



Halifax Community College
Board of Trustees Meeting
May 27, 2008
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Jay Baker
Lillie J. Solomon
Rachel Hux
Frank Avent, Vice Chair
Jack Boseman
David Cairns
Cary Whitaker
Qiana Mann, SGA

Absent Member:

Helen Brown
Roger Dalton
Bernella DeLaMora

Others Present:

Dr. Ervin Griffin, Sr., President
Joy Cooley, Vice President of Curriculum
Deborah Armstrong, Vice President Administrative Services
Thomas Schwartz, Vice President Institutional Advancement
Vera Palmer, Dean of Continuing Education/ Community Service
Jennifer Jones, Administrative Assistant
Jason Stewart, Director of The Centre
Carolyn Stuart, Director of Counseling Services
Theresa Raymond, SGA
Alan L. Exum, HCC Police Officer

Call to Order

Chairman Edwards called the meeting to order at 10:13 a.m. and Trustee Robert Knight gave the invocation. Alan Exum was introduced as HCC's newly hired campus police officer and Theresa Raymond was introduced as the Acting SGA President.

Ethics Statement

Chairman Edwards read the Ethics Statement and the Board responded with no conflicts of interest.

Trustee Business

Approval of Agenda

Trustee Lillie J. Solomon made a recommendation to add the *ACCT 2008 Awards Program Nominee* topic to the May 27, 2008 agenda. Trustee Jay Baker made a motion to approve the May 27, 2008 agenda with an addition to discuss the nomination and Trustee Rachel Hux seconded the motion. The motion was carried.

Approval of Minutes

Trustee Lillie J. Solomon made a motion to approve the April 29, 2008 regular board meeting minutes with a correction to add Trustee Cary Whitaker's name as a present member. Trustee Frank Avent seconded the motion and the motion was carried.

Administrative Regulations and Procedures Manual (ARPM)

Chairman Edwards provided information regarding HCC's Administrative Regulations and Procedures Manual. The information was provided to help the Board with a better interpretation of procedures and policies.

Minority Male Mentoring Program

Chairman Edwards provided information regarding HCC's Male Mentoring Program along with information from the North Carolina Community College System as to how the program will be funded for the following fiscal year.

ACCT 2008 Community College Leadership Congress Oct. 29-Nov. 1

Chairman Edwards reminded the board members of the ACCT 2008 Congress in New York, NY and encouraged them to attend.

2008 ACCT Convention Award Nomination

Trustee Frank Avent made a motion to nominate Chairman Stanley Edwards for the ACCT Trustee Leadership Award and Trustee Robert Knight seconded the motion. The motion was carried.

Committee Reports

Finance – No Report

Personnel/Student Services

Trustee Jay Baker, Chairman of the Personnel/Student Services Committee, distributed information regarding recommendations for the operations of The Centre. A discussion was held on each individual recommendation and discussions will continue at a later date.

Academic Program Services – No Report

Buildings and Grounds – No Report

President's Report

President Griffin thanked the Board for attending the 2008 Halifax Community College Commencement Exercises. He provided information on three Teacher Prep students. Bobby Corley, Sherrie Chang and Connie White completed the Teacher Prep Program and graduated from Elizabeth City State University on May 3, 2008.

President Griffin distributed an updated Halifax Community College Organizational Chart. The chart contains college's departments and employees. He also distributed material and provided information on HCC's latest issues and accomplishments as follows:

- The signing of an Early College Agreement from Dr. Elie Bracy and Weldon City Schools
- Proposal for a new student services center – estimated cost of 10 million dollars
- College Smoking Policy
- Community College Crunch

President Griffin also provided information on the following events that he plans to attend:

- Elected Officials Event
- Old Airport Facility meeting
- G. K. Butterfield's Constitution Day
- Upper Coastal Planning Meeting
- Roanoke Rapids High School 2008 Baccalaureate

Trustee Frank Avent made a motion to accept the May 27, 2008 President's Report. Trustee Lillie Solomon seconded the motion and the motion was carried.

Action Items

Student Fee Structure for 2008-2009

The North Carolina Administrative Code 02D.0201, Authority to Establish Tuition and Fees, requires that local Boards of Trustees annually approve the college's fee structures.

Trustee Jay Baker requested that additional information be provided before taking action on student activity fees and made a motion to postpone the action on student and technology fees until additional information is provided. There was no action taken on the motion.

Trustee Lillie Solomon made a motion to accept the technology fee. There was no action taken on the motion.

Trustee Cary Whitaker made a motion to approve an \$8 student activity fee with the submission of additional information on past and current student activity fees. Trustee Solomon seconded the motion and the motion was carried.

President and Trustee Travel Authorization

The Halifax Community College Board of Trustees hereby grants the President, Trustees, and Employees Blanket Travel Authorization for travel within the United States for the fiscal year 2008-2009. Authorization for out-of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the President to sign on behalf of each Trustee the Travel Reimbursement Form.

Trustee Frank Avent made a motion to approve the President, Trustees and Employees Blanket Travel for the 2008-2009 fiscal year and Trustee Rachel Hux seconded the motion. The motion was carried.

Program Audit

An Audit conducted at HCC by the North Carolina Community College Systems Office Audit Services staff on the maintenance of records and the reporting of student membership hours for Spring Semester 2006 through 2007. The audit was conducted on a random basis throughout the year. The Board is asked to approve the NCCCS Class Visitation Audit as presented.

Trustee Lillie Solomon made a motion to approve the 2006-2007 Program Audit and Trustee Rachel Hux seconded the motion. The motion was carried.

Informational Items

Instructional Services

Information regarding changes to ARPM 404.00 and 407.00 were presented to the Board by Vice President Joy Cooley. The two sections will be combined into one section to provide a comprehensive statement of the faculty work schedule. The expectation that all faculty are expected to work five day weeks is included in the combined section.

Administrative Services

Vice President Deborah Armstrong asked the board members if they had any questions concerning the monthly financial reports that were previously mailed to them. After some discussion, she proceeded to discuss the outcome of a few current events. She announced that she had not received budget information from Halifax County but expected it to arrive soon. Vice President Armstrong also announced that the HCC Master Facility Plan would be available for viewing very soon and that each member would be receiving a copy.

Student Government Association

SGA President, Qiana Mann, distributed a proposal to amend the Student Government Association Constitution in the month of April. Board members agreed to take action on the amended constitution after they had a chance to study the documents. Trustee Frank Avent made

a motion to accept the constitution with the requested amendments and with the correction of a few typographical errors. Trustee Jay Baker seconded the motion and the motion was carried.

Trustee Frank Avent made a motion to go into closed session after a five minute break and Trustee Rachel Hux seconded the motion. The motion was carried. The Board went into closed session at 12:23 p.m.

The meeting reconvened at 12:53 p.m.

Chairman Edwards reported that no action was taken and Trustee Jay Baker made a motion to adjourn the meeting. Trustee Rachel Hux seconded the motion and the motion was carried.

The meeting was adjourned at 12:55 p.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary