Halifax Community College
Board of Trustees
Board Meeting
March 29, 2011
Administration Board Room

Members Present:

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

Members Absent:

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
Hilda J. Hawkins, Executive Assistant to the President
Dr. Harriet Morrison, Dean of Curriculum Programs
Dr. Edwin Imasuen, Director of Institutional Research
Mitchell Robinson, Associate VP Administrative Services
Melanie Temple, PIO Officer
Jacqueline Hough, Daily Herald

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 and Trustee Stanley Edwards 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
Approval of Agenda
Trustee Bernella DeLaMora made a motion to approve the March 29, 2011 Board of Trustee's meeting agenda and Trustee Rachel Hux seconded the motion. The motion was carried.

Approval of Minutes
Trustee Jack Boseman made a motion to approve the March 29, 2011 Board of Trustees meeting minutes with corrections made on page 1 and 3. Trustee Frederick Webb, Jr., seconded the motion and the motion was carried.

Committee Reports
Trustee Lillie Solomon stated that the finance committee met. Deborah Armstrong gave the Financial report for 2011-12 Northampton County's Budget for the College.

Trustee Jay Baker made a motion to approve the Financial report on the 2011-12 Northampton County's Budget. Trustee William Boseman seconded the motion and the motion was carried.

There were no other committee reports.

Announcements
Chairman Avent gave an overview of Governor Beverly Perdue's Executive Order No. 34.

President's Report

Dr. Griffin thanked the Board of Trustees for their continued guidance and support of the myriad of activities that our College continues to be involved in throughout the many communities we serve. Dr. Griffin wanted to give the Board of Trustees an updated on a few items. They include the following:

No Tobacco Policy Implementation
Dr. Griffin noted to the Trustees that the entire campus community has embraced our no tobacco policy implemented during the Fall Semester 2011.

SACS

The Colleges reaffirmation process with SACS continues with the submission of responses to the Visiting Committee in March 2011. Another SACS committee will review the responses in June 2011. After we complete that process, the Commission on Colleges will vote on our final accreditation at the annual meeting in December 2011. Dr. Holmes is our SACS Liaison and Dr. Imasuen developed the responses for the majority of the report. We had a telephone conference with Ms. Marcy Stoll concerning the report. All questions were answered to her satisfaction. Again, we look forward to reaffirmation in December 2011.

Kingsborough Community College Project

We are still working on the FIPSE project entitled: "The Community College Jigsaw: Putting the Pieces Together" with Kingsborough Community College, Brooklyn NY. We were chosen to collaborate with Kingsborough to look critically at our College and see what areas we might be more effective. The project team was on campus last Friday and met with a number of faculty, staff, and administrators as part of their 2nd site visit. Dr. Harriet Morrison, Dean of Curriculum programs will give you an update on the project. Dr. Morrison gave an overview of the Kingsborough Project to date.

Men to Men Summit

Dr. Griffin announced the College's 4th Annual Men to Men Summit will be held April 5th and 6th in the Centre. The keynote speaker for the summit will be the Honorable Kweisi Mfume former congressional representative from the state of Maryland and President/CEO of the NAACP.

North Carolina College Staff Person of the Year Award

Dr. Griffin informed the board that he had the rare privilege of serving on the statewide committee to choose the staff person of the year. One of the finalists was our own Jerry Thompson, Information Systems Manager. Jerry was a finalist from among the 28 nominated by community colleges in our system. "He interviewed with a very diverse group from around the state and I might say, he was an excellent nominees and I think he should have won the award". "Nonetheless, I wanted the Board to know that we have staff that goes beyond the average in all that they do for our College." Dr. Griffin awarded Mr. Thompson with a certificate and Presidents Award in recognition of how well he represented our College in the Staff person of the year award for 2011.

Community College Art Exhibit

Each Year Halifax Community College have students, faculty, staff, and administrators submit creative works to the systems office for jury and exhibit. This year we had a number of submissions. Representing HCC in the 2011 Art Exhibition will be Jenne Vaughan, Tanya Revelle, and Donnell Morgan. Dr. Griffin thanked these talented students and faculty for their contributions to the NC annual Art Exhibition. He also thanked Professor Gloria Tysinger for coordinating the HCC program for the past 5 years.

The 2nd Annual Dental Clinic (NC MOMS)

The free adult dental clinic was sponsored by the Daily Herald & Halifax Community College in conjunction with the North Carolina Mission of Mercy (NCMOMS) on March 28, and 29, 2011. Dr. Blaylock, a former faculty member in the Dental Hygiene program, is now with NCMOMS and helped the College set up the program for the second straight year for the citizens of this region.

Last year (February, 2010) we served 339 clients during the two day period. They received an estimated $155,000 of free dental care. This year (March 24-25, 2011), we served 435 clients during the two-day period. They received an estimated $221,913 of free dental care. Totaling for the last two years, the NC MOMS program has provided 774 clients with $376,913 of free dental care for the citizens of our service region and beyond. Dr. Griffin thanked Thomas Schwartz and the faculty, staff, students, administrators, retirees, and all others for making this year's Dental Clinic very successful.

The RN to BSN program between NCCU and Halifax Community College

Dr. Griffin gave an overview of BSN program moving forward to start some of the courses this summer.

HCC Community Outreach Program

Dr. Griffin announced that the HCC Community College outreach program will continue tonight, March 29, 2011, at the Enfield Satellite Center in Enfield, North Carolina.

5th annual Junior Learning About Careers (JLAC) program

Dr. Griffin informed the Board about the College's 5th annual Junior Learning About Careers (JLAC) program was held on Friday March 11, 2011. The College had students from Northampton West, Weldon, and Roanoke Rapids.

Trustee Lillie J. Solomon made a motion to approve the March 29, 2011 President's report. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Action Items

Revision to Policy 31 – Employee/Student Relationships
The HCC Board of Trustees was asked to approve the Revision to Policy 31 – Employee/Student Relationships as presented by Dr. Erica Holmes.

Trustee William Boseman made a motion to approve the Revision to Policy 31 – Employee/Student Relationships. Trustee Bettie Cofield seconded the motion and the motion was carried.

VA Audit
The HCC Board of Trustees is asked to approve the VA Audit as presented by Dawn Veliky.

Trustee Jay Baker made a motion to approve the VA Audit. Trustee David Carin seconded the motion and the motion was carried.

Informational Items

Academic Affairs
Update on Institutional SACS profile
Dr. Holmes provided an update on the Women of Excellence Conference : The Women Gather," Program Audit, and Continuing Education Audit Summary. Trustee Lillie J. Solomon gave thanks and acknowledgments of how great the Women of Excellence program turned out. She especially gave recommendations on how the men and women worked together on the Women of Excellence project in the fashion show.

Dr. Holmes asked Dean Palmer to elaborate on the Basic Monitoring team that was on campus and the Federal audit personnel from the system's office federal monitoring visit. Dean Palmer gave an overview of the Basic Monitoring and the Federal Audit Personnel visit from the system's office.

Administrative Services
Financial Update
Vice President Deborah Armstrong answered all inquiries regarding the Monthly Financial Report.

Institutional Advancement

SGA
China Wade gave the trustees an update on the projects that the SGA was involved in during the month of February and they are:

- SGA School of Science Food Drive
- SGA UNC-TV telephone and donations project
- SGA volunteer for the Women's of Excellence program
- The SGA is working on the Spring Fling
- The SGA is still working a meal plan for the college

Closed Session

Trustee Lillie Solomon made a motion to adjourn the March 29, 2011 board meeting and Trustee Bernella DeLaMora seconded the motion. The motion was carried. The meeting was adjourned 11:30 a.m.

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Frank Avent, III, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary