



Halifax Community College  
Board of Trustees  
Board Meeting  
January 26, 2010  
Administration Board Room

- Members Present: Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Frank Avent III, Vice Chairman  
David Cairns  
Lillie J. Solomon  
Jay Baker  
Jack Boseman  
Rachel Hux  
Reggie Baird  
Frederick Webb, Jr.  
Theresa Raymond, SGA
- Members Absent: Helen Brown  
Bernella DeLaMora
- Others Present: Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Tom Schwartz, Vice President of Institutional Advancement  
Vera Palmer, Dean of Con. Ed./Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Jennifer Jones, Administrative Assistant  
Mitchell Robinson, Controller  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Dr. Edwin Imasuen, Director Institutional Effectiveness  
Catherine Robinson, Child Care Instructor  
Vicki Collier, Child Care Director  
James B. Washington, Director of Admissions  
Melanie Temple, PIO Officer  
Sarah Lyttle, Biology Instructor  
Robert Carmac, Smith-Sinnett Architect  
Richard Andrews, Smith-Sinnett Architect

Kelly Harvey, Nursing Instructor  
Jacqueline Hough, Daily Herald

**Call to Order**

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board and Trustee Robert Knight delivered the invocation.

**Introduction of Visitors**

All visitors introduced themselves. President Griffin recognized Catherine Robinson, HCC Childcare Center Instructor, as the recipient of the Terri Lynn Lokoff National Child Care Teacher Award. Dean of Students, Barbara Bradley-Hasty, introduced James Bernard Washington as the Director of Admissions and Dr. Erica Holmes introduced Sarah Lytle as a Biology Instructor. Dr. Pocahontas Jones announced that she accepted a position at Roanoke Chowan Community College as the Chief Academic Officer and expressed her appreciation for the opportunity to serve Halifax Community College for almost twenty years.

**Ethics Statement**

Chairman Edwards 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.

**Trustee Business**

**Approval of Agenda**

Trustee Jack Boseman made a motion to approve the January 26, 2010 Board of Trustees meeting agenda with the addition of discussing the results of the Self-Evaluation Survey and reviewing the Halifax Community College Board of Trustees Bylaws. Trustee Frank Avent seconded the motion to approve the January 26, 2010 agenda with the additions and the motion was carried.

**Approval of Minutes**

Trustee Reggie Baird made a motion to approve the November 17, 2009 Board of Trustees regular meeting minutes and Trustee Jay Baker seconded the motion. The motion was carried.

**January 19, 2010 Work Session**

A work session was held January 19, 2010 to review the questions of concern regarding the Self-Evaluation Survey and to review the trustee bylaws for any proposed recommended changes. The Board of Trustees chose a series of questions from the Self-Evaluation Survey for further discussion and approved the following suggestions made by individual board members.

1. Trustee Jack Boseman suggested that concerns regarding institutional policies be placed on an agenda and discussed in a regular meeting. He also suggested that a private orientation, including a campus tour, be given by HCC administration to each new trustee. Trustee Lillie Solomon made a motion to approve the suggestions. Trustee Frank Avent seconded the motion and the motion was carried.

2. Trustee Jack Boseman suggested that the HCC Board of Trustee meeting agendas be placed on the HCC website prior to each meeting and that community surveys be available for community involvement. Trustee Solomon made a motion to approve the strategies suggested for involving the community in the discussion of issues that impact the community. Trustee Boseman seconded the motion and the motion was carried.
3. President Griffin suggested that a luncheon or a gathering be hosted annually where Northampton and Halifax County Commissioners can come together and discuss related issues. Trustee Jay Baker made a motion to approve the suggestion to host a gathering inviting Halifax and Northampton County officials on an annual basis. Trustee Jack Boseman seconded the motion and the motion was carried.
4. Trustee Robert Knight made a motion to approve that the Halifax Community College Board of Trustees participate in a self-evaluation on a yearly basis. Trustee Jay Baker seconded the motion and the motion was carried.
5. Trustee Reggie Baird shared concerns regarding the success rates of students currently attending classes and suggested that a time be set aside for faculty members along with the Institutional Effectiveness to present their individual strategies to the Board. Trustee Jay Baker made a motion to approve the suggestions and Trustee Jack Boseman seconded the motion. The motion was carried.

Trustee Jack Boseman commented that he learned a lot from the work session and Chairman Edwards expressed how the session was very inspiring and effective.

### **Committee Reports**

#### Building and Grounds

Trustee Jack Boseman announced that the Building and Grounds Committee met January 26, 2010 for a campus tour led by Vice President Deborah Armstrong. Trustee Boseman stated that the campus looked to be in good shape but informed that a lot of work will need to be done before the SACS visit. Trustee Rachel Hux stated that she was impressed with how clean the campus looks. Vice President Erica Holmes directed the attention to the new BLET accommodations which included a restroom facility and additional classrooms. Vice President Holmes advised that the academy can now accommodate twenty students.

#### Finance

Trustee Lillie Solomon announced that the Finance Committee met December 18, 2009 in the Administrative Board Room at 10:00 a.m. A report was distributed regarding what was discussed and President Griffin asked that a correction be made regarding the use of The Centre. Trustee Lillie Solomon advised that the Finance Committee will be scheduling another meeting soon.

#### Personnel/Student Services

No Report

Academic Programs Services

Trustee Frank Avent announced that a meeting was held January 26, 2010 and stated that Theresa Raymond will chair the Academic Programs Services Committee. Trustee Avent also advised that a written report will be distributed during the next meeting.

Announcements

Chairman Edwards announced that he was appointed to the North Carolina Community College Systems Office Executive Board and distributed information regarding items that the NC General Assembly is considering for the improvement of community colleges. He stated that he will provide updates on specific issues from time to time.

Chairman Edwards also provided information regarding the NCACCT Legislative Summit scheduled April 7-9, 2010. He suggested that all members attend in order to receive their ethics training.

**President's Report**

President Griffin began his presentation by introducing a few new items that have been placed in the HCC Bookstore for purchase. He also shared various newspaper articles that featured HCC events. He then referred members to his written report regarding the following topics:

- Enrolment Management and Retention Plan
- FTE Report
- Halifax and Northampton County Budget Reduction Reports
- Review of Veterans Affairs Information
- Articulation with UNC Greensboro
- 2010 Black History Program
- Position as Roanoke Rapids Rotary Club President
- Teaching of ACA Course
- Emancipation Proclamation Celebration
- Dr. Alease Frederick Meet and Greet
- February 19<sup>th</sup> Roanoke Rapids Theatre Program
- Academic Performance Indicators

President Griffin concluded his report by thanking the board for their support. Trustee Frank Avent made a motion to accept the January 26, 2010 President's Report. Trustee David Cairns seconded the motion and the motion was carried.

**Action Items**

Advanced Planning Project #1744 Academic & Student Services Center

Smith Sinnett Architecture was selected at the October 28, 2008 meeting of the Board of Trustees to complete the Advanced Planning for Project #1744 Academic & Student Services Center. The advanced planning has been completed by Smith Sinnett. Presentations have been made to the Board of Trustees and a copy of the final draft of the advanced planning notebook has been mailed to each Trustee. The Board of Trustees is asked to approve the final draft of the advanced planning for Project #1744 Academic & Student Services Center.

Trustee David Cairns stated that he did not find information regarding cost in the advanced planning information and questioned what the cost would be per foot. Richard Andrews, Architect, advised that the cost was comparable with other community college projects.

Trustee Frank Avent made a motion to approve the Advanced Planning Project #1744 Academic & Student Services Center. Trustee Rachel Hux seconded the motion and the motion was carried.

#### Mileage Reimbursement for Privately Owned Vehicles

The Board of Trustees is asked to approve a decrease in the approved mileage rate from 50.5 cents per mile to 45 cents per mile for privately owned vehicles used for official college business when a college owned vehicle is not available. The current mileage rate of 32 cents per mile for privately owned vehicles used for official college business when a college owned vehicle is available will not change.

Trustee Jack Boseman made a motion to approve the decrease in the mileage rate from 50.5 cents per mile to 45 cents per mile for privately owned vehicles used for official college business when a college owned vehicle is not available. Trustee Jay Baker seconded the motion and the motion was carried.

#### Academic Administrative Calendars 2010-2011

The Halifax Community College Board of Trustees is asked to approve the Academic and Administrative Calendars for 2010-2011 as presented. Trustee Jay Baker made a motion to approve the Academic Calendars 2010-2011. Trustee Frank Avent seconded the motion and the motion was carried. Trustee Lillie Solomon made a motion to approve the Administrative Calendars 2010-2011. Trustee David Cairns seconded the motion and the motion was carried.

### **Informational Items**

#### Academic Affairs

##### Elevate America- North Carolina Microsoft Testing Center

Vice President Erica Holmes completed an application for HCC to become a Microsoft Testing Center and the application was approved. Being a Microsoft Testing Center affords our students the opportunity to sit for industry certification tests on campus. Students no longer have to drive to Greenville or Raleigh or other places to take certification exams in the Microsoft areas such as Word, EXCEL, Database, PowerPoint, Windows, and Networking.

##### Intellectual Property Procedures

A committee has reviewed the intellectual property procedures written in the Administrative Procedures and Regulations Manual (ARPM). The revised procedures are written as follows:

## INTELLECTUAL PROPERTY PROCEDURE

### PURPOSE

The Intellectual Property procedures define and protect ownership rights to intellectual works of authorship, independent or Halifax Community College-supported, that are created by College employees, students, and anyone formally connected with the College. This policy explains the responsibility of the College to protect the legal rights of those outside the College who hold copyrights or patents to their authored works. HCC supports the creation and use of intellectual property to carry out the mission of the College.

### DEFINITIONS

Intellectual property--works or products resulting from creations of the mind that can be patented or copyrighted.

Copyright Act (Title 17 of the United States Code)—tangible, intellectual, and creative works of authorship which can be acknowledged, copied, or communicated to others in any form, including, but not limited to, literary, graphic, musical, and audiovisual works protected by Title 17. Title 17 defines federal copyright protection, lists works that are protected, and outlines the process by which works are protected.

Title 35 of the United States Code--defines patent protection, lists works that are protected, states requirements for qualifying for a patent, and describes the process for granting patents.

### POLICY

Intellectual property created outside Halifax Community College will be used for appropriate purposes by the College following the Fair Use criteria set forth in Title 17, Chapter 1, Section 107 of the United States Code.

Intellectual property created partially or completely with Halifax Community College resources is subject to College ownership. An Ownership Agreement between the employee, student, or individual in a formal relationship with the College defines the rights of the College and the individual.

Intellectual property created without the use of College resources but for the purpose of fulfilling the College mission or related functions is subject to joint ownership by the College and the creator(s). Intellectual property created without the use of College resources and unrelated to the College is the exclusive property of the creator(s). The College has no interest in such property and no claim to ownership.

The use of College resources for personal gain is unacceptable use of College resources is prohibited.

## **FAIR USE**

Title 17, Chapter 1, Section 107 (Fair Use) of the United States Code allows Halifax Community College to use materials copyrighted by others in the following manner:

1. The fair use of a copyrighted work, reproduced in copies, recorded, or copied by any other means, for the purposes of teaching, scholarship, or research, is not a violation of copyright.
2. Determining fair use of a work is made using these factors:
  - whether the purpose of the use is of a commercial nature or is for nonprofit educational purposes
  - whether the amount (percentage) of the work used is appropriate or excessive and unnecessary
  - whether the use of the work could negatively impact the value of the copyrighted work.

An unpublished work may also be subject to Fair Use.

If the desired use of the copyrighted materials does not fit the Fair Use criteria, the employee, student, or individual in a formal relationship with the College must gain permission from the author or owner before using the material. A copy of all related correspondence must be filed in the appropriate Dean's office. Such correspondence, at the least, must consist of the letter requesting approval, the letter of response from the author or owner, and a copy of the material itself.

## **CRITERIA FOR DETERMINATION OF OWNERSHIP OF INTELLECTUAL PROPERTY**

The employee, student, or individual in a formal relationship with the College retains ownership of the intellectual property if any of the work was made/created/produced/developed independently and was not requested by the College and if

- the work is not part of a specific contract or routine assignment made as a result of College employment
- the work is not prepared as part of the individual's routine job duties and responsibilities
- the work does not involve use of College facilities, time, and/or other resources.

The College retains ownership of the intellectual property if any of the work is prepared as part of the individual's routine job duties and responsibilities and if

- the work is prepared as part of the employee's class assignments

- the work is the result of a specific contract or assignment made during the course of employment with the College
- the work involved facilities, time, and/or other College resources, including release time, grant funds, College personnel, salary supplement, leave with pay, equipment, etc.

#### **DETERMINATION OF CONFLICT**

When intellectual property of potential value may be created, the College and the employee, student, or individual in a formal relationship with the College may negotiate an agreement for ownership and the sharing of benefits before the property is created. The agreement may include use of the intellectual property at other educational institutions.

An Ad Hoc Intellectual Property Committee, appointed by the Vice President for Institutional Advancement and made up of an equal number of faculty and staff, will make recommendations when issues arise. The Vice President for Institutional Advancement will request that the Faculty Senate recommend faculty members to serve on this committee.

#### **RIGHTS AND RESPONSIBILITIES**

1. Use of the College name or logo on intellectual property is subject to prior approval by the President of the College.
2. Intellectual property must not include intellectual property owned by others unless the creator(s) obtains the appropriate signed permission or release form.
3. Intellectual property creator(s) must promptly notify the appropriate Dean when he or she deems that an unusually great number of College resources will be required to complete the work.
4. The creator(s) and the College will negotiate an Ownership Agreement if the intellectual property has financial value and is potentially marketable.
5. The Vice President for Academic Affairs' office is responsible for implementing the intellectual property policy.
6. When employees leave employment, they must submit all intellectual property to the College. Employees may negotiate continued use of intellectual property that is owned by the College through the appropriate Vice President. Final approval for use of intellectual property will be by the President of the College.
7. An Ad Hoc Textbook Selection Committee will be appointed by the Chair of the Academic School when a faculty member who has authored a textbook or supplemental book wishes to replace the current textbook or supplement existing text(s). This Committee will make a decision regarding this change and forward recommendation(s) to the Dean of Curriculum Programs.

The revised procedures were approved by President Griffin and updated in the ARPM on December 17, 2009.

Academic Freedom and Personal Responsibility

A committee has reviewed the academic freedom and personal responsibility procedures written in the Administrative Procedures and Regulations Manual (ARPM). The revised procedures are written as follows:

<b>403.00 Academic Freedom and Personal Responsibility</b>
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The Board of Trustees of Halifax Community College has been delegated authority by the State of North Carolina (NCGS 115D) to ensure academic freedom. The Board requires the use of professional and ethical judgment in the exercise of this freedom, which is to be utilized in accomplishing the mission of the College.

It is, therefore, incumbent upon Halifax Community College faculty to be responsible and ethical in managing the learning environment and to refrain from behavior or speech that interferes with the College mission. The College holds that students and faculty are at liberty, freely using their knowledge and critical thought processes, to investigate, research, and question ideas and facts even if such inquiry raises objections from external sources. Faculty, staff, and students who use language that infringes upon others including, but is not limited to, name-calling, sexual harassment, political or religious epithets, insults, or political or religious recruiting are subject to disciplinary actions according to the College Personnel Manual and Student Handbook.

Students and faculty have the freedom to express their visions and conclusions, using reasonable restraint, without fear of reprisal. Faculty have the freedom to discuss subject matter in the classroom but not the freedom to inject controversy that has no bearing on the subject at hand in the classroom or to act as spokespersons for the College.

It is understood that faculty do not work independently of their department's determination of course content. In addition, faculty do not work independently of their requirement to publish a syllabus, to grade student work, to establish student learning outcomes, to share with colleagues, to give input for approval of programs, to ask for resources, to assist their department in improving student learning, to gather artifacts for assessment, to participate in program assessment and review, and to perform all duties as described in the faculty position description.

In the case of a complaint arising from alleged student violation of Academic Freedom, students, faculty, and the educational process are protected under the Administrative Policies and Procedures Manual, ARPM 510.00 Student Conduct.

In the case of a complaint arising from alleged faculty violation of Academic Freedom, the faculty member will follow the Employee Grievance Policy in the Personnel Policies Manual.

The revised procedures were approved by President Griffin and updated in the ARPM on January 7, 2010.

Program Review Programs

Vice President Holmes announced that she met with the Academic Program Services Committee to discuss the 2010 program review process. The meeting was held January 26, 2010.

Early College Update

Vice President Holmes announced that the early college students have completed placement tests and are all currently taking college courses.

Prison Education Program

Vice President Holmes provided information from the North Carolina Community College Systems regarding the prison education program.

Golden Leaf Foundation “Roanoke Valley Early College Enhancement”

Vice President Holmes received acknowledgement of a grant submission. She announced that she was invited to attend a Golden Leaf Foundation meeting in Rocky Mount, NC to present the need for the grant.

**Administrative Services**

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. In addition to the financial reports, an update was provided regarding two maintenance positions being unfilled and the tracking of energy savings. Trustee Avent expressed that the HCC maintenance department should be commended for their untiring efforts. Trustee Boseman suggested that the students be involved in some type of energy efficient program. Vice President Armstrong concluded her report by announcing that the State budget seemed to be on track. She mentioned that Administrative Assistant Joanne Jolly is working in Vice President Tom Schwartz’s office as well as The Centre.

**Institutional Advancement**

Vice President Tom Schwartz distributed a brief Institutional Advancement report regarding updates on grants in process and the progress on the annual campus fund drive. He announced that there will be a steering committee formed to schedule an initial HCC alumni meeting. He also announced that seven hundred dollars had been raised during the American Indian Heritage Month Celebration to cover expenses.

**SGA**

SGA President, Theresa Raymond, announced that the SGA participated in five Christmas parades during the month of December (Halifax, Jackson, Garysburg, and Roanoke Rapids). Unfortunately, the Littleton parade was canceled due to inclement weather. SGA kicked off the scholarship fundraising efforts at the Centre and provided concessions for three Centre events in December. Vice President Schwartz will oversee the depositing of the money earned. Several

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chartered organizations had an opportunity to co-work a concession. P.R.I.D.E. and Women of Excellence each participated in a fundraising event.

During the month of January, the SGA volunteered as tour guides for New Student Orientation and provided welcome back refreshments to all HCC students. The SGA used the criteria for the selection of SGA Executive Board members and interviewed, selected, and swore in two people to fill the vacant positions for the executive board. Michael Barber, is the Public Information Officer, and Starlette Tillery, is the new Secretary/Treasurer. The two new officers had to interview for their respective position and were selected based on the required criteria for SGA Executive Board members.

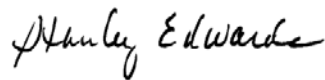
The SGA also participated in the Dr. Martin Luther King Jr. Parade in Littleton, NC. The SGA traveled to Charlotte, NC on January 23, 2010 to compete in the N4CSGA 3 v 3 Tournament at the Time Warner Cable Arena, home of the Charlotte Bobcats. Calvin Richardson and Antoine Lyons, members of P.R.I.D.E. and winners of the Fall Festival 3 v 3 Tournament assisted by Gwen Young, SGA Parliamentarian, and David Laskey, Assistant Learning Coach Mentor made up the HCC team. All were able to attend the Charlotte Bobcat/Orlando Magic game and meet the Bobcat players for autographs.

Announcements

Trustee Frank Avent reminded members of the HCC clothes collection closet for women and men and encouraged all to contribute.

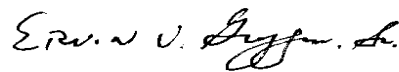
No Closed Session

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Frank Avent seconded the motion. The meeting was adjourned at 12:30 p.m.



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Dr. Stanley Edwards, Chairman



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Dr. Ervin V. Griffin, Sr., Secretary