



Halifax Community College
Board of Trustees
Board Meeting
October 28, 2008
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
Cary Whitaker
Theresa Raymond, SGA
Reggie Baird
David Cairns
Lillie J. Solomon
Helen Brown
Jay Baker
Bernella DeLaMora

Members Absent:

Rachel Hux
Jack Boseman

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
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
Chris McKeel, Bartlett Engineer
Bruce Baird, Office of State Auditor
Richard Andrews, Smith Sinnett Architecture
Chris Farmer, Smith Sinnett Architecture

Call to Order

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

Introductions of Visitors

President Griffin asked all visitors present to introduce themselves. Certificates of appreciation were given to Tom Schwartz, Vice President of Institutional Advancement, Larry Crisafulli, Business & Industry Coordinator, and Dick McCormick, Small Business Director.

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 October 28, 2008 agenda with an addition of an action item to approve a waiver for the Roanoke Valley Early College Program. Trustee Frank Avent made a motion to approve the agenda with the addition and Trustee Jay Baker seconded the motion. The motion was carried.

Approval of Minutes

Trustee Lillie Solomon made a motion to approve the minutes of the September 30, 2008 Board meeting. Trustee Frank Avent seconded the motion and the motion was carried.

Trustee Reggie Baird made a motion to approve the minutes of the September 23, 2008 Work Session. Trustee David Cairns seconded the motion and the motion was carried.

2006-2007 Audit Report

The report from the 2006-2007 Audit was distributed to each board member. Bruce Baird from the Office of the State Auditor reviewed each section of the report. He pointed out that several sections contained information compiled by HCC staff, and the remainder of the report would consist of an audit independent report.

ACCT Constitution and Bylaws

A copy of the Association of Community Colleges Constitution and Bylaws was provided for viewing.

N.C. Ethics Commission Information

Information was provided regarding updates from the North Carolina Ethics Commission for viewing.

Appointment of Standing Board Committees

Chairman Edwards distributed information regarding the responsibilities of each standing committee before he distributed the 2008-2009 Standing Board Committee assignments. He

advised Trustees that they were assigned to these committees based on their first choice of the four committees to serve.

Recommendations on The Centre

Due to The Centre operating in the “red” because of several problems, the Personnel/Student Services Committee constructed and proposed recommendations for The Centre. The Board held workshops on August 19th and September 23rd to discuss the recommendations. The Board voted on each recommendation separately. The final decisions are listed as follows:

Recommendations for The Center

Sell Memberships	Agreed
Start a Capital Fund Campaign	Agreed
Increase Fundraising	Agreed
Partner With Other Groups	Agreed
Streamline Rental Rate	Agreed
Raise Prices and Increase Selection at Concessions	Agreed with 1 opposition
Increase Ads in Playbills	Agreed with 1 opposition
Focus on Sponsorships	Agreed
Use Cost Allocation for College Events	Agreed
Convention Space	Agreed with 1 opposition
Need More Shows	Agreed with 1 opposition

Cost Reductions

Utilize Students for Some Tasks	Agreed
Combine Building Maintenance Position/Tech Director	Study
Restructure Performances	Agreed
Put all Employees of The Centre Except Director Under Service Contracts	Study
Change Over To A Telephone Centered Ticket System	Study

Organizational Changes

Need To Develop a Separate Budget	Agreed
The Centre Should Be Under the Inst. Adv. Dept	Agreed
Organizational Chart and Job Descriptions	Agreed
Define Director's Responsibilities and Authority	Agreed
Scheduling of Centre Activities	Agreed
All Money Designated For The Centre Shall Be Used By The Centre	Agreed
Revenue And Expense Report To Come From The Centre	Agreed
A Clear Role Of The Centre And Its Place Within The College Structure Must Be Defined	Agreed
There Must Be A Clear Delineation Between College Departments And The Centre	Agreed

Announcements

Chairman Edward announced that the ACCT Legislative Summit is scheduled February 9-11. He reminded those interested to get their information to Jennifer Jones as soon as possible.

Chairman Edwards suggested that the next regular meeting be scheduled November 18, 2008 because of the Thanksgiving holiday. Trustee Frank Avent made a motion to change the date of the next board meeting from November 25th to November 18th because of the Thanksgiving holiday. Trustees Lillie Solomon seconded the motion and the motion was carried.

Chairman Edwards stated that information regarding a Christmas celebration will be announced at the November meeting.

President's Report

President Griffin included information regarding an additional budget reversion, the 2006-2007 unqualified audit, and the progression of the Vice President of Instructional Services search in addition to his monthly report.

Trustee Lillie Solomon made a motion to accept the October 28, 2008 President's Report and Trustee Bernella DeLaMora seconded the motion. The motion was carried.

Action Items

Correction to 2009 Summer Calendar

The Calendar Committee recommends that the current 2009 Summer Administrative Calendar be changed to reflect July 3 (Friday) as the July Fourth Holiday. Currently the holiday is listed as

July 2 (Thursday). The calendar assumed that the College would operate under a four-day work week.

Trustee David Cairns made a motion to approve the recommended change to the 2009 Summer Calendar. Trustee Frank Avent seconded the motion and the motion was carried.

Mission, Vision, Values Statement

A committee comprised of staff and faculty from all departments reviewed the input from other colleges, and drafted the revised Mission, Vision and the new Value Statements. With the Board's approval, the Mission, Vision, and Value Statements will be adopted.

Trustee Avent made a motion to approve the revised Mission and Vision and the new Value Statements. Trustee Jay Baker seconded the motion and the motion carried.

Approval of Waste Management Contract

Halifax Community College requested bids for solid waste collection from local businesses. American Waste Systems submitted the lowest bid and submitted a contract. The Board is asked to approve the Waste Disposal contract submitted by American Waste Systems.

Trustee Jay Baker made a motion to approve the American Waste Systems contract and Trustee Frank Avent seconded the motion. The motion was carried.

NCCCS 3-1 Tentative Approval for Capital Improvement

The Board of Trustees is asked to approve form NCCCS 3-1 Tentative Approval for Capital Improvement, part of the Advance Planning Initiative.

Trustee Jay Baker made a motion to approve form NCCCS 3-1 Tentative Approval for Capital Improvement, part of the Advance Planning Initiative. Trustee Frank Avent seconded the motion and the motion was carried.

Capital Improvement Advanced Planning-Approval of Architect

The Board of Trustees is asked to approve the selection of Richard Andrews of Smith-Sinnett Architects (formerly with DKWA Architects) to continue the advanced planning of Project Number 1 of the HCC Facilities Master Plan.

Trustee Lillie Solomon made a motion to approve Richard Andrews of Smith-Sinnett Architects to continue advanced planning of Project Number 1 of the HCC Facilities Master Plan. Trustee Frank Avent seconded the motion. Five agreed to the motion, four opposed, and 1 abstained. The motion was carried.

Roanoke Valley Early College

In order for students enrolled in early colleges on community college campuses to have full access to college courses, the host college must request approval for waivers from the State Board of Community Colleges. The Board of Trustees is asked to approve the waivers.

Trustee Lillie Solomon made a motion to approve the waivers mandated by the North Carolina Administrative Code and Operating Manual for the enrollment of high school student in community college programs. Trustee Bernella DeLaMora seconded the motion and the motion was carried.

Informational Items

Early College

Vice President provided an update on the preparations for the Roanoke Valley Early College. The program is scheduled to begin Fall 2009.

NC Wesleyan College Collaboration

Vice President Cooley provided information regarding a partnership with North Carolina Wesleyan College in Rocky Mount, N.C. The proposal contains information regarding opportunities for students to obtain a Bachelors Degree in Criminal Justice.

Prison Program Application

Dean Vera Palmer provided information regarding a grant proposal to fund small colleges that offer correctional education in department of correction facilities. The proposal included a request for Career Readiness Certification with a course in Employment Skills. The Career Readiness certification has been approved by; the State Board of Community Colleges.

Small Business Grant

A Small Business Grant was submitted by Dick McCormick, Small Business Director, in the Amount of \$1,512.00. The Small Business Center was granted \$2,000.00.

Administrative Services

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. The reports were previously mailed to the Board. Vice President Deborah Armstrong advised that the Business Office was in the process of developing budgets for each department for the upcoming fiscal year.

Institutional Advancement

Foundation Operating Agreement

Vice President Tom Schwartz distributed a document to be submitted to the Finance Committee for review regarding the HCC Foundation Operating Agreement. The committee is expected to bring recommendations to the next meeting. Vice President Schwartz advised the board that he would be working on the HCC Foundation bylaws in preparation for the 2011 SACS reaccreditation. He also provided information on the outcome of the 2008 Scholarship Awards Ceremony and the launch of the Faculty/Staff fund drive.

SGA

Theresa Raymond, SGA President, shared information regarding the outcome of the events scheduled for the month of October. The events listed for the month of October are listed as follows:

- Fall Festival
- NC4C Student Government Association Conference
- Halloween Costume Parade
- Bookstore Gift Certificates

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 Bernella DeLaMora seconded the motion and the motion was carried. The Board went into closed session at 12:40 p.m.

The Board reconvened the meeting at 1:00 p.m. with no information to report.

Trustee Jay Baker made a motion to adjourn the meeting and Trustee Frank Avent seconded the motion. The motion was carried. The meeting was adjourned at 1:05 p.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary