



**Halifax Community College
Board of Trustees Meeting Minutes
Administrative Board Room
November 20, 2007**

Members Present:

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

Members Absent: Roger Dalton

Others Present:

Dr. Ervin V. Griffin, Sr., President
Dr. Joy Cooley, Vice President of Curriculum
Vera Palmer, Dean of Continuing Education
Dr. Pocahontas Jones, Dean of Curriculum
Deborah Armstrong, Vice President of Administrative Services
Thomas Swartz, Vice President of Institutional Advancement
Jennifer Jones, Administrative Assistant
Vickie Brown, Director of Child Care Center
Barbara Bradley-Hasty, Dean of Student Services
Ruby Ward, HCC Retiree
Mary Hatchell, HCC Retiree
Melanie Temple, PIO Officer

Call to Order: Chairman Edwards called the meeting to order at 10:00 a.m. He congratulated board members for their efforts throughout the year. The Ethics Statement was read by Chairman Edwards and the Board responded by answering that there were no conflicts of interest.

Approval of Agenda

Dr. Griffin requested that the *Recommendation for the Vice President of Institutional Advancement* be added to the November 20, 2007 agenda. The Board approved the request by a unanimous vote.

Trustee Business

Approval of Minutes

Trustee Jack Boseman made a motion to approve the October 21, 2007 regular board meeting minutes with the correction to omit his name as a present member at the October 21, 2007 meeting. Trustee Rachel Hux seconded the motion and the motion was carried.

Board Retreat

Chairman Edwards suggested that a Board Retreat be planned for the spring and the Board agreed by consensus. He suggested that a committee be appointed to begin planning for the retreat before the January meeting. Trustee Cary Whitaker, Trustee Lillie Solomon, Trustee Jay Baker and Trustee Helen Brown were appointed to the Retreat Planning Committee.

2008 Holiday Event

Invitations were distributed for the 2008 Halifax Community College Board of Trustees Holiday Event. The event will take place on Friday, December 14, 2007 at 8:00 p.m. at David's Restaurant in Roanoke Rapids, NC. Chairman Edwards encouraged everyone to attend.

President's Report

Dr. Griffin began his report by sharing information relating to the *Day of Recognition Celebration* that was held at the RBC Center in Raleigh, North Carolina on December 16, 2007. Four HCC retirees were nominated for awards but were not able to attend the celebration. Dr. Griffin presented Ruby Ward, Transfer College Specialist and Mary Hatchell, Cosmetology Instructor, with their awards. Karen Wright, Registrar and Emily Holmes, Director of Counseling Services, were not able to attend the meeting.

Dr. Griffin introduced Thomas W. Swartz as the recommended candidate for the position of Halifax Community College's Vice President of Institutional Advancement. Mr. Swartz shared his background and his interest in the position with the Board of Trustees. Trustee Jay Baker made a motion to accept the recommendation from Dr. Griffin to place Thomas W. Swartz in the position of Vice President of Institutional Advancement. Trustee Cary Whitaker seconded the motion and the motion was carried.

Dr. Griffin requested that his Executive Report be accepted into the records as an official report for the month of November. He included literature in his report relating to the Presidential Inauguration for those board members who were not able to attend along with other pertinent information relating to the college's events.

Action Items

2008/2009 Calendar

Dr. Joy Cooley explained that the 2007/2008 calendar will expire in the summer of 2008 and a 2008/2009 calendar, prepared by a calendar committee, would have to be approved. The 2008/2009 calendar will include a change of start date for faculty of August 4, 2008 and a date of May 7, 2008 for early registration. Trustee Cary Whitaker made a motion to approve the 2008/2009 calendar and Trustee Frank Avent seconded the motion. The motion was carried.

Informational Items:

Early College

Dr. Cooley shared information relating to The Roanoke Valley Early College Project. She explained that HCC would be housing a high school giving selected students the opportunity to complete a High School Diploma and an Associates Degree after completing the program.

Long Range Planning

Dr. Cooley invited board members and community leaders to a breakfast forum scheduled for December 4, 2007 in The Centre to discuss Long Range Plans. The forum will give those who would like to participate in the planning an opportunity to suggest what type of programs need to be developed or expanded to meet the needs of the community.

Financial Report

Vice President Deborah Armstrong began her presentation by inviting Vickie Brown, Director of the Child Care Center, to announce that the HCC Child Care Center received a Five Star Rating for the fiscal year. Ms. Brown explained the process of receiving the rating and expressed how delighted the entire department seemed to be.

Deborah Armstrong, Vice President of Student Affairs, presented the State and County budget for the current month. She also presented information as it relates to the Revenue and Expense Report for The Centre.

Trustee Jay Baker stated that he spoke with Jason Stewart, Director of The Centre, to discuss a plan of action and expects a report at the next meeting.

Student Government Association

Quiana Mann, SGA President, announced that HCC students were holding a food drive throughout the month and the Union Mission will be collecting the food items for distribution. She also announced that HCC SGA Information Officer, Theresa Raymond, was elected Parliamentarian for the North Carolina District. HCC's Student Government Association members will also be participating in the Roanoke Rapids Christmas Parade.

Agreement with Roanoke Chowan University

Dr. M. Christopher White, President of Chowan University, explained the logistics relating to an agreement with Halifax Community College to offer students the opportunity to obtain a B.S. Degree in Social Services. He explained that classes will be held on HCC's campus and the cost would be \$315 per credit hour with federal aid available for those who qualify. The agreement was signed at 11:14 a.m. while board members and visitors applauded.

Closed session

Trustee Bernella DeLaMora made a motion to go into closed session after a five minute break to discuss personnel matters and Trustee Rachel Hux seconded the motion. The motion was carried. The board went into closed session at 11:20 a.m.

The Board reconvened at 11:45 a.m. with no information to report. Trustee Lillie J. Solomon made a motion to adjourn the meeting and Trustee Jay Baker seconded the motion. The motion was carried.

The November 20, 2007 Board of Trustees meeting was adjourned at 11:47 a.m.

Dr. Stanley Edwards, Chairman

Dr. Ervin V. Griffin, Sr., Secretary