



## **Draft**

**Halifax Community College  
Board of Trustees Meeting Minutes  
Administrative Board Room  
February 26, 2008**

**Members Present:**

Dr. Stanley Edwards, Chairman  
Rev. Robert Knight  
Jack Boseman  
Rachel Hux  
Helen Brown  
Jay Baker  
David Cairns  
Cary Whitaker  
Frank Avent, Vice Chairman  
Qiana Mann, SGA

**Members Absent:**

Roger Dalton  
Lillie J. Solomon  
Bernella DeLaMora

**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  
Melanie Temple, PIO Officer  
Tamba Thompson, Director of Literacy Education  
Gloria Hendricks, Accounts Payable Technician  
Tina Curry, Purchasing Agent  
Pat Baker, Institutional Research  
Eugene Brown, Counselor  
Jason Stewart, Director of The Centre  
Carolyn Stewart, Student Counselor  
Larry Crisafulli, Business and Industry Coordinator/Instructor

James Davis, III, HCC Student  
Cornelius Dickens, HCC Student  
Shenik Lindsay, HCC Student

**Call to Order:** Chairman Edwards called the meeting to order at 10:00 a.m. and explained that Trustee Lillie Solomon was not able to attend the meeting because of illness. He welcomed Trustee Frank Avent back after his absence during his wife's illness and also explained that Trustee Roger Dalton would not be able to attend the meeting due to other commitments.

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

Trustee David Cairns suggested that information regarding the public access road be added to the agenda until the matter is resolved. Chairman Stanley Edwards agreed and suggested that the subject be added to the President's Report and addressed during that segment of the meeting. Trustee Jack Boseman made a motion to approve the February 26, 2008 board meeting agenda with the addition of the public access road information. Trustee Rachel Hux seconded the motion and the motion was carried.

### **Trustee Business**

#### Approval of Minutes

Trustee Jay Baker made a motion to approve the January 29, 2008 regular board meeting minutes with no corrections. Trustee David Cairns seconded the motion and the motion was carried.

#### Recognition of Visitors

President Ervin Griffin introduced Tina Curry as HCC's new Purchasing Agent and Gloria Hendricks as the new Accounts Payable Technician. He also explained that Ruby Ward would be working as an Evaluator for the ASPIRE Abstinence Program along with Cynthia Harris who will be working as the Inter-District Coordinator.

Tamba Thompson, Director of Literacy Education, introduced Shenik Lindsay as the Outstanding HRD Student of the Eastern Region. Ms. Lindsay represents the eastern region of the NC Community College System which consists of twenty-four community colleges. On December 6, 2007, she was recognized and honored at an HRD luncheon along with other recipients throughout the state at the Marriott Hotel, Winston Salem, NC. Ms. Lindsay received a beautiful plaque and was featured in the HRD Quarterly Newsletter.

Vera Palmer, Dean of Continuing Education/Community Services, introduced Larry Crisafulli as the Business and Industry Coordinator/Instructor. All other visitors were introduced to the Board and Chairman Edwards welcomed them and thanked them for attending the meeting.

Request for Office Space for Halifax County Department of Social Services

Vera Palmer, Dean of Continuing Ed/Community Services, provided information regarding the request for office space for the Halifax County Department of Social Services on a temporary basis.

Trustee Cary Whitaker made a motion to accept the recommendation to provide office space for the Halifax County Department of Social Services on a month-to-month basis for no more than a six month period. Trustee Jay Baker seconded the motion and the motion was carried.

BOT Retreat Update

Chairman Edwards announced that the 2008 Halifax Community College Board of Trustees Spring Retreat will take place on Tuesday, April 29, 2008 at the Hilton Garden Inn located in Roanoke Rapids, NC from 8:00 am to 5:00 pm. The cost for the use of the facility will be \$200. Tom Schwartz, Vice President of Institutional Advancement, distributed a draft of the agenda while providing information on each presenter.

Halifax Community College  
Board of Trustees Retreat  
Draft Agenda

8:00 – 8:30 am	Breakfast
8:30 – 9:15 am	HCC Trustee Business Meeting
9:30 – 10: 15 am	<i>The Role of the Trustee in the NCCCS</i> Fred Williams, Executive Vice President, NCCCS
10:30 – 11:15 am	<i>The Trustee's Role in the Accreditation Process</i> Byron Robinson, NCCCS SACS Consultant
11:30 – 1:00 pm	Lunch
1:00 – 1:45 pm	<i>The Law and Community College Trustees</i> Robert Joyce, UNC School of Government
2:00 – 2:45 pm	<i>Getting Involved with ACCT</i> Dr. Donny Hunter, ACCT Executive Director
3:00 – 4:45 pm	HCC Trustee Discussion
5:00 – 6:30 pm	Dinner
6:30 pm	Adjourn

### ACCT 2008 Legislative Summit

Chairman Edwards announced that he, along with Trustee Jay Baker, Trustee Jack Boseman, and President Griffin attended the ACCT 2008 Legislative Summit which took place February 11-13, 2008. He announced that one of the major concerns addressed was with increasing the Pell Grant to \$5,100 and increasing job training grants with hopes of providing students with their necessary needs. Chairman Edwards suggested that all academic institutions work closely with their legislators to support the majority of the proposals addressed during the summit.

## **Committee Reports**

### Finance Committee

No Report

### Personnel/ Student Services Committee

Jason Stewart, Director of The Centre, distributed information regarding The Centre's finances. Trustee Jay Baker, Chairman of the Personnel/Student Services Committee suggested that the board members review the reports and discuss them at the next meeting.

### Academic Programs Services

Information was distributed by the Academic Programs Services Committee regarding HCC Division Chairs and program illuminations. Trustee David Cairns gave a brief overview of a discussion regarding the information and Chairman Edwards asked that board members study the information and prepare themselves to make decisions at the next board meeting.

### Building and Grounds Committee

President Griffin announced that he spoke with Ronnie Keeter, Engineer for Halifax/ Edgecombe County and was provided with information regarding four proposals regarding interest in where the public access road should be placed. A report was released November 6, 2007 stating that Halifax Community College was the best location for the road. Copies of the report were prepared and distributed.

## **President's Report**

President Griffin began his monthly report by presenting information relating to the 2005/2006 Title IV Audit Report. The report states that Halifax Community College had no deficiencies and that the findings are satisfactorily resolved based on information provided by our institution. President Griffin also announced that there will be a reception held for NCCCS President Elect Dr. Scott Ralls, on April 3, 2008 at the Sheraton Imperial Hotel, Research Triangle Park, in conjunction with the NCACCT Annual Law Seminar. This will give trustees the opportunity to meet Dr. Ralls and his constituents.

President Griffin provided copies of a support letter which was mailed to Congressman G.K. Butterfield, Senator Richard Burr and Senator Elizabeth Dole in regard to the NC

CAR Project. President Griffin submitted these letters with hopes of receiving funding from the State of NC to support the project.

In conclusion, President Griffin and HCC's Minority Male Mentoring participants invited board members to the weekly meetings and welcomed them to participate in presentations that would expose students to various subjects.

Trustee Jack Boseman made a motion to make the February 26, 2008 President's Report apart of the official minutes and Trustee Rachel Hux seconded the motion. The motion was carried.

## **Informational Items**

### **Instructional Services**

#### Early College

Vice President Cooley explained that the superintendents from the surrounding areas agreed to a year's extension for the Early College program and were to submit documents regarding the rationale of that decision. The only response received was that of Northampton County Schools. Although, letters were mailed to Weldon City Schools, Roanoke Rapids City Schools, and Halifax County Schools regarding their decision, there was no interest in participating in the program at this time. Vice President Cooley shared information at January's meeting 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.

#### Employee & Completer Satisfaction Survey Results

Vice President Cooley explained that the North Carolina Community College System requires each community college to conduct employee satisfaction surveys annually. Results of the 2007 surveys were provided for viewing.

#### Long Range Plan Report Review

Vice President Cooley announced that HCC's Long Range Plan was submitted to the North Carolina Community College System Office in December 2007. Recommendations were submitted in regards to how it could be improved. Recommendations suggested were to expand narratives in some areas or to brief narratives in others. Vice President Cooley announced that all of the recommendations were completed and submitted for approval.

#### Student Satisfaction Survey Online Courses

Vice President Cooley explained that the North Carolina General Assembly appropriated funds for activities and other distance learning programs at the state level. The student satisfaction survey for online courses is a report required for the continuation of appropriations. Results of the survey were provided for viewing.

### Nursing Enrollment, Retention & Pass Rate Data

Information regarding statistics and retention rates of the Nash, Edgecombe, Wilson, and Halifax Community College's Nursing Consortium were provided. The report included information from 2003 to 2007. Vice President Cooley gave a brief overview of the passing rate for HCC students and explained the enrollment status along with additional changes that were made recently.

### **Administrative Services**

#### Financial Update

Financial updates were mailed with board packets before the meeting. In the absence of Vice President Deborah Armstrong, President Griffin provided financial information in addition to State and Federal budget information. President Griffin also announced that county budgets were due and Vice President Deborah Armstrong would be completing them for submission soon.

### **Institutional Advancement**

#### Black History Month

Vice President Tom Schwartz gave a brief overview of the result of the Black History Month Events along with attendance numbers. 2008 Black History Month events are listed as follows:

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

### **Student Government Association**

#### HCC 2008 Prom

Qiana Mann, SGA President, shared information regarding several upcoming scheduled events:

- HCC Prom March 8, 2008
- NC Student Government Conference March 28-30, 2008
- HCC Blood Drive April 9, 2008
- Spring Fling April 23, 2008

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Rachel Hux seconded the motion. The motion was carried. The meeting was adjourned at 12:35 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary