



**Halifax Community College  
Board of Trustees  
Regular Board Meeting  
August 28, 2007  
Administrative Board Room  
10:00 am**

**Members Present:**

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

**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  
Dr. Mary Stephenson, ECSU Instructor  
Melanie Temple, Public Information Officer  
Jerry Thompson, Information Systems Manager  
Natalie Watson, Paralegal Tech. Instructor  
Dick McCormick, Small Business Director

**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 recommended that there be two topics added to the August 28, 2007 agenda:

1. Recommendation of School Construction
2. Proposal for Trustee Training

Trustee Solomon made the motion to approve the agenda with two additional topics and Trustee Frank Avent seconded the motion. The motion was carried. Chairman Edwards also asked if there was a conflict of interest relating to the agenda and the Board responded unanimously that there was not a conflict of interest.

### **Approval of Minutes**

Trustee Bernella DeLaMora made a motion to approve the June 26, 2007 minutes with corrections and Trustee Rachel Hux seconded the motion. The motion was carried.

### **Introduction of Visitors**

President Ervin V. Griffin, Sr. introduced faculty, staff and visitors that were present. There were no new employees introduced. President Griffin introduced Natalie Watson, Paralegal Tech. Instructor, as the Chairman of the Faculty Senate. He explained that Attorney Watson would be presenting information relating to concerns and suggestions from the Faculty Senate for the board to evaluate at a later date.

### **Report from Committees**

#### **Building and Grounds Committee**

Trustee Roger Dalton and Trustee Rachel Hux toured the HCC campus on August 24, 2007. Trustee Roger Dalton distributed information regarding the following concerns:

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The committee recommended that the maintenance of the grounds be completed by the end of September. Vice President Deborah Armstrong stated that campus maintenance employees could complete some of the work and that she had recently contacted a local landscaping company to obtain bids for the remainder of the work. Chairman Edwards suggested that the board accept the recommendation from the committee and leave it up to the administration to get the work completed. Vice President Deborah Armstrong explained that funds may be limited for completing all of the work that needed to be done, but the funds that are available will get a large area completed.

Trustee Avent made a motion to grant President Griffin approval to complete as much maintenance to the grounds as possible with what funds the college has available. Trustee Jack Boseman seconded the motion and the motion was carried.

Trustee David Cairns made an amendment to the motion requesting that a report be provided with information containing what was prioritized and completed of the grounds

work. Trustee Rachel Hux seconded the motion to the amendment and the motion was carried. The amendment and the motion were agreed to unanimously.

### **The Election Of Officers**

Chairman Edwards explained there were some concerns at the June meeting after the vote for the Vice Chairman of the Board took place. The concern was in regards to taking nominations from the floor. Trustee Dalton requested that the nomination of officers be brought up for reconsideration. After a debate, Trustee Robert Knight gave the report from the nominated committee recommending Trustee Stanley Edwards as Chairman, Dr. Ervin V. Griffin, Sr. as Secretary, and Trustee Cary Whitaker as Vice Chair. Trustee Lillie J. Solomon made a motion to approve the report from the nominating committee and Trustee Bernella DeLaMora seconded the motion. Six approved and six opposed. Trustee Whitaker made a motion to approve Chairman Stanley Edwards as Chairman of the Board and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Trustee Knight began taking nomination from the floor. The first nomination was requested by Trustee Bernella DeLaMora for Trustee Cary Whitaker as Vice Chair, Trustee Jay Baker nominated Trustee Frank Avent as Vice Chair, and Trustee Lillie J. Solomon nominated Trustee Roger Dalton as Vice Chair. Trustee Roger Dalton declined the nomination and made motion to close all nominations. Trustee DeLaMora seconded the motion and the motion was carried.

There were six votes for Trustee Whitaker and six votes for Trustee Avent. Due to the tie vote, Trustee Cary Whitaker asked Chairman Edwards to withdraw his name and direct his vote to Trustee Avent. Trustee Avent was voted as Vice Chairman with a vote of six to five.

Trustee Cary Whitaker made a motion to approve Dr. Ervin V. Griffin, Sr. as Secretary to the Board and Trustee Frank Avent seconded the motion. The motion was carried.

### **Action On The Recommendation To Amend Section (204.02) Appointments To Positions Within the College**

Due to late distribution of the recommendation, Dr. Edwards requested that the recommendation be placed on the table until the next meeting. Trustee Lillie J. Solomon made a motion to table the recommendation until the next meeting and Trustee Jack Boseman seconded the motion. The motion was carried.

### **Proposal For Trustee Training**

Chairman Edwards recommended that the HCC Board of Trustees attend an abbreviated meeting conducted by the North Carolina Community College Systems Office to discuss the roles and responsibilities of Community College Trustees. He also recommended that the meeting take place on the HCC campus in order to limit travel. Trustee Frank Avent made a motion to accept the recommendation for Staff Development Training and Trustee Lillie J. Solomon seconded the motion. The motion was carried.

### **Recommendation to School Construction**

Trustee Jay Baker explained that he along with Chairman Edwards and Dr. Griffin had been appointed to investigate the need of a new school in Halifax County. Chairman Edwards explained why the committee was assembled and that the committee would be making a recommendation to the Halifax Board of Commissioners as to what school needed to be replaced with a new construction. Trustee Baker questioned if the HCC Board of Trustees would have input regarding the decision and Chairman Edwards explained that the Halifax County Board of Trustees would be hearing suggestions and opinions at the next public hearing that would take place.

### **President's Report**

President Griffin distributed and summarized his monthly report which included several announcements of the upcoming scheduled events for the fall semester:

- 2007 Scholarship Awards – October 12, 2007
- University of Tomorrow – September 10, 2007
- HCC 40<sup>th</sup> Anniversary Celebration – September 7, 2007
- NCCCS State Board Meeting – October 17-19, 2007
- 2007 Presidential Inauguration – October 19, 2007

The President's report also included information relating to several area meetings which took place during the last month involving dropout rates and other educational development proposals.

### **Action Items**

Jerry Thompson, Information Systems Manager, presented a proposal for the approval of the Information Systems Audit Report. This audit was conducted in accordance with Government Auditing Standards and Information Systems Audit Standards. The primary objective of this audit is to evaluate information systems (IS) general controls at HCC. Trustee Cary Whitaker made a motion to accept the HCC Information Systems Audit Report and Trustee Frank Avent seconded the motion. The motion was carried.

Dr. Joy Cooley, Vice President of Instructional Services, presented a proposal for the approval of the NCCCS Class Visitation Audit. The audit was conducted to review selected class reports for the period of Spring Semester 2005 through 2006. Dr. Cooley announced that there were no exceptions and concerns. Trustee Cary Whitaker made a motion to accept the NCCCS Class Visitation Audit Report and Trustee Roger Dalton seconded the motion. The motion was carried.

President Griffin presented a proposal for President and Trustee Travel Authorizations. The NCCCS requires that all travel be approved annually by the Board of Trustees. Trustee Bernella DeLaMora made a motion to approve the President and Trustee Travel for the 2007-2008 fiscal year. Trustee Lillie J. Solomon seconded the motion and the motion was carried.

President Griffin indicated that item number nine would be replaced with a proposal to grant the right to negotiate a lease agreement with the NC Center for Automotive Research. The request is for two furnished offices with internet services. Dr. Griffin explained that once the agreement is finalized, it will be brought back to the Board of Trustees for their approval and sent to the State Board of Community College for the final approval. Trustee Jack Boseman made a motion to accept the proposal to grant the right to President Griffin to negotiate an agreement with the NC Center for Automotive Research for rental space. Trustee Roger Dalton seconded the motion and the motion was carried.

### **Informational Items**

Dr. Griffin announced that a letter was received from the Halifax County Commissioners stating that funding had been granted in the amount of \$2,000 for expenditures for The Centre. He expressed his gratitude to Trustee Rachel Hux on behalf of Jason Stewart, Director of The Centre and the HCC family.

Dr. Cooley provided copies with information containing several approved collaborative agreements with HCC and other surrounding community colleges for the upcoming 2007-2008 fiscal year. She explained that HCC utilizes the HCC Information Highway room primarily for curriculum programs but is working on using the room for other programs.

Dr. Cooley also provided a copy of the letter from NCCCS approving a request for a program of study revisions to offer captive groups at Tillery Correctional Institution and Caledonia Correctional Institution. The Tillery Correctional Institution program will began January 2008.

Dick McCormick, Small Business Director, distributed information with highlights of the 2006-2007 events of the HCC Small Business Center. Mr. McCormick explained how successful the events were and how he intends to include some of the same events in the current year's schedule of events. Some of the events included are:

- 2007 Job Expo
- Free Tax Assistance Program
- How To Manage Your Business Seminars

### **Financial Update**

Deborah Armstrong, Vice President of Administrative Services, presented the state and county budget along with other pertinent information including the fiscal year report. She explained that the Business Office was in the process of producing financial statements to submit to the State Office by August 31, 2007. Vice President Armstrong presented an Energy Cost Savings Review and concluded her report with information on state mandated salary rates, increased insurance rates and how it would affect HCC employees.

Questions were raised concerning the distribution of employee contracts and updates on the second entrance to the College. Vice President Armstrong advised the board that the

employees had been contacted and their contracts would be distributed after salary adjustments were made. Dr. Griffin explained that a meeting had taken place but nothing was resolved and that there would be another meeting scheduled after the Weldon County Commissioners were provided with the necessary information requested.

\*\*\*Reports Submitted\*\*\*

**The Centre**

Jason Stewart, Director of The Centre explained why The Centre's budget remained in a negative balance at the end of the fiscal year. He explained that there were sponsorships that were listed but have not submitted funds. These funds are expected to be posted before the end of September. Mr. Stewart also mentioned how the funds from the concessions would be applied.

**Closed Session**

Trustee Jay Baker made a motion to go into closed session after a five minute break and Trustee Frank Avent seconded the motion. The motion was carried and closed session convened at 12:30 pm.

The meeting reconvened at 12:50 pm and Chairman Edwards announced that there was no information to report. Trustee Jack Boseman made a motion to adjourn the August 28, 2007 regular board meeting and Trustee Cary Whitaker seconded the motion. The motion was carried.

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Dr. Stanley Edwards, Chairman

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Dr. Ervin V. Griffin, Sr., Secretary