



**Halifax Community College  
Board of Trustees Meeting  
Regular Board Meeting  
June 26, 2007  
Administrative Board Room  
10:00 am**

**Members Present:**

Dr. Stanley Edwards, Chair  
Jack Boseman  
David Cairns  
Rev. Robert Knight  
Helen Brown  
Lillie J. Solomon  
Rachel Hux  
Frank Avent  
Jay Baker  
Roger Dalton  
Cary Whitaker  
Howard Bethany, SGA

**Members Absent:**

Bernella DeLaMora

**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  
Dr. Pocahontas Jones, Dean of Curriculum Programs  
Don Beaver, HCC Instructor  
James Bennett, ESG  
Dr. Mary Stephenson, ECSU Instructor  
Dr. Laura Buffaloe  
Melanie Temple, Public Information Officer  
Kim Edwards, Graphic Artist/ Printer

### **Call to Order**

Chairman Stanley Edwards called the meeting to order at approximately 10:00 am and Trustee Robert Knight gave the invocation. Chairman Edwards suggested that there be a change in the agenda to discuss the president's personnel file in closed session rather than in open session. Trustee Jack Boseman made a motion that the agenda be approved with the change that the president's personnel file (A3) being discussed in closed session. Trustee Rachel Hux seconded the motion and the motion was carried.

Chairman Edwards read the *Conflict of Interest* statement to the Board of Trustees. Trustee Jack Boseman stated that Dr. Charles McCollum, President and CEO of Eastern Carolina Christian College, is a customer with the agency he owns suggesting that it may be a conflict of interest for him to make decisions relating to his proposal. Chairman Edwards stated that because of a possible conflict of interest, Trustee Boseman would be able to exclude himself from any conversation relating to Dr. Charles E. McCollum and his proposal to HCC.

### **Introduction of Visitors**

President Ervin V. Griffin introduced all faculty, staff and visitors that were present. There were no new employees to introduce.

### **Approval of Minutes**

Trustee Lillie J. Solomon made a motion to approve the May 29, 2007 regular meeting minutes and Trustee Jay Baker seconded the motion. The motion was carried.

### **Committee Reports**

Trustee Jay Baker distributed a report from the Personnel Committee with information concerning the Administrative Regulations and Procedures Manual (ARPM) as it relates to the Contract Notification Policy, employees contracts, and Notification of Termination of contracts. The report stated that there were no written policies in place regarding notification of full-time or part-time employment before employee contracts expire. Therefore, the committee recommends that as a courtesy, a notification be sent to each employee thirty days in advance stating if they will/will not receive a contract for the year. The Personnel and Student Services committee also recommended that the board receive quarterly reports on all satellite campuses containing information such as the number of classes, number of students enrolled, and FTE earned.

Trustee Lillie J. Solomon distributed a report from the Finance Committee addressing concerns to be discussed in the next meeting. She announced that the committee nominated Trustee Cary Whitaker as the committee's chairman. Trustee Roger Dalton announced that the Buildings and Grounds Committee had not met yet but would be meeting soon. Chairman Edwards suggested that all board committees meet before the next meeting

### **Introduction of New SGA President**

President Griffin introduced the new SGA President, Qiana Mann. Ms. Mann expressed her gratitude and appreciation for the opportunity to act as HCC's SGA President and as ex-officiate of the board.

### **Report from Nominating Committee**

Trustee Robert Knight stated that the Nominating Committee recommended Dr. Stanley Edwards as Chairman, Trustee Cary Whitaker as Vice Chair, and President Ervin V. Griffin, Sr. as Secretary. Trustee Lillie J. Solomon made a motion to accept the recommendation from the nominating committee and Trustee Helen Brown seconded the motion. The motion was carried with Trustee Frank Avent and Trustee Jay Baker opposing.

Trustee Jay Baker asked if there would be any nominations accepted from the floor. Chairman Edwards explained that the question should have been asked at the time of unreadiness but Trustee Knight did not call for unreadiness. Chairman Edwards suggested that the bylaws be reviewed for this matter and asked for comments from Trustee Cary Whitaker, who is the board's Parliamentarian. Trustee Whitaker stated that nominations from the floor should have followed the nominating committee's recommendation and suggested that a motion of reconsideration could be made.

Trustee Roger Dalton made a motion to reconsider the Nominating Committee's report at the next meeting and Trustee Jay Baker seconded the motion. After asking for unreadiness, one member opposed the reconsideration and six agreed to the reconsideration. Four members had no response and the motion to reconsider was carried.

### **Howard Bethany**

Howard Bethany, the past SGA president, made his final remarks as an ex-officiate board member highly recommending Qiana Mann as SGA President. He gave a brief review of his year's experience, expressed his appreciation to the board, and announced that he would be attending Barton College in the fall. Chairman Edwards congratulated him on behalf of the Board of Trustees and Halifax Community College Faculty and Staff.

### **President's Report**

Dr. Griffin distributed and reviewed several reports summarizing the fiscal year. He informed the board that he would be making comments relating to the following:

- Programs and Partnerships
- Enrollments for 2006-2007
- Continuing Education and Workforce Division
- Critical Success Factor Report
- Student Activities
- Marketing

Dr. Griffin presented a PowerPoint presentation featuring several photos of HCC's successful events and programs throughout the fiscal year. He concluded his presentation

by thanking the Faculty, Staff, Administration, and the HCC Board of Trustees for their support, leadership and guidance.

\*\*President's Report Attached

### **Action Items**

Dr. Cooley presented a proposal for the establishment of a collaborative agreement between Halifax Community College and Eastern Carolina Christian College. Trustee Jay Baker made a motion to approve the written proposal and Trustee David Cairns seconded the motion. The motion was carried.

Dean Vera Palmer distributed information concerning the Continuing Education Class Visitation Report. The North Carolina Community College System requires that Continuing Education departments report their internal audit documentation of class visitations annually to the Board of Trustees. Trustee Roger Dalton made a motion to accept the report presented by Dean Palmer and Trustee Avent seconded the motion. The motion was carried.

Vice President Deborah Armstrong presented information concerning Uncollectible Student Accounts Receivable. Vice President Armstrong explained that the HCC Business Office had completed a thorough review of outstanding student accounts in preparation for the migration of the Accounts Receivable Ledger from the Legacy computer system to the Colleague computer system. She also explained that the attached listing of student accounts were beyond the three year statute of limitations set by N.C.G.S. Sec 1-5. The Business Office asked that the Board approve to adjust the listed accounts from Accounts Receivable to Allowance for Doubtful Accounts.

Trustee Jack Boseman made a motion to approve the adjustment of the listed accounts from Accounts Receivable to Allowance for Doubtful Accounts. Trustee Lillie Solomon seconded the motion and the motion was carried.

Vice President Armstrong also presented the Board with a resolution to authorize the filing of an application for approval of a guaranteed energy savings contract with the Energy Systems Group authorized by North Carolina General Statute 143-64.17C. Trustee David Cairns and Trustee Jack Boseman expressed concerns with HCC's estimated cost for the services. Trustee Cary Whitaker suggested that all matters with the Energy Systems Group be tabled until further information could be provided. Trustee Jack Boseman seconded the motion and the motion was carried.

### **Informational Items**

Vice President Deborah Armstrong presented State and Local financial updates for review. She announced that the HCC budget was where it needed to be and that she was very satisfied with it.

### **The Centre**

Vice President Armstrong along with Jason Stewart, Director of The Centre, provided information as it relates to the concession petty cash, how the proceeds from performances are applied, and how to obtain sponsorships for advertising. Mr. Stewart also shared information about how the Randy Partin Theater could provide positive opportunities for HCC and provided season brochures for each board member.

### **Appreciation Awards**

Dr. Griffin presented an Award of Merit to employees who participated in the application of recent grants awarded to HCC and presented each board member with a Certificate of Appreciation for their services. He also presented Howard Bethany, SGA President, with the first HCC Presidential Citation Award for his outstanding service.

### **Announcements**

Dr. Griffin announced that there were new commercial advertisements being aired by local radio station and encouraged everyone to listen for them. He also informed the board that graduation CD's were available for them.

Trustee Frank Avent announced that, HCC had received two used commercial vehicles free of charge from Halifax County.

Trustee Lillie Solomon made a motion to go into closed session to discuss personnel matters after a five minute break and Trustee Frank Avent seconded the motion. The motion was carried.

Closed session began at 11:50am

The Board reconvened at 12:15pm with no information to report. Trustee Frank Avent made a motion to adjourn the meeting and Trustee Rachel Hux seconded the motion. The motion was carried and the meeting was adjourned at 12:18 pm.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary