



Halifax Community College  
Board of Trustees  
Board Meeting  
March 31, 2009  
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Frank Avent III, Vice Chairman  
Cary Whitaker  
Jack Boseman  
Reggie Baird  
Rachel Hux  
Lillie J. Solomon  
David Cairns  
Jay Baker  
Theresa Raymond, SGA

Members Absent:

Helen Brown  
Bernella DeLaMora

Others Present:

Dr. Ervin Griffin, Sr., President  
Deborah Armstrong, Vice President Administrative Services  
Thomas Schwartz, Vice President Institutional Advancement  
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  
Jerry Thompson, Information Systems Manager

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board and Vice Chairman Frank Avent delivered the invocation.

#### Introductions of Visitors

Visitors in attendance introduced themselves. President Griffin then informed board members that a certificate would be presented to Hunter Taylor, Automotive Systems Tech. Instructor, for receiving a grant upgrade for \$26,041 for the Automotive Program.

#### 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 the motion to approve the March 31, 2009 Halifax Community College Board of Trustees meeting agenda. Trustee Frank Avent seconded the motion and the motion was carried.

##### Approval of Minutes

Trustee Reggie Baird made the motion to approve the February 24, 2009 Board of Trustees regular meeting and Trustee Jay Baker seconded the motion. The motion was carried.

#### **Committee Reports**

##### Building and Grounds

Vice Chairman Frank Avent reported that the Business Office was making improvements on the development of placing additional lighting in the campus parking lots. Vice President Deborah Armstrong provided information regarding the campus water systems and maintenance. No additional matters were discussed.

##### Finance

No Report

##### Personnel/Student Services

No Report

##### Academic Programs Services

No Report

#### **Announcements**

Vice Chairman Frank Avent referenced information provided by the NC Ethics Commission regarding the submission of the 2009 Statement of Economic Interest (SEI) form. He informed the Board that all forms should be completed, notarized, and submitted to the Ethics Commission by April 15, 2009.

Vice Chairman Avent also provided information regarding the Roanoke Valley Chamber of Commerce Trip to Raleigh to meet with legislators and elected officials to discuss concerns on

March 25. Vice Chairman Avent, along with Chairman Edwards, President Griffin, Trustee Jack Boseman, and Trustee Rachel Hux, met with the local legislators to discuss several concerns.

Chairman Edwards advised the Personnel/Student Services Committee to meet with Vice Chairman Frank Avent to discuss the procedures for the evaluation of the President, organize the process, and present the process for approval at the next meeting.

### **President's Report**

President Griffin began his report by providing information from other Presidents of various community colleges regarding summer school schedules. He stated that the most important statements made in those reports referred to how low the savings were by operating on shorter schedules. President Griffin also stated that he felt that the college's enrollment increased last summer by operating on a five day schedule and would not be considering a four day work week at this point.

Additional information was provided within the President's Report:

- Presentation to Roanoke Valley Home Builders Association
- Presentation for North Carolina Leadership Institute
- Honored by Zeta Phi Beta Sorority for Community Services
- NIMS Training
- HCC Safety Plan
- Congressman G. K. Butterfield Informed That HCC Will Receive \$190,000 Earmark To Be Used For SIM Lab
- HCC Submitted Another Earmark For Classroom Technology Training Center
- Early College Forum

President Griffin shared two accreditation reports from the National Accrediting Agency for Clinical Laboratory Sciences. The Review Committee for Accredited Programs (RCAP) recommended that Halifax Community College's Clinical Laboratory Technician/Medical Laboratory Technician Program and Phlebotomy Program continue accreditation. An official letter of accreditation is expected in April.

Trustee Lillie Solomon made a motion to approve the March 31, 2009 President's Report. Trustee Jack Boseman seconded the motion and the motion was carried.

### **Action Items**

#### **Lease of Enfield Satellite**

Vera Palmer, Dean of Continuing Ed/Community Services, asked HCC Board of Trustees to approve the lease agreement between Halifax Community College and the Town of Enfield to conduct classes through the HCC Continuing Education Department.

Trustee Jack Boseman made a motion to approve the lease agreement between Halifax Community College and the Town of Enfield to conduct classes through the HCC Continuing Education Department. Trustee Lillie Solomon seconded the motion and the motion was carried.

#### **Request for Two Trustees to Serve On IT Governance Plan**

Jerry Thompson, Information Systems Manager, advised that it is a requirement that HCC give assurances of the value of Information Technology (IT), the management of risks related to IT, and the increased requirements for control over IT. Mr. Thompson has requested that two members of the Board of Trustees be a part of the IT Governance Plan. These members will be given a technology tour of the HCC campus to view how technology is used to carry out the mission of the College.

Trustee Jack Boseman and Trustee Reggie Baird volunteered to serve as representatives for the Information Technology Governance Plan. The Board agreed by consensus.

#### 2009-2010 Northampton County Budget Request

It is requested that a budget request of \$25,000 be submitted to the Northampton County Commissioners for Fiscal Year 2009-2010. If approved, the appropriation will be used for salaries in the area of maintenance, housekeeping, and security as part of plant operations. Vice President Deborah Armstrong asked the Board to approve the proposed budget request.

Trustee Reggie Baird made a motion to submit a request for \$50,000 to Northampton County Commissioners along with documentation as to why it is being suggested. Trustee Jay Baker seconded the motion. There were four members in favor and five members opposed.

Trustee Frank Avent amended the motion to submit the budget as it was originally written with documentation as to why it is being requested, the enrollment of Northampton County residence, and evidence of a five percent reversion. Trustee Jack Boseman seconded the motion. The motion was carried with eight in favor and two opposing.

### **Informational Items**

#### **Instructional Services**

President Griffin informed the Board that Vice President Erica Holmes had attended the inauguration of the new chancellor of Saint Paul College in Lawrenceville, Virginia and was involved in an accident when leaving the campus. President Griffin stated that although she was feeling better, she would not be attending the meeting.

#### **Halifax-Northampton Counties Workkeys Initiative**

Vera Palmer, Dean of Continuing Ed./Community Services, presented information regarding the Halifax-Northampton Counties Workkeys Initiative. This program is a partnership that will make an impact on HCC's workforce and ultimately the economy. The project is funded with a \$20,000 grant from the NC Department of Commerce. HCC is partnered with the Turning Point Workforce Development Board for this initiative.

### **Administrative Services**

#### **Financial Update**

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.

The process of submitting the Halifax County Budget was explained in detail by Vice President Armstrong. The majority of the Board expressed that the budget should be presented to the

Finance Committee for approval before being submitted to the entire Board for approval. Chairman Edwards advised that the Board had approved how the budget would be submitted to the county at the February 2009 meeting. (Minutes were read by Chairman Edwards regarding the agreement.)

### **Institutional Advancement**

Vice President Tom Schwartz distributed an update on the HCC Foundation along with an update of recent scholarships. He also explained how an endowed scholarship could be established for those whom were not clear of the process. Vice President Schwartz presented an example of the campus light-post flags that were purchased to place throughout the campus.

### **SGA**

Theresa Raymond, SGA President, provided an update regarding events for the remainder of the spring semester. President Raymond shared information that was discussed in a recent student forum hosted by SGA Representatives. The two main topics discussed included the expansion of wireless internet and additional lighting in the parking lots.

- President Raymond provided additional information for the following topics:
- March 5-8 NC4SGA Conference
- Top Campus Award
- Dr. Michael Taylor Award
- Appreciation Luncheon for HCC Board of Trustees

Trustee Cary Whitaker offered his thanks and expressed his appreciation for President Raymond's hard work with the Student Government Association.

### **The Centre**

Jason Stewart, The Centre Director, presented a budget for the Board to review. Many expressed their concerns with whether the budget was realistic to the operations of the facility. Chairman Edwards suggested that a workshop take place to discuss the budget in detail.

### **No Closed Session**

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Reggie Baird seconded the motion. The motion was carried. The meeting was adjourned at 12:00 noon.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary