and Attorney Wardlaw Lamar to discuss the proposal. Trustee Frank Avent made a motion to accept the proposal distributed for the compensation for Attorney Wardlaw Lamar. Trustee Rachel Hux seconded

the motion and the motion was carried. The trustees also agreed by consensus to refer to Attorney Lamar as needed.

**Update on Trustee’s Retreat**

Chairman Edwards announced that the 2007 Board of Trustees Retreat will take place on April 24, 2007 at Medoc Mountain State Park from 8:30 am until 4:00 pm. He also stated that there will be a regular board meeting held in the first hour and the retreat will follow.

Chairman Edwards announced that Dr. Narcisa Polonio presented a consultant contract for \$3000. He asked if the board would agree to a contract of \$1500 if there were an agreement with Dr. Polonio. Trustee Frank Avent made a motion that Trustee Helen Brown, Dr. Griffin and Chairman Edwards make a decision in the best interest of the trustees as to whom would preside as the consultant for the 2007 HCC Board Retreat and Trustee Jay Baker seconded the motion. Trustee Cary Whitaker opposed the motion and the motion carried.

**Committee Appointments**

Chairman Edwards distributed committee appointments along with the responsibility of each committee and has asked that each committee make a report quarterly. The committees have been appointed as follows:

<b><u>Bldgs &amp; Grounds</u></b>	<b><u>Finance</u></b>	<b><u>Personnel/ Student Servs.</u></b>	<b><u>Academic Programs Serv.</u></b>
William Pierce	Lillie Solomon	Jay Baker	Bernella DeLaMora
Rachel Hux	Helen Brown	Robert Knight	Dr. Stanley Edwards
Roger Dalton	Cary Whitaker	Frank Avent	New Board Member

Chairman Edwards also stated that each committee will be evaluated.

**Survey from NCCCS**

Chairman Edwards announced that a survey was submitted for approval by the systems office as it relates to the request of attorney referrals. After discussing the matter, Trustee Jay Baker made a motion to accept the second clause of the survey that states;

*The attorney listed below represents the above-named college and/or its Board of Trustees. All inquires for legal assistance from trustees and/or employees should be referred to the attorney listed below.*

Trustee Cary Whitaker seconded the motion. Trustees Lillie Solomon, Helen Brown, Bernella DeLaMora, and Robert Knight opposed to accept the first clause of the survey that states;

*The undersigned attorney represents the above-named college and/or its Board of Trustees and hereby authorizes David J. Sullivan, NCCCS General Counsel, to respond to requests for legal assistance from the college’s trustees and/or employees.*

Chairman Edwards called for a division of the house and asked that the board acknowledge their individual votes by the show of hands. Trustees Cary Whitaker, Jay Baker, Frank Avent, and Rachel Hux were in favor of the motion and Trustees Helen Brown, Lillie

Solomon, Bernella DeLaMora, and Robert Knight were in opposition of the motion. Chairman Edwards broke the tie by favoring the first clause of the survey.

#### **Proposal for Subpoena Power for Trustees**

Chairman Edwards explained that the law does not grant community colleges subpoena power. HCC attorney, Wardlaw Lamar has suggested that a statement of interest be submitted to Senator Swindell for an initial proposal to legislators as it relates to granting community college trustees the power of subpoena.

Trustee Lillie Solomon made a motion to submit a statement of interest to the HCC attorney for submission to Senator Swindell for a subpoena bill. Trustee Rachel Hux seconded the motion and the motion carried.

#### **Correspondence**

Chairman Edwards announced that he had received correspondence as it relates to Board of Trustees Term Limitations Bill. He explained that board members would have a limit of two terms (eight years) which would enable members to be reinstated after eight years of service. Chairman Edwards stated that other community colleges consensuses are opposed to the bill and there would be no support from the NCCCS.

Chairman Edwards also announced that he received correspondence from Trustee William Pierce as it relates to the new ethics law. Trustee Pierce explained that the law imposes too much on his life, causing discomfort in disclosing information about his assets, which led him to resign from the HCC Board of Trustees.

Chairman Edwards' last correspondence was from Trustee William Pierce's wife, Sallie, expressing her appreciation for the floral dish garden she received from HCC for the passing of her father.

#### **President's Report**

Dr. Griffin announced that there were blue folders placed in front of each board member with a Halifax Community College application, pencil, and brochure inside. He asked that each member recruit one student. Dr. Griffin also announced that the NCCCS will hold their annual retreat on the HCC campus October 17-19, 2007. He also presented a report to each board member as it relates to the state and county budget, financial aid, along with other pertinent information. Dr. Griffin also distributed HCC 40th Anniversary t-shirts to each board member and Vice President Joy Cooley shared HCC historical facts on past trustees to introduce one of the many events planned for the celebration.

#### **Action Items**

Vice President Joy Cooley presented a fee proposal for approval for extending the use of the Wellness Center facility for family members. The proposed fee structure is for family members of HCC faculty and staff to use the Wellness Center facility. Dr. Cooley presented the results from a survey supporting the proposal. She also stated that the HCC Faculty Senate supports the proposal. Trustee Cary Whitaker made a motion to accept the fee proposal for extending the use of the Wellness Center facility. Trustee Jay Baker seconded the motion and the motion was carried.

Vice President Joy Cooley also presented a proposal for the endorsement of participation in the Halifax Community College Early College Planning Grant. This proposal is to

participate in a collaborative planning grant during 2007-2008 to design an Early College High School program to be based at HCC. Trustee Cary Whitaker made a motion to accept the proposal for the endorsement of participation in the HCC Early College Planning Grant. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

### **Information Items**

#### **Financial Report**

Interim Vice President Deborah Armstrong presented a letter of retirement from HCC Controller, Pamela Poythress announcing her retirement in July 2007. Interim Vice President Deborah Armstrong also presented the state and county proposed budget along with other pertinent information including the information relating to the proposal for the public access road. Trustee Jay Baker expressed his appreciation for providing information that he requested relating to past budget proposals.

James Bennett from the Energy Systems Group announced that the application process for accepting bids for contracting services for the college has taken place. He also stated that the college is on track with the timeline.

#### **Enrollment Management**

Barbara Bradley-Hasty, Dean of Student Services, distributed booklets with information as it relates to HCC enrollment management, our retention plan, graduation rates, and our campus environment.

#### **Student Government Association**

Howard Bethany, HCC SGA President, distributed information as it relates to the annual SGA conference, the HCC blood drive, and the April 27, 2007 Spring Fling. Mr. Bethany also shared information about a luncheon with Dr. Griffin and other HCC club officers. A photo album was also displayed for viewing.

#### **Announcements**

Chairman Edwards congratulated Vice President Joy Cooley for receiving her doctorate degree.

Trustee Cary Whitaker made a motion to adjourn the meeting and Trustee Frank Avent seconded the motion. The motion was carried.

The meeting was adjourned at 12:25 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary