



Halifax Community College
Board of Trustees
Board Meeting
April 27, 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
Rachel Hux
Jack Boseman
Frederick Webb, Jr.
Theresa Raymond, SGA
- Members Absent: Helen Brown
Reggie Baird
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. Harriet Morrison, Dean of Curriculum Programs
Melanie Temple, PIO Office
Jacqueline Hough, Daily Herald
Dr. Edwin Imasuen, Director of Institutional Research

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.

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

President Griffin asked that action item #7 be removed from the agenda until additional information has been researched. Trustee Frank Avent made a motion to remove action item #7 from the agenda. Trustee Jay Baker seconded the motion and the motion was carried.

Approval of Minutes

Trustee Lillie Solomon made a motion to approve the March 30, 2010 Board of Trustees meeting minutes. Trustee Rachel Hux seconded the motion and the motion was carried.

Committee Reports

Building and Grounds

Trustee Rachel Hux reported that the Buildings and Grounds committee met on the morning of April 27, 2010, to discuss a smoking ban for HCC's campus. She stated that the committee has asked that a policy be drafted by administration and be presented at the next Board of Trustees meeting. Trustee Jack Boseman suggested that the Student Government Association hold sessions with students to introduce the proposed ban along with designing signs to place in various areas of the campus to promote the cause.

Finance

Trustee Lillie Solomon reported that the Finance Committee met on the morning of April 27, 2010 to discuss the current financial report. She also advised that the Finance committee's report will be reviewed in addition to Vice President Armstrong's monthly finance report.

Personnel/Student Services

Trustee David Cairns reminded members that the Presidential Evaluation forms would be distributed and that the forms should be completed and submitted by the next meeting. He also advised that the results of the President's evaluation needed to be completed and submitted to the system's office by June 31. Chairman Edwards encouraged each member to complete the evaluation and reminded them that a letter would need to be submitted to the system office as an indication that the evaluation has been completed. Chairman Edwards suggested that members

contact President Griffin for clarification of any evaluation questions that are not clearly understood.

Academic Programs Services

Trustee Fred Webb reported that the Academic Programs Service committee met April 27, 2010 in room 201. He advised that the purpose of the meeting was to review the results of the 2010 Program Reviews with Dean Harriet Morrison as well as with Vice President Erica Holmes.

Announcements

Chairman Edwards advised that he would appoint a Nominating Committee to handle the elections of the 2010-2011 officers. He then appointed Trustee Jay Baker, Trustee Lillie Solomon, and Ex-Officiate Theresa Raymond to the committee. Chairman Edwards also advised that he will not be a nominee for the next term because he feels that someone else needs to have the opportunity to chair.

Trustee Lillie Solomon made comments regarding the session on *The Role of Board Committees* that President Griffin conducted during the 2010 NCACCT Law Seminar. She expressed that President Griffin did a great job with both sessions.

Trustee Frank Avent announced that the Scotland Neck campus will have a student graduate for the first time May 15th.

President's Report

President Griffin began his presentation by thanking the Board of Trustees and various constituent groups for their ongoing support and efforts. He then reminded members that the 2010 HCC Commencement Ceremony will take place May 15th in The Centre at 10:00 a.m. with Vice President Sharon Morrissey and Attorney Shonte Martin as the guest speakers. The Board's attention was then directed to the written President's report highlighting the following topics:

- Congressman G.K. Butterfield Visit
- Statement of Cooperation
- Roanoke Rapids Daily Herald Article
- Letter from former student

President Griffin concluded his report by distributing budget tracking sheets for viewing which included enrollment along with HCC's financial history. He advised that Dr. Donnie Hunter will be contacting Legislative Liaison Frank Avent to discuss needed funding for the college.

Trustee Lillie Solomon made a motion to approved the April 27, 2010 President's Report and Trustee Frank Avent seconded the motion. The motion was carried.

Action Items

HCC Alma Mater

SGA President Theresa Raymond announced that the HCC Alma Mater was written by student, Elsie Davenport, and was one of two songs presented to the SGA during the Spring 2009

semester. She advised that the songs were voted on and the version written by Elsie Davenport was chosen during the October 2009 SGA monthly meeting. She asked that the Board of Trustees approve the HCC Alma Mater.

Trustee Lillie Solomon made a motion to approve the HCC Alma Mater written by HCC Student, Elsie Davenport. Trustee Rachel Hux seconded the motion and the motion was carried. The Halifax Community College Alma Mater was approved with the following lyrics:

All Hail to Dear Ole HCC

The birth of dear ole HCC
Brings new life, as you can see
Her strength, her plight upon the path
Leads us to the victory.

Verse Two:

We pledge to dear ole HCC
Her colors bring us alive
We strive to represent her well
Blue and tan are worn with pride

Verse Three:

The spirit of ole HCC
Is here forevermore
To make us ready for the tasks
Beyond her walls and doors.

Verse Four:

Why stand in doubt, go and be blessed
Let her fill your mind and soul
Each step you take along the way
Leads you to your final goal.

Chorus

All hail to dear ole HCC
The best is yet to come
Where learning comes to life
In pursuit of excellence.

Written by Elsie Davenport

Class of 2010

Informational Items

Academic Affairs

RVEC Grant Approval

A grant proposal was written and submitted by Vice President Erica Holmes to the Golden Leaf Foundation. The purpose of the grant is to obtain funding to support activities in the Roanoke Valley Early College. On April 1, 2010 the Golden Leaf Board approved the amount requested, \$246,820. The grant is funded through the Golden Leaf Community Assistance Initiative.

RVEC FTE Waiver

Dean Harriet Morrison advised that RVEC would not be funded for the 7th and 8th grades because the grades were not added in the original waiver. President Griffin explained that the cost would not be affected and students will be accepted as initially decided.

S.W.O.T. Analysis Highlights

A S.W.O.T. analysis was conducted under the direction of Dr. Edwin Imasuen, Director of Institutional Research, of all units in the College. This was a measure of strengths, weaknesses, opportunities, and threats. From the S.W.O.T. analysis a list of accomplishments by units was created. The results were provided for viewing.

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. She stated that there was not a lot left for frivolous spending but the College would be able to meet necessary needs. Vice President Armstrong also mentioned that the college was in need of several repairs including the air conditioning shaft in the library, the heating system in the 100 building, and the air conditioning in the 300 building. In addition to the financial reports, an update was provided regarding the use of equipment funds.

College of The Albemarle Partnership

Vice President Deborah Armstrong announced that she was notified by the State Auditor regarding campus technology. In result of the contact, HCC is currently partnering with the College of The Albemarle Partnership and Pamlico Community College to perform assessments of network vulnerabilities. This will hopefully improve operations.

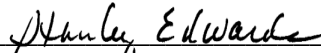
Institutional Advancement

Vice President Tom Schwartz distributed information regarding a HCC foundation and grant update. He also provided an update regarding the HCC Alumni Association including the plans for the September 16th Golf Tournament. In addition, Vice President Schwartz provided a draft of the Solicitation Policy for viewing and explained that the policy would need to be voted upon at the following meeting.

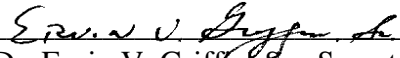
SGA

SGA President, Theresa Raymond, reported that the SGA participated in many workshops, contests, and tournaments at the N4CSGA Spring Conference. SGA placed in every competition and after 4 years, brought home the N4CSGA Spirit Stick. As the N4CSGA President, Mrs. Raymond announced that she had the honor of chairing two business meetings with 350 students and advisors in attendance. She also reported that she received the Ray Jeffries award for her commitment and dedication to the N4CSGA. The SGA then held their first ever spirit rally where they showcased the items that placed during the conference. The executive board also performed their first place spirit presentation.

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The meeting was adjourned at 11:55 a.m.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary