



Halifax Community College
Board of Trustees Meeting
June 24, 2008
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Jay Baker
Lillie J. Solomon
Rachel Hux
Frank Avent, Vice Chair
Jack Boseman
Cary Whitaker
Theresa Raymond, SGA
Helen Brown
Roger Dalton
Bernella DeLaMora

Absent Member:

David Cairns

Others Present:

Dr. Ervin 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 Service
Barbara Hasty, Dean of Student Services
Jennifer Jones, Administrative Assistant
Jason Stewart, Director of The Centre
Carolyn Stuart, Director of Counseling Services
Alan L. Exum, HCC Police Officer
Richard Andrews, Architect-Smith Sinnott Architecture

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. and Trustee Robert Knight gave the invocation. President Griffin announced that Eugene Brown, HCC Counselor was leaving to accept a position as Counselor and Football Coach at an academic institution in Virginia.

Dr. Griffin also introduced Alan Exum as HCC's Campus Police Officer. Officer Exum expressed how delighted he was to be a part of the HCC Family and thanked everyone for giving him the opportunity.

Ethics Statement

Chairman Edwards read the Ethics Statement and the Board responded with no conflicts of interest.

Trustee Business

Approval of Agenda

Trustee Lillie J. Solomon made a motion to approve the June 24, 2008 agenda and Trustee Rachel Hux seconded the motion. The motion was carried.

Approval of Minutes

Trustee Lillie J. Solomon made a motion to approve the May 27, 2008 regular board meeting minutes. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Appointment of Nominating Committee

Chairman Edwards appointed Trustees Helen Brown, Jack Boseman and Cary Whitaker as the nominating committee for overseeing the elections of new officers. He asked Trustee Cary Whitaker to call a meeting of the committee to elect a chairman and also asked that the committee present a report at the next regular meeting.

Committee Reports

Finance – No Report

Personnel/Student Services-No Report

Academic Program Services – No Report

Buildings and Grounds – No Report

Chairman Edwards suggested that a Trustee Workshop be scheduled for the month of August to confer on The Centre's matters.

President's Report

President Griffin thanked the Board for their participation, support, and dedication to HCC for the year. He began his report by highlighting accomplishments from the fiscal year:

- Halifax Community College Master Plan
- HCC 40th Founder's Day
- Small Business Development Center Process
- Possible Earmark from Congressman G.K. Butterfield (funding for Nursing Lab and Security)
- Hiring of Police Officer
- Capability of using 2% for Campus Safety
- Signed Agreement with Chowan College
- Teacher of the Year
- Student of the Year from Eastern Region
- 1st Annual Men to Men Summit
- Title IV Funds

Trustee Jack Boseman made a motion to accept the June 24, 2008 President's Report. Trustee Frank Avent seconded the motion and the motion was carried.

Vice President Tom Schwartz presented a draft of the HCC Case Statement. He projects that it will be finalized and ready for distribution before the Fall Semester begins.

Vice President Schwartz also informed the Board that HCC Foundation members David King, John Jones, Pat Wilkie and Marshall Grant have recently ended their terms. David King and Marshall Grant would like to be reappointed to the foundation board if approved, while Pat Wilkie hopes to continue working with the Foundation with various projects. Martha Alford, a resident of Weldon, has shown interest and has been considered for the position.

Action Items

HCC's Master Plan 2008

Halifax Community College has conducted intensive investigations into its long-term growth potential, based upon community surveys, faculty surveys and regional demographic and market needs analysis. The most recent long range plan, completed in 2007, includes a section listing gaps to be filled, in order for the long range plan to be implemented.

The Facilities Master Plan focuses on gaining a better understanding of the issues and costs associated with filling the gaps and then prioritizing them, according to their impact on the implementation of the Long Range Plan.

Richard Andrews, Architect, with Smith Sinnett Architecture explained the process for the updating and completion of the HCC's Master Plan.

Trustee Jay Baker made a motion to approve Halifax Community College's Master Plan 2008. Trustee Lillie Solomon seconded the motion and the motion was carried.

Student Fee Structure 2008-2009

The North Carolina Administrative Code (23 NCAC 02D.0201) clarifies the "Authority of the State Board to Establish Tuition and Fees", and speaks specifically to Student Activity Fees.

In general, the statutes and guidelines all speak to the Board’s authority to establish and regulate the fee, and that the “receipts that are collected from this fee shall be used to support student activities.”

The Student Government Association (SGA) held an Open Student Forum on April 18, 2008. At the meeting President Griffin and Vice President Cooley submitted a proposed Student Activity Fee for discussion and approval. The proposed fee of \$35 is a flat fee to be charged to all curriculum students. The fee can and will only be used for the direct benefit of the students for cultural and social activities, clubs, student travel, and the SGA. The current fee is on a sliding scale with the maximum being \$21. The North Carolina State Board of Community Colleges approved a maximum fee of \$65.

For your review, we have provided student activity fees for the last 3 years and the expenses. We have also included a breakdown of Technology fees.

The proposed fee of \$35 will be broken down as follows:

SGA	$\$10 \times 1200 \text{ Students} \times 1.93 = \$23,160$
*Graduation (ID’s, Supplies, Speakers)	$\$10 \times 1200 \text{ Students} \times 1.93 = \$23,160$
**Cultural Arts and Activities	$\$10 \times 1200 \text{ Students} \times 1.93 = \$23,160$
Insurance	$\$2 \times 1200 \text{ Students} \times 1.93 = \$4,632$
Reserve	$\$3 \times 1200 \text{ Students} \times 1.93 = \$6,948$
Student Activity Fee	$\$35 \times 1200 \text{ Student} \times 1.93 = \mathbf{\$81,060}$

***Graduation** (This fee will not only include Graduation for spring, but also BLET, CNA, LPN, and Nursing Pinning Ceremony)

****Cultural Arts and Activities** (A Cultural Arts and Activities Committee will be appointed by the President made up of Faculty, Staff, and Students with a charge to develop our Cultural Arts activities in conjunction with the events sponsored by The Centre.)

*****Student Fee Committee** (A Student Fee Committee will be appointed by the President made up of Faculty, Staff, Students who will review the student fees each year before any recommendations will be made to the Board.)

Trustee Frank Avent made a motion to approve the Student Fee Structure for 2008-2009. Trustee Rachel Hux seconded the motion and the motion carried.

Personnel Policies Manual

In accordance with North Carolina Administrative Code 02C .0210 each local Board of Trustees shall adopt and publish personnel policies. A copy of the published personnel policy shall be sent to the North Carolina Community College Systems Office.

The Board of Trustees approves the published personnel policies as listed in the Halifax Community College Personnel Policies Manual.

Trustee Cary Whitaker suggested that the statement concerning Employee Political Activity (21) be amended to include that “No Employees Should Approve or Allow Political Activity....”

Trustee Jack Boseman made a motion to approve the Personal Policies Manual with the amendment and Trustee Rachel Hux seconded the motion. The motion was carried.

College Wide Study Group on Smoking Policy

The General Assembly of North Carolina is now considering a bill that will prohibit tobacco use in Community College buildings, grounds, and at community college sponsored events. The Bill also directs the North Carolina Tobacco Prevention and Control Band and the Health and Wellness Trust Fund Commission to work with local community college boards and provide assistance with the implementation of this policy including providing information regarding smoking cessation and prevention resources.

The Board of Trustees is to approve the appointment of a study group with the purpose of developing a college smoking policy prohibiting the use of tobacco products on the campus.

Trustee Jay Baker made a motion to approve the appointment of a study group for the development of a Campus Smoking Policy. Trustee Rachel Hux seconded the motion and the motion was carried.

Informational Items
Instructional Services

Report on Satellite Centers

Vera Palmer, Dean of Continuing Education, provided the Board with a report on HCC satellite centers. Dean Palmer also provided a quarterly report.

*Report Attached

Classes Held at HCC's Satellite Centers
March 1, 2008 – May 20, 2008

<u>Infield</u>	Date	Day	Time	# of Students
ABE Adult Basic Education	1/7 – 5/5/08	MW	5 – 8 pm	29
ABE	2/11 – 5/5/08	MT	8 – 11 am	11
ABE	5/19 – 7/21/08	MW	5 – 8 pm	11
ABE	5/19 – 7/22/08	MT	8 – 11 am	7
CAS Computer-Assisted Instruction	2/12 – 4/25/08	TTHF	7 – 10 pm	8
CAS	2/12 – 4/8/08	T	7 – 8 pm	16
HRD Human Resources Development	4/8 – 4/17/08	TWTH	9 - 2 pm	5
HRD	4/22 – 5/1/08	TWTH	9 - 2 pm	7
NUR Certified Nurse Aide I	5/6 – 7/1/08	TWTH	5:30 – 9:30 pm	4
NUR Certified Nurse Aide I	2/4 – 4/24/08	MTWTH	3 – 7 pm	9
<u>Littleton</u>				
EMT Basic Initial	10/30 – 4/17/08	TWTH	6:30 – 9:30 pm	11
EMS Anaphylaxis	3/10/08	M	7-10 pm	7
EMS Con Ed Infection Control	4/14/08	M	7 – 10 pm	8
EMT –B Review	4/24 – 5/7/08	MWTH	6:30 – 9:30 pm	10
EMS Con Ed Toxicology	5/12/08	M	7 – 10 pm	8
<u>Scotland Neck</u>				
ABE	1/9 -5/1/08	WTH	9-12 n	34
ABE	1/7 – 5/5/08	MW	630 -930 pm	8
ABE	5/19 – 7/21/08	T	6:30 – 9:30 pm	4
Art	1/15 – 4-29/08	T	6 – 9 pm	10
CAS	2/6 – 3/12/08	W	9 – 11 am	17
CAS	2/18 – 3/17/08	M	5 – 7 pm	9
CAS	2/20 – 3/19/08	W	9 – 11 am	4
CSP Community Services	2- 6 – 3-12/08	W	1 – 4 pm	17
NUR	3/31 – 5/29/08	MTWTHF	12 – 4 pm	6

Administrative Services

Vice President Deborah Armstrong asked the board members if they had any questions concerning the monthly financial reports that were previously mailed to them. After some discussion, she proceeded to provide information concerning the outcome of a few current events. President Griffin stated that there would be a budget for the Centre provided and that the expenses for the next fiscal year would have to meet deficits.

Closed Session

Chairman Edwards stated that there would be a need to go into closed session after a five minutes break. Trustee Cary Whitaker made a motion to go into closed session to discuss personnel business (Article 33C, 143-318.11). Trustee Frank Avent seconded the motion and the motion was carried. Closed Session began at 11:33 a.m.

The Board reconvened at 12:28 p.m.

Chairman Edwards reported that the Board had completed the evaluation of President Griffin and were very pleased with his performance.

Trustee Frank Avent made a motion to approve a three year contract for President Griffin contingent upon the college attorney's review of the contract. Trustee Lillie Solomon seconded the motion and the motion was carried.

Information on a source of increasing a supplement will be submitted at a later date.

Trustee Lillie Solomon made a motion to adjourn the meeting and Trustee Avent seconded the motion. The motion was carried. The meeting was adjourned at 12:45 p.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary