



**Halifax Community College  
Board of Trustees  
Regular Board Meeting  
September 25, 2007  
Administrative Board Room  
10:00 am**

**Members Present:**

Stanley Edwards, Chair  
Frank Avent, Vice Chair  
Lillie J. Solomon  
Roger Dalton  
Cary Whitaker  
Helen Brown  
Rachel Hux  
Jay Baker  
Jack Boseman  
David Cairns  
Quiana Mann, SGA

**Absent Members:**

Bernella DeLaMora  
Robert Knight

**Others Present:**

Dr. Ervin V. Griffin, Sr., President  
Deborah Armstrong, Interim VP of Administrative Services  
Jennifer Welch-Jones, Administrative Assistant  
Dr. Joy Cooley, VP Instructional Services  
Vera Palmer, Dean of Con Ed/ Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Dr. Mary Stephenson, ECSU Instructor  
Natalie Watson, Paralegal Tech. Instructor  
Rodrigo Martinez, Student

### **Call to Order**

Chairman Stanley Edwards called the meeting to order at approximately 10:00 am and Trustee Frank Avent gave the invocation. President Griffin requested that there be two topics added to the October agenda.

1. NC Center for Automotive Room Rental (#5)
2. Report from the Student Government Association (#9)

Trustee Roger Dalton made the motion to approve the agenda with two additional topics and Trustee Rachel Hux seconded the motion. The motion was carried. Chairman Edwards asked if there was a conflict of interest relating to the agenda and the Board responded unanimously that there was not a conflict of interest.

### **Approval of Minutes**

Trustee Lillie Solomon made a motion to approve the September 25, 2007 minutes with no corrections and Trustee Jay Baker seconded the motion. The motion was carried.

### **Introduction of Visitors**

President Ervin V. Griffin, Sr. introduced all faculty, staff and visitors that were present. There were no new employees introduced.

### **Report from Committees**

#### **Building and Grounds Committee**

Trustee Roger Dalton and Trustee Rachel Hux expressed how pleased they were with the appearance of the campus. Trustee Dalton stated that the campus had a fresh new look. Chairman Edwards agreed with the positive comments and commended the staff for their efforts. There were no other committee reports available.

#### **Action On The Recommendation to Amend Section (204.02)**

Trustee Jay Baker made a motion to table the Action on the Recommendation to Amend Section (204.02) until the October meeting. Trustee Jack Boseman seconded the motion and the motion was carried.

Chairman Edwards requested that the October 30, 2007 meeting be restructured to include a staff development session. He suggested that someone from the North Carolina Community College State Office conduct a workshop, preferably Richard Sullins, Executive Director of the State Board, with a question and answer session included. Chairman Edwards also suggested that board members have written questions available in order to address concerns in an appropriate manner.

### **President's Report**

President Griffin began his presentation by introducing Rodrigo Martinez as the Recipient of the Glaxo Kline Smith Scholarship. Rodrigo was one of ten students to receive this scholarship in the state of North Carolina. He explained how great his

experiences have been since his admission to HCC and expressed his gratitude to faculty, staff and board members.

President Griffin also introduced Attorney Natalie Watson as the Faculty Senate President and thanked her for her attendance. He also reminded the board that Attorney Watson would be making presentations in future meetings. Dr. Griffin thanked board members who attended the HCC Founders Days on October 7, 2007 and stated that he would be obtaining copies of the radio casted program to distribute to them.

A summarized monthly report was distributed containing information on various HCC issues:

- HCC's contribution of \$1,200 to Relay for Life
- Distribution of faculty and staff contracts
- Southern Association Certification
- Student Activity Fees
- Grant for Campus Upgrades
- Facility and Equipment Grant
- STIM-Health Care-Male Mentoring Grant

The President's report also included information relating to several area meetings which took place during the last month.

### **Action Items**

#### Fee Structure for 2007-2008

Vice President Joy Cooley presented the Halifax Community College Fee Schedule for the 2007-2008 fiscal year. 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 Frank Avent made a motion to accept the proposed fee schedule for the 2007-2008 fiscal year and Trustee Rachel Hux seconded the motion. The motion was carried.

#### Class Visitation Education

The Continuing Education Internal Audit Plan states that two internal audit reports will be submitted to the President of Halifax Community College per year from the Division of Continuing Education. The President will present the audit findings to the Board of Trustees on a yearly basis following the North Carolina College audit for approval. Trustee Jack Boseman made a motion to accept the Continuing Education Internal Audit Plan. Trustee Roger Dalton seconded the motion and the motion was carried.

#### Internal Audit Plan

In order to remain in compliance with North Carolina Community College Program Audit procedures, the Continuing Education department developed and maintains an Internal Audit Plan. The Audit plan contains information for the Board of Trustee's

review and approval. Trustee Roger Dalton made the motion to accept the Audit plan and Trustee Frank Avent seconded the motion. The motion was carried.

#### NCCCS College Budget Form 2-1

Vice President Deborah Armstrong presented the Form DCC 2-1 to be approved by the Board of Trustees and to be signed by the Board Chairman. The North Carolina Community College System requires each college finance officer to prepare Form DCC 2-1 in which the College Budget is presented as a combined budget from all funding sources including state funds, county funds, and institutional funds. Commissioners review and approve the form to assure that both groups are familiar with the college's combined budget. Trustee Roger Dalton made a motion to approve Form DCC 2-1 as presented and Trustee Rachel Hux seconded the motion. The motion was carried.

#### Room Rental

Vice President Deborah Armstrong presented a proposal for the rental of two offices in the Wellness Center for use by the North Carolina Center for Automotive Research. Gary Brown, President, Board of Directors for the NC Center for Automotive Research submitted a request for rental space beginning November 2007 until their facility is completed. With the approval from the Board, the request will be submitted to the State Board of Community Colleges for approval at their October 2007 meeting. Trustee Jack Boseman made a motion to approve the proposal for submission to the NCCCS State Board and Trustee Roger Dalton seconded the motion. The motion was carried.

#### Informational Items

##### Enrollment Management Update

Barbara Bradley Hasty, Dean of Student Services, distributed materials and shared information with the Board relating to enrollment management updates, retention reports, recruitment planning, and a student academic support service plan. Chairman Edwards offered his support on behalf of the other board members and commended Dean Hasty for her efforts.

##### Minority Male Mentoring

Dean Hasty also introduced Halifax Community College's *Men of Distinction* to the Board. The *Men of Distinction* are advised by Mr. Eugene Brown, HCC Counselor, and was created through a Minority Male Mentoring Program. Dean Hasty also shared information relating to a Minority Male Mentoring Grant proposal submitted by HCC. This grant will allow funding for community outreach, informational resources, and other programs of training.

##### SBC Ranking

Vera Palmer, Dean of Continuing Education/Community Services, presented information relating to the Small Business Center Network Ranking. During the fiscal year 2006-2007, the SBC Network (SBCN) held 3,521 seminars and workshops attracting 55,526 attendees. Halifax Community College ranked 46 in attendee satisfaction rating as good to excellent.

### Virtual Center Grant/CRC

Dean Palmer also submitted information relating to a Virtual Center Grant that was prepared by Kevin Kupietz, Fire Service/ EMS, Co-ord. & Instructor. This grant will provide the appropriate supervision, support, training, and communication necessary to successfully manage the work of a Virtual Learning Community Center.

### State Board Meeting/Inauguration

President Griffin informed the Board of the upcoming North Carolina Community Colleges Systems State Board Retreat scheduled October 17-19, 2007 and submitted an itinerary for the entire visit along with information related to the October 19, 2007 Presidential Inauguration. Board members are invited to join the State Board for a night of entertainment at the Randy Parton Theatre for dinner and a show on Thursday, October 18, 2007 at 6:00pm.

### **Administrative Services**

#### **Financial Update**

Deborah Armstrong, Vice President of Administrative Services, presented the State and County budget along with other pertinent information including the fiscal year report. She announced that a chiller had been replaced in the 300 building for \$32,000. President Griffin informed the Board that preparations were in process to submit a proposal for facilities funding from Halifax County to replace roofing, lighting, and a controlling unit to regulate air in the 100 building. This grant could possibly be matched with other funds to complete this work without excessive cost to the college.

#### **Student Government Association**

SGA President and Ex-officiate Board Member, Quiana Mann, distributed a list of 2007-2008 SGA Officers along with other information relating to current events scheduled for the fiscal year, the yearly budget, and an open invitation to Board members for all events for the fiscal year. Quiana also shared her plans to extend student involvement with community outreach programs. The Roanoke Valley Adult Day Care Center will be one of the Student Governments major projects for fiscal year 2007-2008. Chairman Edwards commended Ms. Mann and her counterparts for their efforts.

#### **Closed Session**

Trustee Lillie Solomon made a motion to go into closed session to discuss personnel issues after a five minute break. Trustee Rachel Hux seconded the motion and the motion was carried. Closed session began 12:00 noon.

The Board reconvened at 12:15pm.

Chairman Edwards had no information to report relating to closed session discussions but read a letter from a Brunswick Community College student asking for financial support to attend the 2007 ACCT Convention held in San Diego, CA. Trustee Lillie Solomon suggested that a monitory contribution be sent due to the absence of HCC representation

at the convention. President Griffin stated that he would make arrangements for a donation to be sent.

A motion was made by Trustee Jay Baker to adjourn the September 25, 2007 regular meeting and Trustee Jack Boseman seconded the motion. The meeting was adjourned at 12:22pm.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary