



Halifax Community College  
Board of Trustees  
Board Meeting  
February 24, 2009  
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Frank Avent III, Vice Chairman  
Cary Whitaker  
Helen Brown  
Rachel Hux  
Lillie J. Solomon  
Bernella DeLaMora  
David Cairns  
Jay Baker  
Theresa Raymond, SGA

Members Absent:

Reggie Baird  
Jack Boseman

Others Present:

Dr. Ervin Griffin, Sr., President  
Deborah Armstrong, Vice President Administrative Services  
Thomas Schwartz, Vice President Institutional Advancement  
Dr. Erica Holmes, Vice President Instructional Services  
Vera Palmer, Dean of Con. Ed./Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
John Stams, Faculty Senate Chair  
Jennifer Jones, Administrative Assistant  
Mitchell Robinson, Controller  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
D. J. Markham, Dental Hygiene Instructor

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.

#### Introductions of Visitors

Visitors in attendance introduced themselves. President Griffin then presented D.J. Markham, Dental Hygiene Instructor, with a certificate from the North Carolina State Board of Community Colleges for her nomination for the 2008 Excellence in Teaching Award.

#### 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 Bernella DeLaMora made a motion to approve the February 24, 2009 board meeting agenda. Trustee Frank Avent seconded the motion and the motion was carried.

##### Approval of Minutes

Trustee Lillie Solomon made a motion to approve the January 27, 2009 Board Meeting Minutes and Trustee Jay Baker seconded the motion. The motion was carried.

#### **Committee Reports**

##### Building and Grounds

Trustee Frank Avent advised that the Building and Grounds Committee would continue to work on the lighting situation in the parking lots. Theresa Raymond announced that a Campus Clean-up Day was scheduled for February 23<sup>rd</sup>. The Campus Clean-up invitation was extended to all HCC employees as well as students.

##### Finance

Vice President Deborah Armstrong requested a meeting as soon as possible with the Finance Committee to complete the county budget for submission. Vice President Armstrong stated that she would also like to be able to share the budget with board members at the next meeting.

##### Personnel/Student Services

No Report

##### Academic Programs Services

Trustee Bernella DeLaMora asked that the board members move forward with the recommendations from the Academic Programs Services committee regarding the 2008-2009 Program Review. Trustee DeLaMora distributed the Program Review recommendations at the January 26, 2009 meeting and asked that they be reviewed thoroughly.

Trustee Jay Baker made a motion to approve the recommendations from the Academic Program Services Committee. Trustee Lillie Solomon seconded the motion and the motion was carried.

#### **Announcements**

Chairman Edwards shared information regarding the 2009 NCACCT Law Conference scheduled April 15-17, 2009 at the Sheraton Imperial Hotel and Convention Center in Research Triangle Park, NC.

### **President's Report**

President Griffin began his report by providing information obtained from a previous President's meeting. The report indicated that expected budget cuts would affect per-student funding as well as funds for equipment and technology, healthcare, and technical education for North Carolina. He also reported that funds may be cut considerably for Huskins or other dual enrollment programs and may possibly eliminate some early college programs. A small tuition increase may also be considered to fund enrollment growth. President Griffin advised that there will definitely be some hard choices to make at the end March after Governor Perdue's budget is released.

President Griffin announced that there had been a meeting held with North Carolina Central University and East Carolina University to discuss a RN/BSN partnership. The Upper Coastal Plain development staff was invited to take part in the meeting as well.

Additional information was provided within the President's Report as follows:

- Black History Month Programs Update
- \$5000 Scholarship Donation from Evelyn Dawson
- Letter from the President to Students Regarding Financial Aid
- Dental Hygiene Intra Oral Radiology Course with Area L AHEC
- Renewed Project ASPIRE
- SACS Compliance Meeting
- 2007-2008 Auditors
- Letter from Community College System Clearing the Last Audit

Trustees Frank Avent made a motion to approve the February 24, 2009 President's Report. Trustee Rachel Hux seconded the motion and the motion was carried.

## **Informational Items**

### **Instructional Services**

#### Early College

Vice President Erica Holmes announced that sixty students from Brawley Middle School visited HCC for the introduction of the Early College Program. Vice President Holmes explained the process of the Early College Program as it relates to the eligibility and application procedures. Board members were also given the pleasure of viewing the Early College local television commercial created by Les Atkins, PR Incorporated.

#### Continuing Education

Vera Palmer, Dean of Continuing Education/Community Services, provided an update on the HCC satellite campuses. She also announced that an additional room will be provided for use at the Enfield campus beginning March 1<sup>st</sup>.

### **Administrative Services**

#### **Financial Update**

Vice President Deborah Armstrong provided an update on the completion of the roof project. She announced that an inspection of the roof had been approved and that county funds had been received for payment. Vice President Armstrong also advised that she would be requesting to transfer bond referendum funds by completing forms 3-2 for submission. The funds transferred may be used for additional lighting in campus parking lots as well as other necessary repairs.

Vice President Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. The reports were previously mailed to the Board of Trustees.

#### **Institutional Advancement**

Vice President Tom Schwartz distributed an update on the HCC Foundation.

#### **SGA**

Theresa Raymond, SGA President, provided an update regarding events for the month of February as well as an itinerary for future events. The events are listed as follows:

- Campus Clean-Up - TBA
- Student Forum on Tobacco Use -TBA
- NC4SGA District Conference – March 6-8
- March Blood Drive - TBA
- Spring Fling – April 6
- Prom – April 18

#### **No Closed Session**

Trustee Frank Avent made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The motion was carried.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary