



**AGENDA**  
**BOARD OF TRUSTEES**  
Personnel and Student Services  
Tuesday May 14, 2019 1:30 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. College Summer Hours Work Weeks

**Informational Item**

- a. Enrollment Presentation

**Updates**

4. Announcements
5. Adjournment



**Minutes  
Personnel and Student Services Committee  
March 19, 2019**

**Members Present:** Trustee Michael Felt  
Trustee Fannie Greene  
Trustee John Smith

**Member Absent:** Trustee Jennifer Locke

**Others Present:** Dr. Michael Elam, President/CEO  
Kimberly Mack, Executive Assistant to the President and Board of Trustees  
Margaret Murga, Director of Financial Aid  
Dr. Edwin Imasuen,

**Call to Order**

Trustee Fannie Greene called the Personnel and Student Services Committee meeting to order on March 19, 2019 at 1:30 p.m. in the president's conference room.

**Trustee Business**

**Action Actions**

**a. Approval of Agenda**

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

**b. Approval of Minutes**

Trustee Locke made the motion to approve the minutes from the previous meeting. Trustee Felt seconded the motion. The motion carried.

**c. Employee/Student Relationship Policy**

Dr. Elam stated that we are updating our policies as we get ready for SACS-COC. We would like to strengthen the policy and clarifying the penalties. This policy was presented to the board and sent back to the committee for more work and for the board attorney to review. Mr. Felt mentioned there were multiple meetings with the HR Director and the Board Attorney to ensure it was a good policy. The name of the policy was updated. Trustee Felt made the

motion to send the amended policy to the board for approval. Trustee Smith seconded the policy. The motion carried.

**d. Professional Development Policy**

Dr. Elam shared with the board that the North Carolina Community College system made changes to the “Tuition and Registration Fee Waiver” that will no longer waive tuition and registration fees for community college faculty or staff members. The board attorney has reviewed this policy. Mr. Felt made the motion to recommend the policy the Professional Development Policy to the full board.

**e. 2020 Reaffirmation of HCC by SACSCOC & Program Change Policy**

Dr. Elam asked the committee to approve the 2020 Reaffirmation of HCC by SACSCOC to establish a process for establishing a new academic program. Mr. Smith made the motion to recommend the program change policy to the Board of Trustees. Trustee Felt seconded the motion.

**f. 2020 Reaffirmation of HCC by SACSCOC & Substantive Change Policy**

Dr. Elam asked the committee to approve the Substantive Change Policy. This policy will allow HCC to be in compliance with SACSCOC. Mr. Felt made the motion to recommend the Substantive Change Policy to the full board. Trustee Smith seconded the motion. The motion carried.

**Informational Item**

**Trustee Self-Assessment**

The committee reviewed the Trustee Self-Assessment. There were no changes to the form. The form will be given to the board at the March Board meeting.

**Adjournment**

Trustee Locke made the motion to adjourn. Trustee Felt seconded the motion. The motion carried. The meeting was adjourned at 2:55 p.m.

Halifax Community College  
Board of Trustees  
May 21, 2019

**Action Item**

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Item: College Summer Hours Work Weeks

Area: Human Resources

Presenter(s): David Forester

Recommended Action: For the Board of Trustees to approve the forty hour work week to run from Monday-Thursday in the summer months of June and July 2019. The proposed start date is Monday, June 3, 2019 and the proposed end date is Thursday, July 25.

Background: The College full-time staff employees have worked on a forty hour work week with eight hour days from Mondays to Fridays from August 2018-present. In the summer of 2018 from June 2018-July 2018 the same employees worked Mondays-Thursdays with ten hour days to total the forty hours each week. That summer schedule provided employees the opportunity to have Fridays off. This has been popular with employees and provides them with a desired benefit without any additional costs to the College.