



Halifax Community College
Board of Trustees
Board Meeting
May 26, 2009
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Cary Whitaker
Jack Boseman
Lillie J. Solomon
Jay Baker
Helen Brown
Bernella DeLaMora
Frank Avent III, Vice Chairman
Reggie Baird
Rachel Hux

Members Absent:

David Cairns
Theresa Raymond, SGA

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
Alfred Evans, Faculty Senate Secretary
Jennifer Jones, Administrative Assistant
Mitchell Robinson, Controller
Dr. Pocahontas Jones, Dean of Curriculum Programs
Jim Strange, President of Lighting Dynamics, Inc.
Monica Smith-Woofter, Principal Roanoke Valley Early College
Dennis Sawyer, Superintendent Roanoke Rapids Schools

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.

President Griffin presented the Halifax Community College Presidential Partnership Award to Dennis Sawyer, Superintendent of the Roanoke Rapids City School District. Superintendent Sawyer received the 2009 Partnership Award along with the superintendents of Halifax County Schools, Weldon City Schools, Northampton County Schools, Gaston Preparatory School, and Halifax Academy.

President Griffin announced that the Executive Director of the Turning Point Workforce Development Board, Mrs. Pamela Whitaker, had passed away on May 19th. The Turning Point Workforce Development Board is a division of the Upper Coastal Plains Council of Government. President Griffin informed the Board of Trustees that Mrs. Whitaker was a loyal and dedicated partner to the HCC family who will be greatly missed.

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 a motion to approve the May 26, 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 April 28, 2009 Board of Trustees regular meeting and Trustee Jay Baker seconded the motion. The motion was carried.

Committee Reports

Building and Grounds

Trustee Frank Avent reported that he and Vice President Deborah Armstrong discussed replacing the mulch with pebbles or rocks for campus landscaping to lower the cost of maintenance. Trustee Avent also reported that there were safety hazards in several areas of the campus that needed attention.

Finance

No Report

Personnel/Student Services

Chairman Edwards selected the following trustees for the Presidential Evaluation Committee; Trustees Robert Knight, Jay Baker, Helen Brown, and Ex-Officiate Theresa Raymond. Chairman Edwards explained the process of the evaluation and asked that all evaluations be completed and returned to Trustee Jay Baker for the completion of the process.

Academic Programs Services

No Report

Announcements

Trustee Bernella DeLaMora thanked everyone for their thoughts, prayers, and cards during her time of illness.

President's Report

President Griffin distributed information regarding a Summary of Education Budget Recommendations for viewing and the following topics were addressed in his monthly report:

- Proposal of Consolidation of Colleges
- Current Enrollment
- Approval of Advance Planning (Copy of Plan Provided)
- Nursing Passing Rates
- Caledonia Students Completion of CRC
- Northwest Halifax High Schools Students Completion of CRC
- CADA Summer Program
- Nursing Lab Upgrading
- Additional Area in Continuing Education Building
- Golden Leaf Glow Program
- Upgrading of Flooring in Allied Health Building

President Griffin thanked those who attended the 2009 Commencement Ceremony and recommended that each member attend the Allied Health Pinning Ceremonies scheduled throughout the year.

Trustee Lillie Solomon made a motion to approve the May 26, 2009 President's Report. Trustee Frank Avent seconded the motion and the motion was carried.

Action Items

Revisions to Personnel Policy #13

Vice President Erica Holmes provided information regarding revisions to Personnel Policy #13 (Hiring Procedures). The College requires a criminal background checking for finalist applying for any position at the College. With the addition of the Roanoke Valley Early College to our campus, the College must also require a check of the sex offender's registry annually for any employee with contact with the students of the Roanoke Valley Early College. The College must also according to state law notify all employees of the state offender's law. The Board of Trustees

is asked to approve the revisions to the Hiring Procedures policy and the changes should be effective immediately.

Trustee Jack Boseman made a motion to approve the revisions to Personnel Policy #13 (Hiring Procedures). Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Addition to Personnel Policy #23 Reduction in Force

To allow Halifax Community College greater flexibility in managing employment matters and to provide greater protection to the college in the event of litigation, the systems office Legal Affairs Counsel, Q. Shante' Martin, has recommended that HCC include some provisions addressing the following issues in the employment contracts: furloughs, terminations for cause, terminations due to financial exigency, or non-appropriation. These recommendations should be included in all manuals, handbooks and policies. The Board of Trustees is asked to approve the additions to the Reduction in Force policy and the changes should be effective immediately.

Trustee Reggie Baird made a motion to approved the addition to Personnel Policy #23 Reduction in Force. Trustee Jay Baker seconded the motion and the motion was carried.

Campus Outdoor Lighting Upgrade

Vice President Deborah Armstrong invited five vendors specializing in electrical contracting to submit proposals to upgrade the existing outdoor lighting on campus including lighting for parking lots, walkways, and building entrances.

Lighting Dynamics, Inc. submitted a proposal; Watson Electrical Construction, A-C Electric, and Mike Brinson declined to submit a proposal. Freedom Electric, Heaton Construction, and Siemens' Energy & Automation did not respond. It is requested that the Board of Trustees accept the Outdoor Lighting Upgrade Proposal submitted by Lighting Dynamics, Inc.

Mr. Jim Strange, President of Lighting Dynamics, Inc. explained how the construction of the upgrading will take place along with the proposed cost of the work. After a discussion regarding the construction and cost took place, Trustee Jack Boseman made a motion to accept the proposal from Lighting Dynamics, Inc. Trustees Reggie Baird seconded the motion and the motion was carried.

HCC SGA Recommended Constitutional Change

HCC SGA has recommended that Article VI (Election of Officers), Section C, Item 1 be changed from 12 hours to 6 hours to be in line with the N4CSGA Operational Guidelines Article IX, Section B, Item 2, which states "Voting members of the N4CSGA Executive Board must be enrolled in at least six (6) curriculum hours of study per semester (summer term excluded); and Article X, Section B, Item 1b "Each candidate must be enrolled in a least six (6) curriculum hours of study each semester (summer term excluded) as certified in a letter from the Register of Student Records Office of the local institution."

Trustee Lillie Solomon made a motion to approve the recommended Constitutional Changes submitted by the HCC SGA and Trustee Jack Boseman seconded the motion. The motion was carried.

Informational Items

Instructional Services

Roanoke Valley Early College

Vice President Erica Holmes introduced Mrs. Monica Smith-Woofter as the principal of the Roanoke Valley Early College. Mrs. Smith-Woofter presented a PowerPoint presentation as an information tool to introduce the school and its functions. The Board of Trustees participated in a question and answer session afterwards.

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. Vice President Deborah Armstrong advised that a .05% deduction in salary for employees will take place along with a 10 hour furlough. She also explained the process of how the funds would be adjusted according to state procedures.

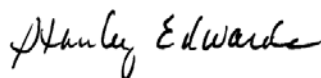
A letter was also shared from Tony Brown, Halifax County Manager, regarding a reduction taking place in county funds.

Institutional Advancement

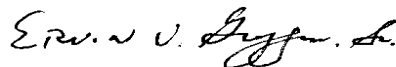
In the absence of Vice President Tom Schwartz, President Griffin shared information regarding the Halifax Community College Foundation budget. Information was distributed regarding the 2008-2009 budget. The budget included the purchase of donor management software along with the cost of fund raising.

No Closed Session

Trustee Jack Boseman 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.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary