



AGENDA
BOARD OF TRUSTEES
Personnel and Student Services
Tuesday April 21, 2020 1:00 p.m.

1. Call to Order
2. Trustee Attendance
3. Trustee Business

Action Items

- a. Adoption of the Agenda
- b. Approval of minutes from the previous meeting
- c. Grading Policy Change During COVID-19 Pandemic

Informational Item

Updates

4. Announcements
5. Adjournment



**Minutes
Personnel and Student Services Committee
February 18, 2020**

Members Present: Mr. Michael Felt
Ms. Fannie Greene
Mr. John Smith

Member Absent: Ms. Jennifer Locke

Others Present: Dr. Michael Elam, President/CEO
Kimberly Mack, Executive Assistant to the President and the Board of Trustees
Margaret Murga, Director of Human Resources
David Forester, Vice President of Administrative Service
Dr. Barbara Bradley-Hasty, Vice President of Student Services and Enrollment

Call to Order

Ms. Fannie Greene called the Personnel and Student Services Committee meeting to order on February 18, 2020 at 1:33 p.m. in the president's conference room.

Trustee Attendance

A quorum was met for the meeting.

Trustee Business

Action Actions

a. Election of Chair and Vice Chair

Mr. Felt, Chair of the HCC Board of Trustees and a member of the Personnel and Student Services Committee, stated that the board members can change every year with the rotating appointments to the board. It is a requirement to have an annual election of not only the board chair, vice chair, and secretary but also the committee chairs and vice chairs. Chairman Felt opened the nominations for chair of the Personnel and Student Services Committee. Mr. Smith nominated Ms. Fannie Greene for chair, to close the nominations on said name, and accept her by affirmation. Mr. Felt seconded the motion. The motion carried.

Ms. Greene open the floor for nominations of a vice chair. Mr. Felt made the motion to nominate Mr. Smith for vice chair, close the nominations on said name, and accept him by affirmation. Ms. Greene seconded the motion. The motion carried.

Everyone congratulated Ms. Greene and Mr. Smith on their elections.

b. Approval of Agenda

Mr. Felt made the motion to approve the agenda. Mr. Smith seconded the motion. The motion carried.

c. Approval of minutes from the previous meeting

Mr. Smith made the motion to approve the minutes from the previous meeting. Mr. Felt seconded the motion. The motion carried.

d. College Summer Hours Work Weeks

Mr. Greene asked Dr. Elam to discuss the action item. Dr. Elam shared that each year in the summer the staff has worked four days a week for ten hours and will be off on Fridays. There is some flexibility for staff that has to work on Fridays in some areas, as well as how the 10 hours are worked a day. Those details are worked out with an employee's supervisor. The proposed start date is Monday, May 11, 2020 and the proposed end date is Thursday, July 31, 2020. Mr. Forester mentioned that we had a digital vote to determine if we should continue college summer hours during our Spring Convocation in January. The staff was overwhelming in favor of the request to the board. Also, the state only gives 12 holidays a year. Working four-day work weeks is a benefit for the staff. It does not cost the institution any additional funding to work a four-day work week. Mr. Felt expressed concerns overextending the four-day work weeks from beginning in June to May after graduation. Mr. Forester also expressed that if there was a need for security to be on campus on a Friday, they would be on campus. Dr. Hasty also expressed that other community colleges in the state begin the four-day work weeks in May. Mr. Felt made the motion to move this action item forward without committee approval and allow the board to have discussion and determine the action on the item. Trustee Smith seconded the motion. The motion carried.

e. Approval of Telecommuting Policy

Trustee Greene asked Dr. Elam to share information on the Approval of Telecommuting Policy. The College does not have a Telecommuting Policy for employees to work. The Nurse Family Partnership (NFP) agreement, which the Board of Trustees recently approved, has been set up with four nurses working in a regional five county service area with travel to the houses of clients. The College is not providing the nurses in the NFP with offices on campus, but they are HCC employees hired through grant funding with home-based offices. It is essential that the College establish a mechanism for the work to occur for College from home offices. Additionally, this policy will allow the College to remain more current in the contemporary work environment of 2020. Other college employees besides those in the NFP may desire to apply to telecommute. Some positions do not lend themselves to being in positions which fit into telecommuting and those requests would be denied. Telecommuting would only be approved when it is deemed to mutually beneficial to the college and its employees with a goal of enhanced delivery of services. Mr. Felt made the motion to move this action item forward without committee approval and allow the board to have discussion prior to voting on the action items. Mr. Smith seconded the motion. The motion carried.

Informational Item

Spring Fling-Dr. Elam announced that the Student Government will be having a Spring Fling on March 26, 2020 from 11 a.m. to 2 p.m. on campus.

Local African American Heroes Program-Dr. Elam shared that the Local African American Heroes' program will be on February 26, 2020 at 11:00 a.m. in the Griffin Centre. Three trustees will be honored which are Ms. Fannie Greene, Ms. Marie Robinson, and Ms. Chelsea Harris, student trustee.

Road Naming-Ms. Greene asked about the road naming. Mr. Felt shared that he does plan to put it back on the agenda at a future meeting.

Announcements

Committee Meeting Scheduling-Mr. Smith asked why the committee meets in the middle of the day. He mentioned the morning would be more feasible for him. Mr. Felt asked to follow-up with Kim Mack to get the meeting time changed. Ms. Greene shared that she preferred to meet one hour before the board meeting. The committee does not meet that often. Mr. Felt shared we can schedule our next meeting prior to the board meeting.

Graduation-Dr. Hasty shared that graduation will be May 9th at 9 a.m. The presidential partners will be East Carolina University and Halifax County Schools. The speaker will be Peter Hans, the president of the North Carolina Community College System.

Adjournment

Mr. Felt made the motion to adjourn. Trustee Smith seconded the motion. The motion carried. The meeting was adjourned at 2:02 p.m.

Halifax Community College
Board of Trustees
April 28, 2020

Action Item

Item:	Grading Policy Change During COVID-19 Pandemic
Area:	Personnel & Student Services
Presenter (s):	Dr. Jeffery Fields
Recommended Action:	The Board of Trustees is asked to approve the new grading policy change with Withdraw Emergency (WE) and Incomplete Emergency (IE).
Background:	In response to the national emergency due to the COVID-19 pandemic, The College would like to utilize a new incomplete and withdraw grade policy to better serve impacted students.

Grading Policy Change During COVID-19 Pandemic

During the COVID-19 pandemic, the college moved a significant number of face-to-face classes to an online format. The remaining classes that could not be moved to an online format were primarily in the areas that require hands-on labs, shop, and clinical. These classes were suspended until it is possible to resume face-to-face classes. It is possible the course requirements cannot be satisfied in these classes during the Spring 2020 semester due to time constraints and the reduction in the ability to conduct the hands-on requirements of the course. In order to hold students harmless during the COVID-19 pandemic, the following grades are requested to be available to apply to eligible students' grades during the Spring 2020 semester. Additionally, the North Carolina Community College System Office shared a similar recommendation for withdraws and incompletes.

Withdraw Emergency (WE): The last day to drop without academic penalty policy will be waived for the Spring 2020 semester. Students who would have received a grade of WF (Withdraw Failing) will receive a grade of WC (Withdraw Emergency) for Spring 2020. The grade is non-punitive and will have no adverse effect on a student's cumulative grade point average. The WE grade should only be applied to students in response to COVID-19.

Incomplete Emergency (IE): Students who are unable to complete their course work due to the effects of the COVID-19 pandemic by May 4, 2020, will receive a grade of IE (Incomplete Emergency) as an alternative to I (Incomplete). Students will have up to three semesters (equivalent to one year) to complete the requirements of the course. A grade of "IE" does not have a minimum requirement of the percentage of course completion by the student prior to applying the grade of "IE". If the remaining course requirements are not satisfied, the grade of "IE" will be changed to a grade of "F". The student, along with his/her instructor, must complete the required paperwork and obtain all signatures prior to the awarding of an "IE". A copy of this documentation will be placed in the student's academic file. The IE grade should only be applied to students in response to COVID-19.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

MEMORANDUM

April 8, 2020

To: Chief Academic Officers and Chief Student Development Administrators

From: Kimberly Gold, Senior Vice President/Chief Academic Officer

Re: Guidance for New Incomplete and Withdraw Grade in Response to COVID-19

In response to the national emergency due to the COVID-19 pandemic, colleges may be using their local college incomplete grade policy to better serve students and may realize an increase in withdrawals. Further, the Federal Government has enacted legislation (CARES Act) and the State Board of Community Colleges has approved temporary rules (Numbered Memo CC20-22); both relax regulatory requirements on colleges. Therefore, colleges should add two new grades to their local curriculum grading schemes, which are also unique to the entire system: IE – Incomplete Emergency and WE – Withdraw Emergency. (Note: if a college has previously created a unique grade in response to COVID-19, then it is requested that the college either batch change the grades to IE and/or WE to avoid mapping requirements for state reporting.) The IE and WE grades should only be applied to students in response to COVID-19.

For the IE grade, it is recommended that colleges review their incomplete grade policy to evaluate if enough time is available for students to complete the learning outcomes of the course. Colleges may consider increasing the available time to a maximum of one year, given the unique nature of the natural emergency.

As colleges make these changes, it will be necessary to collaborate with other functional areas such as Financial Aid. Further, academic advising and career counseling for students is paramount to their understanding of the impact of an incomplete grade and a withdraw grade on their academic progress (e.g., course requisites). If you have additional implementation questions, please open a service request at <https://ncccs.service-now.com/sp>.

Students enrolled at colleges who are utilizing the Career and College Promise Program (CCP) tuition waiver should be served under the same State Board of Community College approved temporary rule. As such, dually enrolled students can be assigned an IE or WE grade in response to COVID-19.

CC20-030
Via Email