



Halifax Community College  
Board of Trustees Meeting  
August 26, 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  
Bernella DeLaMora  
Reggie Baird  
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  
Mitchell Robinson, Controller  
Carolyn Stuart, Director of Counseling Services  
Ivy Copeland, Cosmetology Instructor  
Rebecca Simmons, Student  
Cynthia Collins, Notary/ Financial Aid Officer  
John P. Stams, Electronics Eng. Tech. Instr.  
Karen Jones, Office Systems Tech. Instr.

### Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. and Trustee Robert Knight gave the invocation.

Mr. Reginald Baird was sworn in as an official Halifax Community College Board of Trustee by Cynthia Collins, HCC Administrative Assistant. After receiving a warm welcome from fellow trustees, Trustee Baird expressed how honored he was to be a part of the HCC family.

President Griffin introduced Rebecca Simmons, HCC Student, as the recipient of the 2008 Coca Cola Two-Year College Scholarship. Ms. Simmons received a \$1,000 award and only 350 are available nationally. Ms. Simmons was selected based on her academic record and ongoing commitment to community service. Currently, Ms. Simmons has an overall 3.94 grade point average at HCC.

Vice President Cooley introduced Ivey Copeland (Cosmetology Instructor), Karen Jones (Office Systems Tech. Instructor), and Walter Goode (English Instructor), as HCC's newest employees. Vice President Cooley also introduced John Stams (Electronics Eng. Tech. Instr.), as the new President of the Faculty Senate. Vice President Armstrong introduced Mitchell Robinson as HCC's Controller.

### Ethics Statement

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

### **Trustee Business**

#### Approval of Agenda

Trustee Jack Boseman made a motion to approve the August 26, 2008 agenda and Trustee Jay Baker seconded the motion. The motion was carried.

Jennifer Jones, Administrative Assistant, distributed a survey to each trustee that was provided by the ACCT. Narcisa A. Polonio, Vice President for Research, Education and Board Leadership Services, asked that each trustee complete and return the survey to the ACCT Research Department in Washington, D.C. by the end of the month.

#### Approval of Minutes

Trustee Lillie J. Solomon made a motion to approve the June 24, 2008 regular board meeting minutes. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

#### Nominating Committee

Trustee Jack Boseman submitted the recommendations from the Nominating Committee for the HCC Board of Trustees Officers and asked if there were any nominations from the floor. After receiving no response, Trustee Boseman announced that the Nominating Committee's recommendations for the 2008-2009 HCC Board of Trustees officers were as follows:

Trustee Stanley Edwards, Chairman  
Trustee Frank Avent, Vice Chairman  
President Ervin Griffin, Sr., Secretary

Trustee Lillie Solomon made a motion to accept the recommendations from the Nominating Committee to appoint Trustee Stanley Edwards as Chairman, Trustee Frank Avent as Vice-Chairman, and President Ervin V. Griffin, Sr. as Secretary of the Board for the 2008-2009 fiscal year. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

#### Announcements

- Trustee Frank Avent has been appointed to the Halifax County Economics Commission
- Trustee Frank Avent has been appointed as the Ethics Committee Legislative Liaison for Halifax Community College
- Chairman Edwards has been appointed to the Executive Board of the North Carolina Association of Community College Trustees with a one-year term.
- Chairman Edwards has been chosen as the recipient of the 2008 Southern Regional Trustee Leadership Award
- The ACCT Annual 2008 Leadership Seminar is scheduled for September 10-12, 2008

#### Committee Reports

Finance – No Report

Personnel/Student Services-No Report

Academic Program Services – No Report

Buildings and Grounds – No Report

#### President's Report

President Griffin provides a monthly report for the Board of Trustees regarding information concerning college events and pertinent information submitted during the current month.

Information provided for the month of September is listed as follows:

- Monthly overview of college
- Letter of congratulations to Chairman Edwards for ACCT award
- Activities regarding SACS Affirmation Committee
- HCC hosting the Northeast Accountability Conference
- President Griffin as the 2008 Halifax Co. Schools Convocation Keynote Speaker
- President Griffin as the Training Facilitator for AAA - \$500 donation given to Presidential Initiative Fund
- Wireless Connection for HCC students
- Restored internet service for the Enfield satellite campus
- Figures for Fall enrollment

- Request for trustees work session for SACS Accreditation

Trustee Frank Avent made a motion to accept the August 26, 2008 President's Report. Trustee David Cairns seconded the motion and the motion was carried.

### **Action Items**

#### **Mileage Reimbursement for Performance Standards**

The Office of State Budget and Management have notified Halifax Community College of an increase in the business standard mileage rate by the Internal Revenue Service (IRS). Effectively July 1, 2008 through December 31, 2008, the business standard mileage rate increases from 50.5 cents per mile to 58.5 cents per mile.

The Board of Trustees is asked to approve an increase in the mileage rate from 40.5 cents per mile to 50.5 cents per mile for privately owned vehicles used for official college business when a college owned vehicle is not available. The Board is also asked to approve an increase in the approved mileage rate from 22 cents per mile to 32 cents per mile for privately owned vehicles used for official college business when a college owned vehicle is available.

Trustee Lillie Solomon made a motion to approve the proposed increase in the mileage rate from 40.5 cents per mile to 50.5 cents per mile and 22 cents per mile to 32 cents per mile. Trustee Jack Boseman seconded the motion and the motion was carried.

### **Informational Items**

#### **Instructional Services**

Vice President Cooley provided information regarding the following topics:

- Critical Success Factors
- ARPM (Electronic Signature Policy)
- Curriculum Programs for Review
- Roanoke Valley Chamber of Commerce Contract
- Curriculum Agreements
- SACS
- Founder's Day Celebration – September 9, 2008 – The Centre
- Constitution Day September 17, 2008 – Room 108

Vera Palmer, Dean of Continuing Education/Community Services, distributed an audit report regarding Continuing Education Courses. Dean Palmer gave a summary of the report and answered all questions asked by board members.

#### **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. A fiscal year revenue and expense report was also provided for review.

Institutional Advancement

Vice President Tom Schwartz distributed information regarding 2007-2008 HCC scholarships. The information included the names of the recipients along with the amount of the awards given. Vice President Schwartz also provided information regarding the print shop costs and containment efforts being implemented for the following fiscal year.

Student Government Association

Theresa Raymond, SGA President, gave a brief report on how the SGA plans to implement a plan for car pooling to accommodate those students having trouble getting to class because of rising gas prices. Ms. Raymond shared some of the suggestions given by interested students and plans to provide updates in future meetings.

Closed Session

Trustee Frank Avent made a motion to go into closed session to discuss personnel and attorney-client privilege (Article 33C, 143-318.11). Trustee Jay Baker seconded the motion and the motion was carried. Closed Session began at 12:55 p.m.

The Board reconvened at 1:15 p.m.

Chairman Edwards reported that the Board had discussed recommendations coming from the college's attorney to proceed with the rewording of the president's contract.

Trustee Frank Avent made a motion to accept the recommendation from the College's attorney to reword the President's contract. Trustee Lillie Solomon seconded the motion and the motion was carried.

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Bernella DeLaMora seconded the motion. The motion was carried. The meeting was adjourned at 1:20 p.m.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary