



Halifax Community College
Board of Trustees
Special Board Meeting
January 3, 2012
Administration Board Room

Members Present: Frank Avent III, Chairman
Dr. Stanley Edwards
Jay Baker
Reggie Baird
Bettie G. Cofield
David Cairns
Reverend Robert Knight
Mary Mebane

Members Absent: Rachel Hux
Bernella DeLaMora
Lillie Solomon
Carmen Betancourt, SGA

Others Present: Dr. Ervin Griffin, Sr., President
Dr. Erica Holmes, Vice President Academic Affairs
Deborah Armstrong, Vice President Administrative Services
Dr. Edwin Imasuen, Director of Institutional Research
Barbara Bradley-Hasty, Dean of Student Services
B.T. Brown –Dean of Academics
Hilda J. Hawkins, Executive Assistant to the President
Melanie Temple, PIO Officer
Jacqueline Hough, Daily Herald

Others Absent: Dr. Vera Palmer – Dean of Continuing Education
Dr. Linnie Carter – Vice President Institutional Advancement
Mitchell Robinson, Associate VP Administrative Services

Call to Order

Chair Frank V. Avent, III, called the meeting to order at 12:00 noon Dr. Ervin V. Griffin, Sr., checked the attendance of the Board of Trustees. Reverend Knight delivered the invocation.

Ethics Statement

Chair Frank V. Avent, III, read the Ethics Statement. There was no indication of members having an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter.

Closed Session

Chairman Frank Avent asked the Board of Trustees to go into closed session to discuss a personnel issue.

Trustee Stanley Edwards made a motion to go into closed session. Trustee Jay Baker seconded the motion and the motion was carried. The Board convened to discuss personnel matters.

Trustee Bettie Cofield made a motion to come out of closed session. Trustee Reggie Baird seconded the motion and the motion was carried. The Board reconvened at 12:20 p.m.

Action Items

Nomination of Robert Howard for Administrative Services

The HCC Board of Trustees was asked to approve the recommendation of Robert Howard, as Vice-President for Administrative Services.

Trustee Jay Baker made a motion to accept the recommendation of Robert Howard for Vice President for Administrative Affairs. Trustee Bettie Cofield seconded the motion and the motion was carried.

Trustee Reggie Baird made a motion to adjourn the January 3, 2012 board meeting and Trustee Jay Baker seconded the motion. The motion was carried. The meeting was adjourned 12:31 p.m.


Frank Avent, III, Chairman


Dr. Ervin V. Griffin, Sr., Secretary