



Halifax Community College  
Board of Trustees  
Board Meeting  
September 27, 2011  
Administration Board Room

Members Present: Frank Avent III, Chairman  
Dr. Stanley Edwards  
Jay Baker  
David Cairns  
Lillie Solomon  
Rachel Hux  
Bettie G. Cofield  
Reverend Robert Knight  
William (Jack) Boseman  
Bernella DeLaMora  
Carmen Betancourt, SGA

Members Absent: Reggie Baird

Others Present: Dr. Ervin Griffin, Sr., President  
Dr. Erica Holmes, Vice President Academic Affairs  
Deborah Armstrong, Vice President Administrative Services  
Barbara Bradley-Hasty, Dean of Student Services  
B.T. Brown –Dean of Academics  
Dr. Vera Palmer – Dean of Continuing Education  
Dr. Linnie Carter – Vice President Institutional Advancement  
Hilda J. Hawkins, Executive Assistant to the President  
Melanie Temple, PIO Officer

**Call to Order**

Chairman Avent called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board of Trustees. Reverend Knight delivered the invocation.

**Introduction of Visitors**

**Ethics Statement**

Chairman Avent 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**

Addition to Agenda

Add to agenda the proposal to amend the Bylaws.

Approval of Agenda

Trustee Bernella DeLaMora made a motion to approve the September 27, 2011 Board of Trustees meeting agenda with the addition and Trustee Stanley Edwards seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jay Baker made a motion to approve the September 27, 2011 Board of Trustees meeting minutes and Trustee Rachel Hux seconded the motion and the motion was carried.

**Committee Reports**

Building and Grounds

No Report.

Finance

No Report

Personnel/Student Services

Trustee Stanley Edwards presented to the other members of the Board of Trustees a section of the Bylaws that they should review. Discussion about this section of the Bylaws will take place at the October meeting.

Academic Programs Services

No Report.

There were no other committee reports.

**Announcements**

## **President's Report**

President Griffin updated the Board of Trustees on a number of items that we will be of interest to all of our constituents, both internal and external and to the institution. Halifax Community College continue to be very grateful for the continuous support of the Board of Trustees in all of our activities that we have implemented to provide a continuous stream of seamless educational opportunities for the citizens of the region. Dr. Griffin gave the Board of Trustees an update on a few items. They included the following:

### **2011 Economic Impact Study**

Dr. Griffin have been working with Daniel Lovett, Director of our PBI Grant program to update the Economic Impact Study most recently completed during the 2003-04 academic year. The study will demonstrate the value Halifax Community College brings to students and the *community*. *The benefits of a robust local economy translates into jobs and investment opportunities, increased business revenues, greater availability of public funds and an eased tax burden.*

### **Minority Male Mentoring (3M) Grants**

Dr. Griffin asked Danied Lovett to give an overview of the 3M Grant that was awarded to Halifax Community College. The North Carolina Community College System has awarded \$30,000.00 to continue our noted Proide Program. Dr. Griffin added that Halifax Community College's program was one of ten community college who received the maximum grant. Thirty-nine Colleges received grant funds from state appropriations and 6 Colleges received grant funding from federal funds. The grants ranged from \$15,000 to \$30,000 for the 2011-12 academic year.

### **Student Support Services Program**

The US Department of Education recently notified HCC that our student support services program would receive continued funding for the 9/1/2011 to 8/31/2012 award period. The Student Support Services program is a vital part of our academic support services that we provide to our students. The grant will provided \$339,961.00 for services and programs for our students at HCC this year.

### **HCC/ECSU Articulation**

Some of the administration along with Dr. Griffin will be attending the Articulation Agreements Signing Ceremony on Wednesday, September 28, 2011 at Elizabeth City State University. Vice-President for Academic Affairs will also lead a team that will work on some new articulation agreements after the ceremony.

### **The American Jobs Act**

Dr. Griffin gave an overview of the American Jobs Act. It has two major initiatives that would benefit Halifax Community College if it should pass. Community College Modernization – 5 billion would be used to modernize (not new construction), repair or renovate existing buildings. There would also be funding for a program called “Pathways Back to Work” which includes \$1.5

billion for competitive grants to local entities in support of consortia that have demonstrated effective strategies in carrying out work-based training to unemployed and low-income individuals. There is a priority to grant applicants from areas of high poverty and high unemployment in the country.

Predominantly Black Institution Formula Grant Program

Dr. Griffin informed the Board of Trustees that for the 2<sup>nd</sup> year, Halifax Community College will be receiving \$250,000 in funds from the US Department of Education to implement a number of projects that will help upgrade facilities, purchase equipment, develop staff, and provide additional support services for our students to be successful in their quest for a higher education. The grant will also allow us to expand the Institutional development efforts by hiring a Director of Development and possibly expand the size of the HCC foundation endowment. The grant should be for the next 4 years if funding is available.

Founder's Day Program

Halifax Community College held its Founders Day Ceremony, "44 Years of Service to the Roanoke Valley" Sept. 6 in The Centre. Chair of the North Carolina State Board of Community Colleges Hilda Pinnix-Ragland was the keynote speaker. This year's event honored former and current trustees. Pinnix-Ragland began by recognizing the leadership of HCC administration, trustees, faculty, staff and state legislators. "It takes everyone in this great county and this region to make Halifax Community College possible," she said. To all in attendance, she emphasized, "Your partnership is more vital now than it's ever been in the school's history."

In addition, Pinnix-Ragland explained six major responsibilities of community college trustees. These include selecting the president, handling land transactions and construction, establishing standards for admission and graduation, providing instructional services for the college, approving expenses, and adopting and enforcing laws and bylaws.

Current trustees (in attendance) were honored including: Frank V. Avent III, chair (2005-2013), Reggie Baird (2008-2012), Jay A. Baker (2007-2014), William Boseman III (2007-2011), David Cairns (2005-2013), Bettie Cofield (2010-2014), Bernella DeLaMora (1994-2000, 2003-2014), Dr. Stanley Edwards (2002-2014), Rachel Hux (2003-2014), Rev. Robert Knight (2003-2013) and Lillie J. Solomon (1985-2012). Trustee Lillie J. Solomon was also honored for more than 25 years of service as a trustee. She was recognized by the Association of Community College Trustees (ACCT) for her service and was presented an ACCT lifetime membership and a plaque.

Digital Community College Survey 2011 Winners

HCC participated in a survey of community colleges concerning the comprehensive implementation of technology supporting the educational institution's operations, as well as, how well the technology serves students, faculty, staff, and administrators. In the nationwide survey of community colleges with less than 5,000 students, HCC placed 8<sup>th</sup> out of the top 10 colleges recognized. The Center for Digital Education rated HCC the 4<sup>th</sup> best in providing comprehensive digital technology in the nation for Colleges with an enrollment of less than 5,000. I asked Jerry Thompson why the improvement in our rating, he stated there could be a number of reasons including the following:

- Enfield received new computers, State-of-the-Art Information Highway Room in 108,
- Upgrades in all of our labs and student software in the ERC
- Installed Dragon Naturally Speaking in 212 and Radiography PC's for the Dental Lab
- Installed two wireless Kiosks and state of art ASA Firewall to protect the campus against cyber attacks
- Installed two new web servers and served as a test site for the systems office.
- Nursing lab computers installed, dental chair computers installed, Lab 209 was upgraded, office 2010 in labs, automotive lab received bay computers and 3 overhead projectors, new black board server, pc's and projectors in the Industrial systems

Enrollment for Fall Semester 2011

The enrollment for the fall semester 2011 is currently 1,532 curriculum students. Halifax Community College expect to have an estimated additional 44 dual/huskies enrollments from our area high school which will give us an estimated total of 1,576 . Several issues have contributed to the flat enrollment including a drop of 72 or more curriculum students enrolled in our prison program last semester that no longer have funding. The students are enrolled in continuing education programs for the upcoming year.

Trustee Lillie J. Solomon made a motion to approve the September 27, 2011 President's report. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Action Items

Internal Audit Plan-Spring 2011 and Summer 2011

The HCC Board of Trustees was asked to approve the Internal Audit Plan-Spring 2011 and Summer 2011 for Halifax Community College presented by President Griffin.

Trustee Stanley Edwards made a motion to approve the Internal Audit Plan-Spring 2011 and Summer 2011 for Halifax Community College. Trustee Jay Baker seconded the motion and the motion was carried.

Financial Aid Audit for 2010-11

The HCC Board of Trustees was asked to approve the Financial Aid Audit for 2010-11 presented by Dr. Erica Holmes.

Trustee Bernella DeLaMora made a motion to approve the Financial Aid Audit for 2010-11. Trustee Bettie Cofield seconded the motion and the motion was carried.

**Informational Items**

**Academic Affairs**

Introduction of new faculty and staff

Dr. Holmes introduced new faculty and staff to the Board of Trustee.

Constitution Day

Dr. Holmes gave an overview to the Board of Trustees regarding Halifax Community College Constitution Day program.

Community Conversations

Dr. Holmes gave an overview to the Board of Trustees regarding the Community Conversations.

Career Readiness Certification

Dr. Holmes gave an overview to the Board of Trustees regarding the Career Readiness Certification.

Les Atkins Promotional Video

Dr. Holmes gave an overview to the Board of Trustees regarding Les Atkins Promotional Video.

**Administrative Services**

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the Financial Report.

**Institutional Advancement**

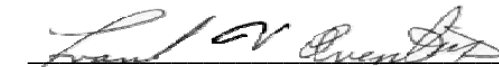
Dr. Carter gave an overview to the Board of Trustees regarding Cummings/Halifax Community College first golf tournament.

**Student Government Association (SGA)**

Ms. Betancourt gave an overview to the Board of Trustees of the SGA activities.

**Closed Session**

Trustee Lillie J. Solomon made a motion to adjourn the September 27, 2011 board meeting and Trustee DeLaMora seconded the motion. The motion was carried. The meeting was adjourned 12:00 noon.

  
Frank Avent, III, Chairman

  
Dr. Ervin V. Griffin, Sr., Secretary