



**Halifax Community College  
Board of Trustees Meeting  
May 29, 2007 Regular Board Meeting  
Administrative Board Room  
10:00 a.m.**

**Members Present:**

Lillie J. Solomon  
Stanley Edwards, Chair  
Rachel Hux  
Robert Knight  
Jay Baker  
Roger Dalton  
Helen Brown  
Bernella DeLaMora  
Frank Avent  
Jack Boseman  
David Cairns

**Absent Member:**

Cary Whitaker

**Others Present:**

Dr. Ervin V. Griffin, Sr., President  
Deborah Armstrong, Interim VP of Administrative Services  
Jennifer Welch-Jones, Administrative Assistant  
Dr. Joy Cooley, VP Instructional Services  
Vera Palmer, Dean of Con Ed/ Community Services  
Barbara Bradley-Hasty, Dean of Student Services  
Bonita Terry-Malone, Director of Institutional Advancement  
Don Beaver, HCC Instructor  
James Bennett, ESG  
Dr. Mary Stephenson, ECSU Instructor  
Ronnie Keeter, DOT  
Dr. C.E. McCollum, Sr.  
Dr. Carroll Dickens  
Attorney Dan Clark

**Call to order**

Chairman Stanley Edwards called the meeting to order at 10:02 a.m. and Trustee Robert Knight gave the invocation.

Chairman Stanley Edwards asked if the board knew of any actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter coming before them. The trustees stated that there were no conflicts of interest.

## **Trustee Business**

### **Addition to Agenda**

There were three additional topics suggested for the June 26, 2007 agenda.

1. Postponement of the Public Hearing for the Financing of the Energy Systems Group Proposal (B3)
2. Board of Trustees Committee Appointments
3. 2007 Annual Conference of the NCACCT

Trustee Lillie Solomon made a motion to add three additional topics to the June 26, 2007 Board of Trustees meeting agenda and Trustee Frank Avent seconded the motion. The motion was carried.

Chairman Edwards asked if there were any conflict of interest relating to the agenda or amendments to the agenda. There was no conflict of interest.

After the introduction of visitors, Chairman Edwards introduced William Jackson Boseman, III and David Cairns as the newly appointed members to the HCC Board of Trustees.

### **Approval of Minutes**

Chairman Stanley Edwards asked if there were any concerns with the April 24, 2007 regular board meeting minutes. Trustee Lillie Solomon made a motion to accept the April 24, 2007 regular board meeting minutes and Trustee Robert Knight seconded the motion. The motion was carried.

### **Presidential Evaluations**

Chairman Edwards explained that there were two separate Presidential Evaluation instruments mailed for viewing. He also explained that members would have to decide which instrument to use for President Griffin's annual evaluation which needed to be completed and returned by June 12, 2007. Chairman Edwards asked that the current instrument shown be labeled (A) and the newly created instrument be labeled (B). Trustee Robert Knight made a motion to accept instrument (B) as the instrument to be used for the annual Presidential Evaluation. Trustee Lillie Solomon seconded the motion and the motion was carried.

Item (B)

**\* PRESIDENTIAL EVALUATION  
CONDUCTED BY BOARD OF TRUSTEES  
HALIFAX COMMUNITY COLLEGE**

INSTRUCTIONS: In accordance with NCAC 02C.0209 the Board of Trustees shall annually evaluate the President. The following form and rating scale is provided for that purpose.

RATING SCALE:      1 = Exceeds Expectations - Consistently exceeds the job requirements  
                             2 = Meets Expectations - Consistently meets the job requirements  
                             3 = Needs Improvement - Performs at a minimum level; improvement necessary

**OVERALL GENERAL ADMINISTRATION**

1. Manages day-to-day administration; adhering to and implementing board policy.      1 2 3
2. Understands and exhibits a commitment to the College Mission.      1 2 3
3. Complies with all requirements outlined by NCGS 115D and NCCCS administrative requests.      1 2 3

**PERSONNEL ADMINISTRATION**

1. Develops and executes sound personnel procedures and practices.      1 2 3
2. Delegates authority to appropriate staff members.      1 2 3
3. Ensures participation of staff members in strategic planning, as it applies to manpower requirements.      1 2 3
4. Evaluates the performance of staff members giving commendation for good work as well as suggestions for improvement.      1 2 3
5. Promotes an academic curiosity and requires plans for professional development.      1 2 3

**FISCAL AND FACILITIES ADMINISTRATION**

1. Is aware of the needs of the college's programs and facilities requirements, including equipment and supplies.      1 2 3
2. Annually directs county budget preparation.      1 2 3
3. Determines that funds are spent in accordance to guidelines, and fiscal controls and accounting compliance are maintained.      1 2 3
4. Evaluates financial needs and develops recommendations for enhancing college life and the learning environment.      1 2 3
5. Oversees and reviews salary administration for all personnel consistent with state and county budgets.      1 2 3

**ACADEMIC ADMINISTRATION**

1. Understands and oversees all aspects of the College's instructional programs.      1 2 3
2. Ensures that the College is in compliance with SACS and other accrediting bodies.      1 2 3
3. Participates with board, staff, and advisory committees in      1 2 3

analyzing curriculum relevance.

4. Directs a program of curriculum evaluation and plans for meeting or exceeding NCCCS Performance Measure Standards. 1 2 3

**PERSONAL ATTRIBUTES**

1. Devotes time and energy effectively to do the job. 1 2 3  
2. Demonstrates ability to work well with individuals and groups. 1 2 3  
3. Exercises good judgment and decision making. 1 2 3

**INTERNAL RELATIONSHIPS**

1. Keeps the Board informed on issues, needs, and operations of the college and maintains a productive relationship. 1 2 3  
2. Offers professional advice to the Board on items requiring Board action. 1 2 3  
3. Interprets and executes Board policy. 1 2 3

**EXTERNAL COMMUNITY RELATIONSHIPS**

1. Participates productively in community affairs. 1 2 3  
2. Works effectively with public and private agencies including business, industry, and government. 1 2 3  
3. Maintains positive relationships with all educational partners. 1 2 3

**COMMENTS:** Use the following space (or attach) additional comments referencing any personal strengths and/or area of concern regarding performance of the President.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Public Access Road**

Chairman Edwards explained that there were two hearings held with Weldon Town Officials relating to the proposed Public Access Road and where it should be constructed. Weldon Town Officials decided that there was not enough information presented in order to approve the construction of the road. President Griffin introduced Ronnie Keeter from the NC Department of Transportation to discuss a type of buffer that could be provided and other information regarding the issue, to present to Weldon Town Officials at the next hearing. Trustee Jay Baker suggested that a current traffic count be presented to convey that the best place to construct a road would be where there is less traffic.

**Resolution Opposing School Bond 1144**

Chairman Edwards shared information as it relates to opposing school bond 1144. He explained that bond funds for the renovations of schools would most likely not be distributed to Halifax County Schools due to the distribution formula. Therefore, the bill would not be to the county's advantage. Trustee Roger Dalton made a motion to approve the resolution opposing senate bill 1144 commonly known as the Public School Building Bond Act of 2007. Trustee Jay Baker seconded the motion and the motion was carried.

**RESOLUTION OPPOSING SENATE BILL 1144 COMMONLY KNOWN AS THE  
PUBLIC SCHOOL BUILDING BOND ACT OF 2007**

**WHEREAS**, Senate Bill 1144 has been introduced as an act to authorize the issuance of general obligation bonds of the state, subject to a vote of the qualified voters of the state and to provide funds for grants to counties for public school capital outlay projects; and

**WHEREAS**, Senate Bill 1144 calls for a \$2 billion bond referendum among the voters of North Carolina for the purpose of financing public school capital outlay projects; and

**WHEREAS**, the formula for distribution for said funds is based on average daily membership growth, and low wealth designation for each county; and

**WHEREAS**, Senate Bill 1144 overwhelmingly favors counties lying in urban areas, unfairly penalizing counties in traditionally poorer and more rural areas of the state; and

**WHEREAS**, Halifax County, Halifax County Schools, Weldon City Schools, Roanoke Rapids Graded School District and Halifax Community College oppose the detrimental formula used in Senate Bill 1144 for funding school capital projects; and

**NOW, THEREFORE, BE IT RESOLVED** that Halifax County, Halifax County Schools, Weldon City Schools, Roanoke Rapids Graded School District and Halifax Community College request that Senate Bill 1144 be revised to include a formula that more fairly distributes funds for school capital outlay projects.

Adopted this the \_\_\_\_\_ of \_\_\_\_\_ 2007

### **Committee Reports**

Chairman Edwards asked that after each committee meeting, members present a report at the following regular board meeting. Trustee Jay Baker and Trustee Frank Avent announced that the Personnel and Student Services Committee met May 11, 2007 and elected Trustee Baker as the chairman of that committee.

Relating to the addition to the agenda, Chairman Edwards proceeded to appoint the new board members to their committees. Trustee Jack Boseman was appointed to the Buildings and Grounds committee and Trustee David Cairns was appointed to the Academic Programs and Services committee.

Chairman Edwards announced that the 2007 Annual Conference of the NCACCT will be held on June 14-15, 2007 at the Sheraton Imperial Hotel and Conference Center in Durham, NC. He especially encourages the newly appointed trustees to attend.

### **President's Report**

President Griffin announced that he would be making comments relating to his monthly report, which was distributed to each member, and that his staff would be presenting individual reports as well. President Griffin began by thanking faculty and staff for a successful 2007 commencement service. He announced that there were 424 graduates and 161 GED graduates throughout the year. He then announced that Vera Palmer, Dean of Con. Ed/ Community Services, would be presenting information relating to program monitoring.

Dean Palmer distributed information relating to updated material of the latest Basic Skills Monitoring report. She explained the contents of the report and announced that all performance measures have been met. President Griffin announced that 69% of the programs did not meet performance measures—HCC was one of the 31%.

President Griffin continued to make announcements relating to the acceptance of the Early College Proposal, the expansion of the summer school schedule, and information on Enrollment Comparison from 2006-2007, appropriations of the Nursing Program House Bill 1903, and grant applications in the community for abstinence. He also stated that these announcements are to be a part of his official report.

\*\*President's Report Attached

### **Action Items**

Dr. C. E. McCollum, President of the Eastern Carolina Christian College, presented the board with information relating to ECCC. He explained that this partnership will allow HCC administration to begin exploration of a partnership with the Eastern Carolina Christian College that will provide academic instruction in the areas of general education by Halifax Community College and the development of an agreement for the use of the library including linkages online with the Eastern Carolina Christian Colleges website. Trustee Jack Boseman made a motion to allow HCC administration to continue the proposal of the Partnership with Eastern Carolina Christian College and Trustee Lillie Solomon seconded the motion. The motion was carried.

Item: Partnership with Eastern Carolina Christian College

Area: Academic Administration

Presenter: Dr. Ervin V. Griffin, Sr. – President  
Dr. C.E. McCollum – President  
Eastern Carolina Christian College

Recommended Action: Resolved, that the HCC Board of Trustees approves the HCC administration begin exploration of a partnership with the Eastern Carolina Christian College that will provide academic instruction in the areas of general education by Halifax Community College and the development of an agreement for the use of the library including linkages on-line with Eastern Carolina Christian Colleges website.

Background: The Eastern Carolina Christian College (ECCA) is seeking accreditation from Transnational Assembly of Christian Colleges and Schools. The ECCA administration recently met with the President of HCC to propose a partnership that will aid them in the accreditation process and provide another partnership opportunity for HCC to serve the region.

The partnership will develop a consortium agreement for students enrolled at ECCA to take their general education courses through Halifax Community College. In addition, the consortium will arrange for all students to have use of HCC Library and provide a link on-line from the HCC Library to the ECCA website. All cost for academic programs and services will be included in the partnership agreement. The agreement will be brought to the Trustees for approval (if at all possible) by the June 2007 meeting.

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The second action item was presented by Bonita Terry-Malone, Director of Institutional Advancement, relating to the appointment of Mr. Emery G. Doughtie as an additional HCC Foundation Board Member. The HCC Foundation Board of Trustees met on May 8, 2007 and recommended that Mr. Emery G. Doughtie be appointed as a HCC Foundation Board Member with a three year term beginning July 1, 2007. Trustee Jay Baker made a motion to accept Mr. Emery G. Doughtie as an addition to the HCC Foundation Board. Trustee Jack Boseman seconded the motion and the motion was carried.

Item: HCC Foundation Board Member Approval

Area: Administration

Presenter: Bonita Terry-Malone, Director of Institutional Advancement

Recommended Action: Resolved, that the HCC Board of Trustees approve Mr. Emery G. Doughtie as an additional HCC Foundation Board Member.

Background: The HCC Foundation Board of Trustees met on May 8, 2007 and recommended that Mr. Emery G. Doughtie be appointed as a HCC Foundation Board Member with a three year term beginning July 1, 2007.

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### **Financial Report**

Interim Vice President Deborah Armstrong presented State and Local financial updates for review. She explained as the end of the fiscal year approaches, the college will be closing the financial books and completing final records for submission to the systems office. She also stated that the county will be holding its budget hearing very soon. Vice President Armstrong announced that educational funds were being received for the next fiscal year.

FINANCIAL STATUS  
COUNTY FUNDS  
as of May 31, 2007

| Funding Programs     | Budget  | Expensed | Balance |
|----------------------|---------|----------|---------|
| Current Expense      |         |          |         |
| Executive Mgt.       | 6,000   | 5,898    | 102     |
| General Admin.       | 87,000  | 96,900   | -9,900  |
| Plant Oper. & Maint. |         |          |         |
| Plant Operations     | 880,489 | 795,654  | 84,835  |
| Plant Maintenance    | 57,200  | 35,417   | 21,783  |
| Total                | 937,689 | 831,070  | 106,619 |

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**FINANCIAL~STATUS  
STATE~FUNDS  
as of  
May 31, 2007**

|                               | <b>BUDGET<br/>ALLOTMENT<br/>FOR YEAR</b> | <b>ACTUAL<br/>EXPENDITURES<br/>THIS YEAR</b> | <b>BUDGET<br/>BALANCE<br/>THIS YEAR</b> | <b>PERCENT<br/>BUDGET<br/>EXPENDED</b> |
|-------------------------------|------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|
| <b><u>CURRENT EXPENSE</u></b> |                                          |                                              |                                         |                                        |
| <b>Institutional Support</b>  | 1,813,346.00                             | 1,452,847.59                                 | 360,498.41                              | 80.12%                                 |
| Executive Mgt.                |                                          |                                              |                                         |                                        |
| Financial Ser.                |                                          |                                              |                                         |                                        |
| General Admin.                |                                          |                                              |                                         |                                        |
| Information Sys-Admin         |                                          |                                              |                                         |                                        |
| Staff Development             |                                          |                                              |                                         |                                        |
| <b>Curriculum</b>             |                                          |                                              |                                         |                                        |
| <b>Instruction</b>            | 4,824,635.00                             | 3,941,143.42                                 | 883,491.58                              | 81.69%                                 |
| Certificate                   |                                          |                                              |                                         |                                        |
| Associate Degree              |                                          |                                              |                                         |                                        |
| Diploma                       |                                          |                                              |                                         |                                        |
| <b>Continuing</b>             |                                          |                                              |                                         |                                        |
| <b>Education</b>              | 1,144,856.00                             | 988,245.62                                   | 156,610.38                              | 86.32%                                 |
| Occupational Instr.           |                                          |                                              |                                         |                                        |
| Occupational Supr.            |                                          |                                              |                                         |                                        |
| ABE                           |                                          |                                              |                                         |                                        |
| GED Testing                   |                                          |                                              |                                         |                                        |
| Compensatory Ed.              |                                          |                                              |                                         |                                        |
| Community Service             |                                          |                                              |                                         |                                        |
| New Industry                  |                                          |                                              |                                         |                                        |
| Small Business Ctr.           |                                          |                                              |                                         |                                        |

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|                             |                      |                     |                     |               |
|-----------------------------|----------------------|---------------------|---------------------|---------------|
| <b>Academic Support</b>     | 1,024,607.00         | 841,886.07          | 182,720.93          | 82.17%        |
| Library/LAC                 |                      |                     |                     |               |
| Curriculum Admin.           |                      |                     |                     |               |
| Continuing Ed. Admin.       |                      |                     |                     |               |
| CED Special Allotment       |                      |                     |                     |               |
| Information Sys-Acad.       |                      |                     |                     |               |
| <b>Student Support</b>      | 685,552.00           | 538,077.46          | 147,474.54          | 78.49%        |
| Student Services            |                      |                     |                     |               |
| State Child Care Grant      |                      |                     |                     |               |
| <b><u>TOTAL CURRENT</u></b> |                      |                     |                     |               |
| <b><u>EXP</u></b>           | <b>9,492,996.00</b>  | <b>7,762,200.16</b> | <b>1,730,795.84</b> | <b>81.77%</b> |
| <br>                        |                      |                     |                     |               |
| <b><u>CAPITAL</u></b>       |                      |                     |                     |               |
| <b>Equipment</b>            | 580,470.00           | 177,456.10          | 403,013.90          | 30.57%        |
| Equipment                   |                      |                     |                     |               |
| Equip. Reserve Fund         |                      |                     |                     |               |
| HB275 Equip.                |                      |                     |                     |               |
| <b>Books</b>                | 29,629.00            | 17,389.10           | 12,239.90           | 58.69%        |
|                             |                      |                     |                     |               |
| <b><u>TOTAL CAPITAL</u></b> | <b>610,099.00</b>    | <b>194,845.20</b>   | <b>415,253.80</b>   | <b>31.94%</b> |
| <br>                        |                      |                     |                     |               |
| <b>TOTAL STATE</b>          |                      |                     |                     |               |
| <b>FUNDS</b>                | <b>10,103,095.00</b> | <b>7,957,045.36</b> | <b>2,146,049.64</b> | <b>78.76%</b> |

CDs were provided to each board member by the Energy Systems Group relating to the proposal for utility funds. Vice President Armstrong asked that the approval of the proposal be tabled until further notice. Chairman Edwards opened the public hearing at 12:45 p.m. and asked that the approval of the ESG proposal be tabled until further notice. Trustee Jack Boseman seconded the motion and the motion was carried.

**Facilities and Equipment Grant Fund**

President Griffin explained that there is a Facilities and Equipment Grant available that can be matched with county funds to serve the exact purpose of the ESG proposal allowing facility and equipment upgrades. He states that this will decrease the cost of upgrades for HCC.

**NCCCS State Board Meeting and Presidential Inauguration**

President Griffin announced that the NCCCS State Board has agreed to hold their Annual Retreat at HCC October 17-19, 2007. He has asked that the Presidential Inauguration be held during this time frame. Trustee Lillie Solomon made a motion that the Presidential Inauguration be held October 19, 2007 and Trustee Jackson Boseman seconded the motion. The motion was carried.

**Closed Session**

Trustee Bernella DeLaMora made a motion to go into closed session to discuss personnel and attorney client privileges. Trustee Lillie Solomon seconded the motion and the motion was carried.

The Meeting reconvened at 1:00 p.m. There were no announcements made after closed session.

Trustee Lillie Solomon made a motion to adjourn the May 29, 2007 Regular Board Meeting. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

The meeting adjourned at 1:01 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary