



**Halifax Community College  
Board of Trustees  
Regular Board Meeting  
October 30, 2007  
Administrative Board Room  
10:00 am**

Members Present: Stanley Edwards, Chair  
Frank Avent, Vice Chair  
Lillie J. Solomon  
Helen Brown  
Jay Baker  
Jack Boseman  
David Cairns  
Robert Knight  
Quiana Mann, SGA

Absent Members: Bernella DeLaMora  
Cary Whitaker  
Roger Dalton  
Rachel Hux

Others Present: Dr. Ervin V. Griffin, Sr., President  
Deborah Armstrong, 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  
Natalie Watson, Paralegal Tech. Instructor  
Shaun Stokes, History Instructor

**Call to Order**

Chairman Stanley Edwards called the meeting to order at approximately 10:00 a.m. and Trustee Robert Knight gave the invocation. Chairman Edwards asked if there was a

conflict of interest relating to the ethics statement and the Board responded unanimously that there was not a conflict of interest.

### **Trustee Business**

Chairman Edwards announced that some of the trustees had family members who were not feeling well. He expressed his compassion and asked that members keep those persons in their prayers. Chairman Edwards asked for a motion to approve the October 30, 2007 agenda with no changes. Trustee Lillie Solomon made a motion to accept the October 30, 2007 agenda and Trustee David Cairns seconded the motion. The motion was carried.

Chairman Edwards announced that Richard Sullins would not be conducting the staff development workshop scheduled because of illness. He also stated that he would contact Mr. Sullins after the meeting to reschedule the session for the next regular board meeting which would include a discussion on scheduling a Spring Retreat to cover several topics that needed to be covered.

### **Approval of Minutes**

Trustee Jay Baker made a motion to approve the September 25, 2007 regular board meeting minutes and Trustee Frank Avent seconded the motion. The motion was carried.

### **Report from Committees**

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

Trustee Jay Baker stated that there were concerns from faculty and staff relating to the Administrative Regulations and Procedures Manual (ARPM) and the time limit of the distribution of employee contracts. Trustee Lillie Solomon voiced concerns about the responsibility of board committees. She stated that recommendations should come from administration when relating to faculty and staff procedure issues. Trustee Baker stated that he had consulted Chairman Edwards and President Griffin to make sure that this issue was in fact the area of responsibility for the Personnel/ Student Services committee.

President Griffin commented that HCC has always had a standard policy for notification of employment. He also explained that the College has to have the required enrollment and state funds in order to adhere to policy. President Griffin stated that he agreed with the policy and explained budget procedures relating to how employees were paid retro actively according to their individual contract.

Trustee Baker made a motion to recommend the amendment to (204.02) in the Administration Regulations and Procedures Manual. Trustee Frank Avent seconded the motion and the motion was carried.

Trustee Baker also made a motion to delete the word *endeavor* in the third paragraph of (204.02) and Trustee Avent seconded the motion. The motion was carried.

Trustee Jay Baker made a motion to receive quarterly reports from administration on the HCC campus satellites and Trustee David Cairns seconded the motion. The motion was carried.

### **Legislative Summit**

Chairman Edwards advised members of the 2008 ACCT Legislative Summit in Washington, DC February 11-13, 2008. He encouraged every member to attend.

### **President's Report**

President Griffin began his presentation by introducing all faculty, staff and visitors attending the meeting. He asked that all monthly reports be accepted by the board as an official record. Dr. Griffin also distributed the HCC Annual Report for viewing along with a summarized monthly report containing information on various HCC issues:

- Notification of the National Council of Black American Affairs Student of the Year – Shaun Stokes, HCC History Instructor
- Concern Citizens of Tillery Reception for Dr. Ervin V. Griffin, Sr. and Geraldine Middleton
- National Council of Black American Affairs Conference in Baltimore, Maryland
- Rotary Club Annual Breakfast on December 3, 2007- 11:30am – 1:00pm \$6.00 per person
- Approval Letter from President Martin Lancaster to Lease Space from Auto Research Center
- Partnership and Award Agreements
- Veteran Education
- Annual Internal Equipment Audit
- Legislative & Community Affairs Committee
- Facility & Equipment Grant

Blue Books were also distributed with audit exceptions for the last fiscal year. Dr. Griffin was proud to announce that HCC had never been listed with audit exceptions in the Blue Book. Dr. Griffin also presented the findings of the 2006/2007 Audit Report. He concluded his presentation by thanking the board for their support during the State Board Meetings. Chairman Edwards also expressed his gratitude and stated the meetings were a huge success.

Trustee Frank Avent made a motion to accept President Griffin's October report as an official record and Trustee Jay Baker seconded the motion. The motion was carried.

### **Action Items**

Vice President Joy Cooley presented the board with a proposal for permission to allow HCC employees to take three annual leave days in December as holidays. This designation has allowed the College to close for those days enabling all employees to have an extended holiday. Trustee Frank Avent made a motion to approve December 27<sup>th</sup>, 28<sup>th</sup>, and 30<sup>th</sup>, as annual leave days for HCC employees. Trustee Lillie Solomon seconded the motion and the motion was carried.

### **Informational Items**

Vice President Cooley announced that the North Carolina Community College Systems Distinguished Service Awards program is scheduled for November 6, 2007 in Raleigh, NC. She extended an invitation to all trustees.

### **Long Range Plans**

Vice President Cooley presented information relating to the Long Range Plans and explained its proposed contents. She explained that the North Carolina Community College System mandated that all colleges take place in long range planning in order to be eligible for alternative funding. VP Cooley also explained that a campus survey had been created in order to collect the information needed to implement the proposal. Each board member was given a survey to complete and return. After the collection of surveys has been completed, there will be a committee of community leaders appointed to compose the results.

### **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. Vice President Armstrong made comments relating to Halifax County Schools and their recent financial issues and assured members that HCC's account budget is recorded on a monthly basis and scheduled for bi-yearly or yearly audits. She also explained that each report is signed by administration to assure accurate numbers. Other information included in her report related to the budget for the campus grounds improvements made in the Fall 2007 and a state report containing information on received performance funds. VP Armstrong explained that these funds can only be used for certain things and the College has chosen to deposit it into the HCC equipment fund.

Due to the Thanksgiving holiday, Chairman Edwards explained that it is a tradition to schedule the November regular board meeting a week ahead of the original scheduled time. Trustee Jay Baker made a motion to amend the November 27, 2007 regular board meeting to November 20, 2007. Trustee Lillie Solomon seconded the motion and the motion was carried.

Chairman Edwards announced that the Trustee's Christmas Event will be announced at the November meeting and encouraged all members to attend special ceremonies and events.

#### **Closed Session**

Trustee Jay Baker made a motion to go into closed session to discuss personnel matters after a ten minute break. Trustee Frank Avent seconded the motion and the motion was

carried. Closed session began at 11:52 a.m. The Board reconvened at 12:10 p.m. with no information to report. Trustee Robert Knight made a motion to adjourn the October 30, 2007 regular board meeting and Trustee Frank Avent seconded the motion. The motion was carried. The meeting was adjourned at 12:11 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary