



**Halifax Community College
Board of Trustees
Board Meeting
August 31, 2010
Administration Board Room**

Members Present:

**Dr. Stanley Edwards
Rev. Robert Knight
Frank Avent III, Chairman
Jay Baker
Rachel Hux
Jack Boseman
Frederick Webb, Jr., Vice Chair
Lillie Solomon
David Cairns
Bettie G. Cofield
Reggie Baird
James Phelps, SGA**

Members Absent:

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, Executive Assistant
Dr. Edwin Imasuan, Director of Institutional Research
Dr. Harriet Morrison, Dean of Curriculum Programs
Melanie Temple, PIO Office
Cindy Collins, Staff Notary
Monica Smith-Woofter, RVEC Principal
Jacqueline Hough, Daily Herald**

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board of Trustees and explained that Trustee Bernella DeLaMora would not be in attendance because of a family emergency. Trustee Robert Knight delivered the invocation.

Introduction of Visitors

All visitors and new employees were introduced and President Griffin welcomed Vice President Erica Holmes back after her recovery from surgery. President Griffin then invited Holly White, Nursing Instructor and Dr. Julie Dilday, QEP Coordinator, to share information regarding a QEP bulletin board contest. Board members were asked to participate in judging the bulletin boards during HCC's Founder's Day Celebration.

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 requested that an additional action item be added to the agenda regarding an amendment to the 2010 fall calendar in order to accommodate the recognition of Constitution Day. Trustee Frank Avent made a motion to approve the addition to the August 31, 2010 Board of Trustees meeting agenda. Trustee Lillie Solomon seconded the motion and the motion was carried.

Oath of New Board Member

Chairman Edwards introduced Bettie G. Cofield as HCC's new Board of Trustee and Cindy Collins, Staff Notary, administered the oath. Trustee Cofield was then welcomed by each member. President Griffin introduced James Phelps as HCC's newly appointed SGA President. Mr. Phelps stated that he was very happy to be a member of the Board of Trustees.

Nominating Committee

Trustee Jay Baker presented the nominations for the 2010-2011 HCC Board of Trustees officers; Trustee Frank Avent, Chair; Trustee Frederick Webb, Vice Chair; President Ervin Griffin, Secretary. After there were no other nominations, the Board approved the committee's nominations by a unanimous vote. Trustee Edwards presented Trustee Avent with the Chairman's pin and Chairman Avent took the Chairman's seat.

Approval of Minutes

Trustee Phelps directed attention to the misspelling of N4C SGA and asked that it be corrected. Trustee Reggie Baird made a motion to approve the June 29, 2010 Board of Trustees meeting minutes with the correction. Trustee Jay Baker seconded the motion and the motion was carried.

Committee Reports

Building and Grounds

No Report

Finance

Trustee Lillie Solomon informed members that Vice President Deborah Armstrong would present the finance report during the Administrative Services presentation.

Personnel/Student Services

No Report

Academic Programs Services

No Report

Announcements

Chairman Avent announced that Trustee Edwards would be replacing him as the Ethics Liaison.

President's Report

President Griffin began his report by welcoming Vice President Erica Holmes back and expressing his appreciation to Dean Harriet Morrison for all of her efforts during Dr. Holmes' absence. President Griffin also thanked the Board of Trustees for allowing the college to operate on a four-day schedule during the month of July. The Board's attention was then directed to the written President's report highlighting the following events that took place during the summer months:

- SACS Committee Visit (Oct. 4-7)
- HCC Founder's Day Celebration (Sept. 8)
- Fall Enrollment
- Halifax and Northampton County Budget
- Small Business Center
- Turning Point Workforce Development Grant
- NAACLS Accreditation for 3 Years
- Proposed Changes in the Administrative Code
- Student Support Services Program Five-Year Grant
- Performance Indicator Report
- HCC as Top 50 in the Nation
- 100% Tobacco-Free Campus

President Griffin announced that a workshop will be scheduled soon to discuss Performance Indicators and to discuss this year's budget. Trustee Lillie Solomon made a motion to approve the June 29, 2010 President's Report and Jay Baker seconded the motion. The motion was carried.

Action Items

Blanket Travel

Authorization for out-of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the President to sign on behalf of each Trustee the Travel Reimbursement Form.

Trustee Jack Boseman made a motion to approve travel for the 2010-2011 fiscal-year and Trustee Fred Webb seconded the motion. The motion was carried.

Financial Aid Audit 2008-2009

An audit was conducted by the Office of the State Auditor which covered the period July 1, 2008 through June 30, 2009. Halifax Community College was listed as one of the sixty-six institutions having no deficiencies or the Atlanta Case Team has determined that the findings are satisfactorily resolved based on information provided by the institution.

Trustee Rachel Hux made a motion to accept the audit conducted by the Office of the State Auditor covering the period July 1, 2008 through June 30, 2009. Trustee Stanley Edwards seconded the motion and the motion was carried.

Fee Schedule

The North Carolina Administrative Code (23 NCAC 02D.0201) clarifies the “Authority of the State Board to Establish Tuition and Fees”, and speaks specifically to Student Activity Fees. In addition, the General Statutes (GS 115D-39), the Accounting Procedures Manual (Section 4. P 11, IX), and Numbered Memo CC02-150 also speak to Activity Fees. In general, the statutes and guidelines all speak to the Board’s authority to establish and regulate the fee, and that the “receipts that are collected from this fee shall be used to support student activities.”

Trustee Lillie Solomon made a motion to approve the 2010-2011 student fees and Trustee Stanley Edwards seconded the motion. The motion was carried.

Internal Audit/Accountability Plan-Spring 2010

In accordance with the 23 Chapter of the North Carolina Administrative Code 02E. 035: Continuing Education Program Management, each college’s local board of trustees must adopt a policy which requires the development and implementation of an internal audit plan. Halifax Community College (HCC) revises this plan every 3 years and submits such to the local board of trustees for approval.

Trustee Reggie Baird made a motion to approve the Internal Audit/Accountability Plan for Spring 2010. Trustee Jay Baker seconded the motion and the motion was carried.

HCC Alumni Association Bylaws

A steering committee of the HCC alumni has been working to constitute an alumni association. They have developed a set of bylaws for the association which are to be approved by the board of trustees. Trustee Fred Webb made a motion to approve the HCC Alumni Association Bylaws and Trustee Jack Boseman seconded the motion. The motion was carried.

Change of 2010 Fall Academic Calendar

Halifax Community College is asked to recognize Constitution Day by North Carolina State law each year. HCC is scheduled to recognize Constitution Day on September 24, 2010 but due to the unavailability of the invited speaker, it is requested that Constitution Day be recognized September 10, 2010. The HCC Board of Trustees is asked to approve the change of date for the recognition of Constitution Day at HCC from September 24, 2010 to September 10, 2010.

Trustee Jack Boseman made a motion to approve the amendment to the 2010 Fall Academic Calendar. Trustee Jay Baker seconded the motion and the motion was carried.

Informational Items

Academic Affairs

Prison Programs

Dean Harriet Morrison presented information regarding the prison programs received from Gloria Upperman, Director of Educational Services for the Department of Corrections.

GED and AHS Diploma Awarded

Dean Harriet Morrison reviewed the percentage of diplomas awarded by each Community College in the North Carolina Community College system.

Roanoke Valley Early College Update

Monica Smith-Woofter, Principal of the Roanoke Valley Early College, shared a PowerPoint presentation which provided an update on early college and other current information.

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 announced that employee contracts will be distributed this week. Vice President Armstrong also informed members that she received a letter from NC Dominion Power notifying that there will be a 14% increase in services which will raise concerns with budgeting. She stated that employees will be asked to practice energy savings as always and that the college will continue to do routing maintenance on all equipment.

Institutional Advancement

Vice President Tom Schwartz distributed information regarding a HCC foundation and grant update, the HCC Alumni Association, and all upcoming fundraising events.

SGA


Mr. James Phelps introduced himself as the Halifax Community College SGA President for the 2010-2011 school year. He reported that a special meeting was held to remove two officers (the

President and the Public Information Officer), because of inadequate GPA's. President Phelps shared that the HCC SGA had a full Board of Executive Officers as of August 27th and that the first scholarship fundraiser was held August 28th with both having successful outcomes. HCC's SGA provided welcome back refreshments while assisting with the New Student Orientation.

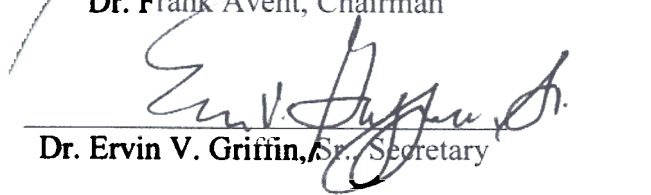
Closed Session

No Closed Session

Trustee Lillie Solomon made a motion to adjourn the August 31, 2010 board meeting and Trustee Jack Boseman seconded the motion. The motion was carried. The meeting was adjourned 12:30 pm.



Dr. Frank Avent, Chairman



Dr. Ervin V. Griffin, Sr. Secretary