



Halifax Community College  
Board of Trustees  
Board Meeting  
April 28, 2009  
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Cary Whitaker  
Jack Boseman  
Lillie J. Solomon  
Jay Baker  
Helen Brown  
David Cairns  
Theresa Raymond, SGA

Members Absent:

Bernella DeLaMora  
Frank Avent III, Vice Chairman  
Reggie Baird  
Rachel Hux

Others Present:

Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Instructional Services  
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

### **Call to Order**

Chairman Edwards called the meeting to order at 10:30 a.m. President Griffin checked the attendance of the Board and Trustee Robert Knight delivered the invocation. Because of the absence of several members, Chairman Edwards advised that only reports would be heard without a quorum.

### **Introductions of Visitors**

Visitors in attendance 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**

Trustee Lillie Solomon made the motion to approve the April 28, 2009 Halifax Community College Board of Trustees meeting agenda. Trustee Jay Baker seconded the motion and the motion was carried.

#### **Approval of Minutes**

Trustee Jack Boseman made the motion to approve the March 31, 2009 Board of Trustees regular meeting and Trustee Jay Baker seconded the motion. The motion was carried.

### **Committee Reports**

#### **Building and Grounds**

Vice President Deborah Armstrong advised that four of the five vendors asked to submit a bid for the proposed lighting project were not interested. She distributed literature and a bid from Lighting Dynamics, Inc., regarding the lighting upgrades proposed for the campus parking lot. This will allow thirty days for members to review the bid before making a decision. VP Armstrong also announced that a representative from Lighting Dynamics, Inc. will be available for questions at the next meeting.

#### **Finance**

No Report

#### **Personnel/Student Services**

No Report

#### **Academic Programs Services**

The Academic Programs Services Committee met April 23 to discuss procedures for the evaluation of the president. Theresa Raymond, Chairman of the committee, submitted the following recommendations regarding the current evaluation instrument:

- Signatures to be optional
- All forms should be identical
- Removal of comment box from each individual instrument

- Submit one final comment to be conveyed by Chairman

Trustee Lillie Solomon made a motion to approve the recommendation from the Personnel/Student Services Committee regarding the procedures for evaluating the president. Trustee Jay Baker seconded the motion and the motion was carried.

Chairman Edwards advised that the Personnel/Student Services Committee is responsible for every member receiving a copy of the evaluation instrument, collecting the instrument, and recording the results. Chairman Edwards also advised that a letter will be written and submitted to the North Carolina Community College State Board to inform them of the completion of the president's evaluation. The results of the evaluation will be discussed in closed session with the president.

### **Announcements**

Chairman Edwards encouraged every member to attend the 2009 Halifax Community College Commencement Exercises on Saturday, May 9. He also encouraged members to attend the Graduate Luncheon scheduled for Friday, May 8.

### **President's Report**

President Griffin provided information in his monthly report on the following topics:

- Golden Leaf Grant Glow Initiative for Nursing
- FASTA Job Fair
- Mens to Mens Summit
- ACCT Awards Equity Awards
- New Marketing Banners on Campus
- Flambeau Visit
- Distinguished Service Awards
- Legal Recommendation of Distribution of New Contracts
- National Accreditation for Clinical Laboratory for Sciences Approvals

President Griffin also shared additional information regarding the State budget and how it may affect the operations of the College.

Trustee Jay Baker made a motion to approve the April 28, 2009 President's Report. Trustee Lillie Solomon seconded the motion and the motion was carried.

### **Action Items**

#### **Approval of 2009-2010 Institutional Goals**

Vice President Erica Holmes made a power point presentation regarding Institutional Goals. Every five years the Planning and Evaluation Committee reviews the college's institutional goals and makes recommendations to update these goals. The Board of Trustees is asked to approve the goals which will be effective July 1, 2009.

Trustee Jack Boseman made a motion to approve the new goals and objectives effective July 1, 2009. Trustee David Cairns seconded the motion and the motion was carried.

## **Informational Items**

### **Instructional Services**

#### Internal Audit Classroom Visitation

Dean Vera Palmer presented a report of the Internal Audit Classroom Visitation conducted by the Continuing Education Department. The Board of Trustees is asked to approve the results of the report.

Trustee Jay Baker made a motion to approve the results of the report and Trustee Jack Boseman seconded the motion. The motion was carried.

#### Campus Emergency Quick Reference Guide

Vice President Erica Holmes mailed the Campus Emergency Quick Reference Guide to each board member prior to the meeting. A brief overview was given and questions were answered regarding some of the contents.

#### Overview of Student Services Procedural Changes

Vice President Erica Holmes explained that there were changes made to the Student Services Procedures do to inconsistencies. The original procedures were provided along with the changes. Questions were answered regarding the contents.

### **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. She also gave a brief review of the recent state budget situation regarding an \$83,000 reversion that took place on April 29.

### **Institutional Advancement**

Vice President Tom Schwartz distributed an April 2009 HCC Foundation Report with information regarding all financial activities that took place during the month of February and April.

### **SGA**

Theresa Raymond, SGA President, shared the outcome of many events held in the month April. She also advised about a recommendation regarding an increase in student technology fees for additional internet service to accommodate students in various areas of the campus.

### **No Closed Session**

Trustee Lillie Solomon made a motion to adjourn the meeting and Trustee Robert Knight seconded the motion. The motion was carried. The meeting was adjourned at 11:50 a.m.

*Stanley Edwards*

---

Dr. Stanley Edwards, Chairman

*Ervin V. Griffin, Sr.*

---

Dr. Ervin V. Griffin, Sr., Secretary