



Halifax Community College
Board of Trustees
Board Meeting
September 30, 2008
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
Rachel Hux
Cary Whitaker
Theresa Raymond, SGA
Reggie Baird
David Cairns
Lillie J. Solomon
Jack Boseman

Members Absent:

Jay Baker
Helen Brown
Bernella DeLaMora

Others Present:

Dr. Ervin Griffin, Sr., President
Deborah Armstrong, Vice President Administrative Services
Thomas Schwartz, Vice President Institutional Advancement
Joy Cooley, Vice President Instructional Services
Dr. Pocahontas Jones, Dean of Curriculum Programs
Vera Palmer, Dean of Con. Ed./Community Services
Barbara Bradley-Hasty, Dean of Student Services
John Stams, Faculty Senate Chair
Dr. Carolyn Stuart, Director of Counseling Services
Jennifer Jones, Administrative Assistant
Jason Stewart, Director of The Centre
Mitchell Robinson, Controller
Melanie Temple, PIO Officer
Sara Alzer, Daycare Instructor

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the board members and Trustee Robert Knight gave the invocation.

Introductions of Visitors

President Griffin introduced Sara Alzer, as HCC's newest Daycare Center Instructor and John Stams as the 2008-2009 Chairman of the Faculty Senate. President Griffin also announced that Carolyn Stuart, Director of Counseling, had obtained her Doctorate Degree in Counseling from Virginia Polytechnic Institute and State University. All other visitors were asked to introduce themselves.

Ethics Statement

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

Trustee Business

Approval of Agenda

Trustee Frank Avent made a motion to approve the September 30, 2008 agenda and Trustee Lillie Solomon seconded the motion. The motion was carried.

Approval of Minutes

Trustee Jack Boseman made a motion to approve the August 26, 2008 regular board meeting minutes. Trustee Reggie Baird seconded the motion and the motion was carried.

Trustee Reggie Baird made motion to approve the August 19, 2008 work session minutes regarding The Center. Trustee Rachel Hux seconded the motion and the motion was carried.

Trustee Reggie Baird made a motion to approve the September 16, 2008 work session minutes regarding the SACS accreditation. Trustee Rachel Hux seconded the motion and the motion was carried.

N.C. Ethics Commission Information

Information was provided from the N.C. Ethics Commission. Chairman Edwards asked that all questions regarding the information be directed to the Ethics Liaison, Trustee Frank Avent.

Appointment of Standing Committees

Chairman Edwards asked that each board member provide their choice of which committees they would like to serve. He stated that the information would be compiled and the 2008-2009 standing committees would be announced at the October meeting.

Announcements

ACCT Annual Leadership Congress

The ACCT Annual Leadership Congress is scheduled for October 29th – November 1st, in New York, NY. Chairman Edwards asked that all members planning to attend confirm with President Griffin by the end of the week.

Due Process For Community College Employees

Chairman Edwards distributed information regarding *Due Process* for community college employees. The information was provided to those who attended the 2008 ACCT Leadership Conference held in Durham, NC on September 11, 2008.

President's Report

Perkins Grant

Dean Pocahontas Jones provided updated information on the Perkins Grant. She informed the Board of what funding would be awarded and how the funding would be used for this fiscal year.

President Griffin reminded the board that the colleges Mission, Vision and Values Statement had been distributed and would need to be voted on at the October meeting. He also explained that the input for the statement came from an elected committee, faculty, staff and students.

Trustee Frank Avent made a motion to accept the September 30, 2008 President's Report. Trustee Lillie Solomon seconded the motion and the motion was carried.

Action Items

Christmas Holiday

The current calendar designates December 29, 30, and 31 as employee workdays. In keeping with a tradition established by the Board of Trustees, the administration requests that the days be granted as holidays for employees. The days provide employees with additional time off when the college is closed.

Trustee Frank Avent made a motion to approve December 29, 30, 31 as holidays for faculty and staff. Trustee Lillie Solomon seconded the motion and the motion was carried.

NCCCS College Budget Form 2-1

The Board of Trustees is asked to approve the DCC 2-1 College Budget for fiscal year 2008-2009. It is required by the NCCCS that the Board of Trustees review and approve this document.

Trustee Frank Avent made a motion to approve the DCC 2-1 College Budget for the fiscal year 2008-2009. Trustee Lillie Solomon seconded the motion and the motion was carried.

Informational Items

SACS Update

Vice President Cooley provided additional information on the progress of the college's upcoming SACS accreditation. She reminded the board that several updates would be provided throughout the process.

Enrollment Management Update

Dean Barbara Hasty distributed information regarding the 2008 Fall Enrollment. Dean Hasty answered all inquiries and informed the Board that additional information would be provided periodically.

Internal Audit Plan – Spring 2008

Dean Vera Palmer provided information regarding the Continuing Education classes with 12 or more hours for the Spring 2008 semester. She informed the board that the report does not reflect information regarding Community Services, Self-Supporting, Small Business Center, or Business and Industry Customized Enhancement Training classes.

Trustee Frank Avent made a motion to accept the 2008 Spring Continuing Education Audit Report. Trustee Lillie Solomon seconded the motion and the motion was carried.

HCC Satellite Centers Update

Dean Vera Palmer provided an update on the classes held on HCC's satellite centers. The information included the Enfield, Littleton, and Scotland Neck campuses.

PCB Project Project

Dean Palmer distributed a profile regarding the PCB Piezotronics Corporation as it relates to economic and workforce development services. The document provided information on the development, production, and goals of the company.

Administrative Services

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports that were previously mailed to the board. Additional information was provided as follows:

- The 2008-2009 distribution of employee contracts
- A \$167,000 reversion
- Discrepancies in Audit results

Vice President Armstrong explained that the Audit team found several mistakes in the presentation of the documentation of funds. The statements were resubmitted with the auditors providing additional time for submission. President Griffin stated that the report will be presented by the State Auditor at the October meeting.

Institutional Advancement

Congressman Butterfield Earmark Project

Vice President Tom Schwartz provided information regarding the Earmark Project. He announced that the request had been submitted and continues to be discussed with a decision expected by February 2009.

Native American History Month

Vice President Tom Schwartz informed the Board that a committee had been appointed to begin planning a series of Native American History events for the 2008-2009 fiscal year.

Fall Scholarships

Five new scholarships will be recognized at the October 23, 2008 HCC Scholarship Awards Banquet. Vice President Schwartz read thank you letters from a few of the recipients.

SGA

No Report

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 Reggie Baird seconded the motion and the motion was carried.

The Board reconvened the meeting at 12:48 p.m. with no information to report.

Trustee Jack Boseman made a motion to adjourn the meeting and Trustee Reggie Baird seconded the motion. The motion was carried.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary