



Draft

**Halifax Community College
Board of Trustees Meeting Minutes
Administrative Board Room
January 29, 2008**

Members Present:

Dr. Stanley Edwards
Rev. Robert Knight
Jack Boseman
Rachel Hux
Helen Brown
Bernella DeLaMora
Jay Baker
David Cairns
Quiana Mann, SGA

Members Absent:

Roger Dalton
Cary Whitaker
Lillie J. Solomon
Frank Avent

Others Present:

Dr. Ervin V. Griffin, Sr., President
Joy Cooley, Vice President of Curriculum
Deborah Armstrong, Vice President Administrative Services
Thomas Schwartz, Vice President Institutional Advancement
Vera Palmer, Dean of Continuing Education/ Community Services
Dr. Pocahontas Jones, Dean of Curriculum Programs
Barbara Bradley-Hasty, Dean of Student Services
Jennifer Welch-Jones, Administrative Assistant
Natalie Watson, Faculty Senate Chair
Dr. Julie Galvin, Science Instructor
Melanie Temple, PIO Officer
Tamba Thompson, Director of Literacy Education
Hunter Taylor, Automotive Technology Instructor
John Stams, Electronic Engineer Technology Instructor
Jason Stewart, Director of The Centre
Carolyn Stewart, Student Counselor

Call to Order: Chairman Edwards called the meeting to order at 10:00 a.m. and explained why absent board members were not able to attend the meeting. After the invocation was given by Trustee Robert Knight, the Ethics Statement was read by Chairman Edwards and the Board responded by answering that there were no conflicts of interest.

Approval of Agenda

Jack Boseman made a motion to approve the January 29, 2008 board meeting agenda and Trustee Rachel Hux seconded the motion. The motion was carried.

Trustee Business

Approval of Minutes

Trustee David Cairns made a motion to approve the November 20, 2007 regular board meeting minutes with no corrections. Trustee Jay Baker seconded the motion and the motion was carried.

Legislative Summitt

Chairman Edwards announced that several board members will be attending the 2008 ACCT Legislative Summitt held in Washington, DC from February 10-12. Vice President Tom Schwartz explained that he had submitted appropriation requests to Congressman Butterfield's office. The first being an Allied Health extension grant and the other an Emergency Communications request. Both requests totaled in the amount of \$263,000.

Recognition of Visitors

All visitors were introduced to the Board and Chairman Edwards welcomed them for attending the meeting.

Committee Reports

Retreat Committee

The Retreat Committee met on January 23, 2007 with Trustees Helen Brown, Jay Baker, Cary Whitaker and Stanley Edwards attending. Trustee Lillie J. Solomon was not able to attend due to illness. The Committee recommended that the 2008 Halifax Community College Board of Trustees Spring Retreat take place on Tuesday, April 29, 2008 at the Hilton Garden Inn located in Roanoke Rapids, NC from 8:00 am to 4:00 pm. The meeting will begin with breakfast in the hotel restaurant and will be followed with a short trustee meeting. The recommended presenters are Richard Sullins, who will discuss the responsibility of trustees, Dr. Scott Ralls, President of the NC Community College System, who will discuss the improvement of community colleges, and David Lawrence from the Institute of Government, who will discuss Open Meeting Laws and Parliamentary Procedures. Trustee Bernella DeLaMora made a motion to accept the recommendations from the Retreat Committee and Trustee Rachel Hux seconded the motion. The motion was carried.

Finance Committee

Vice President Deborah Armstrong announced that the Finance Committee met January 16, 2008 to discuss HCC financial statements but did not have a report to present.

Personnel/ Student Services Committee

Trustee Jay Baker reported that the Personnel/ Student Services Committee would meet and have a report available for the next meeting.

Building and Grounds Committee

No report.

President's Report

Dr. Griffin began by presenting Tamba Thompson, Eugene Brown, and John Foriest with Grant Writing Certificate Awards. HCC received allocations in the amount of \$4,200 for a Literacy Grant and \$30,000 for the Male Mentoring Grant. Dr. Griffin also presented Dr. Julie Galvin, Science Instructor, with a certificate honoring her as the *Teacher of the Year* nominee and announced that Hunter Taylor received a scholarship in the amount of \$2,139 to continue to work on an advanced degree.

Dr. Griffin continued his report by announcing that a check in the amount of \$500 had been donated to HCC from the United Community Connection recognizing our service to the community. He also shared information regarding an invitation to serve on a panel of presidents at the Male Mentoring Conference to be held April 7-9, 2008 in Durham, NC. He will also make a presentation entitled, "*The No Whining Zone*", on February 29, 2008 at the Student Leadership Conference in Raleigh, NC.

Other Information provided by Dr. Griffin related to the:

- Long Range Plan
- Abstinence Education Program
- LAC Student Survey Results
- Renewal of Phlebotomy Program
- Environmental Health and Safety Institute

Trustee Bernella DeLaMora made a motion to accept the January 29, 2008 President's Report and Trustee Jack Boseman seconded the motion. The motion was carried.

Action Items

2008 Summer Calendar

Vice President Cooley presented the first action item as a proposal to revise the Summer 2008 Calendar. The current calendar needs to be adjusted to reflect a five-day week for summer 2008. July 3rd should be listed as Student Break/ Faculty Workday. The Calendar Committee recommends the changes.

Trustee Robert Knight made a motion to accept the revisions to the 2008 Summer Calendar and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

2008 Fall Calendar

Vice President Cooley presented a proposal to revise the 2008 Fall Calendar. The current 2008 Fall Calendar lists the start date for faculty as August 4, 2008. In order to eliminate the need for the business office to pro-rate faculty salaries for the month of August, it is recommended that the start date be changed to August 1st. The Calendar recommends the change.

Trustee Jack Boseman made a motion to accept the revision to the 2008 Fall Calendar. Trustee Rachel Hux seconded the motion and the motion was carried.

Business Continuity Plan

Vice President Deborah Armstrong presented a proposal to approve the HCC Business Continuity Plan. North Carolina GS 147-33.89 requires each state agency to develop a comprehensive plan that will ensure essential services to continue in spite of facility loss, leadership incapacity, and other unforeseeable difficulties. The plan is to document the necessary actions and responsibilities needed to continue operations should HCC be faced with a natural disaster, technological breakdown, pandemic influenza, or other emergency that would leave HCC unable to continue operations as they are now carried out.

Trustee Jack Boseman made a motion to accept the HCC Business Continuity Plan with the understanding that changes will be made. Trustee Rachel Hux seconded the motion and the motion was carried.

Informational Items

Instructional Services

Early College

Dr. Cooley shared information relating to The Roanoke Valley Early College Project. She stated that although a grant was approved for the Early College Project, some schools are faced with exceptional challenges, which causes them to be unprepared to move on with the proposal. The committee has asked for an extension for planning time but has not received an approval. Dr. Griffin expressed his appreciation to Dr. Cooley and Dr. Jones for their participation in working with the program.

Enrollment

Dr. Cooley gave a brief overview of the 2007 Fall and 2008 Spring student enrollment compared to previous student enrollments. She also provided information regarding reports on Continuing Education Extension Credit and Curriculum Credit.

Administrative Services

Financial Update

Vice President Deborah Armstrong reported that State and Federal budget information was mailed in the January board packets for viewing including a current list of grants. She also reported that the performance funding money issued to HCC by the State was used for equipment purchases and distributed information relating to a proposal submitted for a facilities grant.

Institutional Advancement

Black History Month

Vice President Tom Schwartz distributed a calendar of events listing all of the scheduled celebrations that HCC will be hosting for Black History Month. The list includes:

- Charles Chestnutt Stamp Dedication
- Reading and Panel Discussion
- Journey from Africa to NC Colloquium
- A History of the Tillery Resettlement Farm
- International Day & Food Testing
- Gospel Play
- Saluting Our Local African American Heroes
- The Emmitt Till Story
- Black Images Memorabilia
- Althea Riddick, Motivational Speaker

Jason Stewart, Director of The Centre, presented information regarding the Gospel Series and other scheduled events to begin February 16, 2008 which will include some of the events listed.

Student Government Association

HCC 2008 Prom

Carolyn Stewart, HCC Counselor, presented a report regarding the 2008 HCC Prom. The Prom will be held Saturday, March 8, 2008 at The Centre, from 7 p.m. to midnight. The tickets are \$20 per person and anyone over the age of eighteen can attend. The event will also be a black tie event with a photographer available to take pictures for an additional cost.

Female Mentoring Program

Carolyn Stewart, HCC Counselor, reported that there will be a female mentoring organization implemented in addition to the Male Mentoring organization. The name of the organization will be named *Sisters of Standards* and the first meeting will be held March 8, 2008.

Closed session

Trustee Jay Baker made a motion to go into closed session after a five minute break to discuss personnel matters and Trustee Bernella DeLaMora seconded the motion. The motion was carried. The board went into closed session at 11:35 a.m.

The Board reconvened at 11:45 a.m. with no information to report. Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The motion was carried. The meeting was adjourned at 11:47 a.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary