



Halifax Community College  
Board of Trustees Meeting Minutes  
March 25, 2008  
Administration Board Room

Members Present:

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

Absent Member:

Lillie J. Solomon  
Rachel Hux  
Roger Dalton  
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  
Jason Stewart, Director of The Centre  
Greg Parker, Con. Ed, HCC  
Richard Andrews, DKWA-Smith Sinnett, Architects

### Call to Order

Dr. Edwards called the meeting to order at 10:00 a.m. and Trustee Robert Knight gave the invocation. The Ethics Statement was read by Chairman Edwards and the Board responded by answering that there were no conflicts of interest. Chairman Edwards then began the meeting with an explanation for the absences of Trustees Lillie Solomon, Rachel Hux, Roger Dalton and Bernella DeLaMora.

### Approval of Agenda

Trustee Jay Baker requested that the proposal to amend 410.01 and 410.02, in the Administrative Regulations and Procedures Manual, be added to the agenda as action item number two for the board's approval. Trustee Robert Knight made a motion to add the proposal to the agenda and Trustee Jay Baker seconded the motion. The motion was carried.

### Approval of Minutes

Trustee Jay Baker requested that there be three corrections made in the February 26, 2008 minutes:

- A statement mentioning that there was an amendment to the initial motion to provide office space to the Halifax County Department of Social Services
- Rephrase information in Academic Programs Services report
- Congressman G.K. Butterfield's name

Trustee Frank Avent made a motion to approve the minutes with the corrections and Trustee Cary Whitaker seconded the motion. The motion was carried.

### Update on Public Access Road

President Griffin announced that he had spoken with Johnnie Draper, Mayor of Weldon, to discuss the progress of approval of the public access road. Dr. Griffin stated that the proposal would be continuously discussed and a decision could be made soon.

### Update on BOT Retreat

Chairman Edwards reminded board members that there will be a brief meeting before the retreat begins. He also requested that members notify the president's office one week in advance if unable to attend.

### Committee Reports

Finance – No Report

Personnel/Student Services – No Report

Academic Program Services – No Report

Buildings and Grounds – No Report

### Introduction of Visitors

During the introduction of visitors, Dean Vera Palmer introduced Greg Parker, Assistant Law Enforcement Coordinator. Mr. Parker joined the team on March 1 and comes to the position with a very strong background and many years of service in law enforcement.

Chairman Edwards thanked everyone for attending the meeting and also for their support of the college.

### President's Report

After attending the SACS meeting in December 2007 and hearing several presentations on substantive change requirements, President Griffin reviewed the compliance with the SACS requirements. Please note that President Lancaster has expressed concerns to SACS President Dr. Wheelan regarding the Substantive change requirements. HCC has submitted letters notifying SACS of substantive changes in the following areas:

- New Curriculum Programs-Paralegal Technology, Practical Nursing, and Dental Hygiene
- Lateral Entry and Early Childhood Certificate Programs to see if they need to be reported as new programs even though this was a statewide initiative by the NCCCS office.
- Distance Learning-Programs which provide 25-49% of the courses on line include the following:
  - Accounting
  - Advertising Degree in Nursing
  - Associate in Arts
  - Associate in Science
  - Automotive Systems Technology
  - Criminal Justice Technology
  - Early Childhood Associate and Teacher Associate
  - Electronic Engineering Technology
  - Industrial Systems Technology
  - Interior Design
  - Medical Office Administration
  - Networking Technology
  - Office Systems Technology
  - Practical Nursing
  - Pulp and Paper Production Technology

President Griffin provided an update of the estimated enrollments in curriculum, occupational extension, and basic skills program.

	Annualized FTE		
	Fall	Spring	Total
Curriculum	575	564	1139
Occupational Extension	76	110	186
Basic Skills	39	35	<u>74</u>
			1399
	Unduplicated Headcount		
Curriculum	1327	1304	2631
Occupational Extension	1978	2245	4223
Basic Skills	676	663	<u>1339</u>
			9592

President Griffin wanted to bring the Board of Trustees attention to the latest Funding Numbers for Public Schools, Community Colleges, and the UNCGA. He made a note of a discrepancy in the number of hours needed to be a full time equivalent student in the

Community College System and the UNCGA and the overwhelming difference in the funding per FTE.

President Griffin also provided information concerning the performance of our students as they transfer to UNC schools in relation to their end of first year GPA's. The information did not include the number of students that might have transferred to private colleges or universities in the region.

HCC students compare very favorably to our local community colleges in the region and in fact the level of excellence demonstrated by students who transfer from HCC continue to climb while the overall community college average has stayed at a very strong 2.72. This is very important information for our community to know especially when students are making a decision concerning college choice.

Institution	2004		2005		2006	
	Number of Transfers	Mean GPA	Number of Transfers	Mean GPA	Number of Transfers	Mean GPA
Halifax CC	19	2.19	20	2.63	20	2.96
All Community Colleges	4765	2.72	5046	2.72	5097	2.72
Edgecombe	15	2.54	16	2.63	9	2.85
Nash	42	2.55	35	2.34	37	2.74
Roanoke-Chowan	15	2.18	9	2.29	12	2.57
College of the Albemarle	78	2.79	112	3.10	84	3.01
Vance-Granville	48	2.86	61	2.59	59	2.65
Wilson Tech	23	2.61	34	2.57	28	2.49
Coastal Carolina	105	3.00	100	2.87	126	2.85

Source: UNC Transfer Students Performance Reports

[http://www.northcarolina.edu/content.php/assessment/reports/student\\_info/tsp.htm](http://www.northcarolina.edu/content.php/assessment/reports/student_info/tsp.htm)

President Griffin provided an update on HCC's Articulation Agreements. The articulation agreement for our graduates in the Early Childhood Associate in Applied Science to attend UNCW is included for perusal in the President's Report.

The second agreement is with the UNC at Greensboro that allows the Early Childhood Associate in Applied Science to be admitted into the BS Degree in Human Development and Family Studies-Early Care and B-K Licensure Concentrations at UNCG.

President Griffin announced that HCC will be hosting the annual NEWH Legislative Breakfast scheduled for April 30, 2008, from 7:00 a.m. to 9:00 a.m. in The Centre. All area legislators will have agreed to attend including Senator Swindell, Chair Senate Education Committee, Senator Jones, Senator Jenkins, Representative Tolson, Bryant, Farmer-Butterfield, Allen, and Daughtridge. Presidents from Nash, Edgecombe, and Wilson Community College, along with a few board members, will meet to discuss the expectations for the upcoming fiscal year.

Trustee Jay Baker made a motion to accept the March 25, 2008 President's Report. Trustee Jack Boseman seconded the motion and the motion was carried.

#### ACTION ITEMS

##### Approval of Selection of Architect for Facilities Master Plan

The 2007 Session of the General Assembly appropriated \$8.0 million to develop a "Plan of Action" that would lead to better advanced planning of local facility needs. The Plan of Action includes the development of a Long Range Plan, a Master Facility Plan, and Advanced Planning Funding. Each community college will be given funding based on a funding matrix to assist with the development of the Master Facility Plan. To this amount, each community college must provide the remaining funding needed from either their current non-state overmatch credit or from other available state funds. HCC will use its non-state overmatch credit.

Vice President Deborah Armstrong received notification that the Long Range Plan was approved by the System Office on 3/6/08. We are now set to begin work to develop our Master Facility Plan. DKWA Architects, P.A. has presented HCC with a contract to develop the required Master Facility Plan according to requirements set forth by the NCCCS by the required deadline of May 31, 2008, for the sum of \$45,000. DKWA Architects has attended meetings held by the NCCCS on development of the Master Facility Plan. They have already developed one such plan for Edgecombe Community College, and as architect for many of HCC's existing buildings, they are already familiar with our campus.

Trustee Jack Boseman made a motion to accept the contract from DKWA Architects to prepare the Master Facility Plan for Halifax Community College.

##### Approval of ARPM Amendment to 410.01 and 410.02

Vice President Joy Cooley presented information regarding updates to the Administrative Regulations and Procedures Manual (ARPM). 101.01 Amendments and Additions states that any change, addition or deletion to the ARPM will be approved by the Board of Trustees before the distribution and implementation of such. Dr. Joy Cooley presented on behalf of Curriculum Programs recommended changes to the ARPM. Revisions were

presented to Section 410.01 Program Review Procedure and 410.02 Curriculum Program Termination Procedures.

Trustee Jay Baker made a motion to rephrase 410.01 and 410.02 in the ARPM. Trustee Whitaker seconded the motion and the motion was carried.

#### HCC Satellite Center

Dean Vera Palmer provided information relating to the scheduling at the Enfield, Littleton, and Scotland Neck HCC Satellite Centers. She also provided copies of newspaper articles featuring recent various events which took place at the centers.

#### Long Range Plan

A document was distributed to confirm that a compliance review of the Halifax Community College Long Range Plan took place and that all LRP checklist components were included in the plan. The Long Range Plan was approved March 6, 2008.

#### Financial Update/County Budget Proposal 2008/2009

Financial updates were mailed with board packets before the meeting. Vice President Deborah Armstrong provided financial information in addition to the Halifax County budget information. A Revenue and Expense report for The Centre was also provided and Jason Stewart, Director of The Centre, was available for questions.

#### Institutional Advancement

Vice President Tom Schwartz provided information regarding the NC Motorsports Program Development Grant and the Dollar General Literacy Foundation Grant. The Motorsports grant is a grant provided through NCCCS to provide classes in the area of racing alignment, suspension and breaks systems. The Dollar General Grant provides funding for laptop computers and computer aid in construction software for the Adult Literacy Program.

#### Closed Session

Trustee Frank Avent made a motion to go into closed session after a five minute break to discuss personnel matters. Trustee Jay Baker seconded the motion and the motion was carried. The Board went into closed session 11:58 a.m.

The Board reconvened at 12:15 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 12:15 a.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary