



Dr. Ervin V. Griffin, Sr. – President/CEO
Executive Report
Halifax Community College Board of Trustees
September 29, 2009

My report will be succinct and divided into the following sections in accordance with NCAC 02C.0209. The sections will include activities in the following areas:

- ❖ General Administration
- ❖ Relationships including:
 - Internal relationships with faculty, staff, students, and trustees; and,
 - External relationships with business and industry, the media, governmental bodies, and the general public
- ❖ Personal Attributes
- ❖ Personnel Administration
- ❖ Fiscal and Facilities Administration
- ❖ Academic Administration

During the months of July and August, Dr. Griffin attended/ participated or was represented in the following meetings.

- July 8, 2009 – Freedom to Learn
- July 9, 2009 – Halifax County Smart Start
- July 20, 2009 – Roanoke Rapids Post Office Dedication
Rev. Dr. Charles E. McCullom
FASTA Representative, Alan Freuler
- July 21, 2009 – Audit Exit Interview with State Auditor, Beth Wood
- July 23, 2009 – President's Round Table – Edgecombe Community College
Vice President Erika Holmes and Student Support Services
- July 27, 2009 – DEMOS Meeting
HCC Practical Nursing Graduation
- July 29, 2009 – President's Summer Meeting – Blue Ridge Community College
Flat Rock, NC
- July 30, 2009 – Golden Leaf Foundation
- August 4, 2009 – Faculty and Staff Orientation
- August 5, 2009 – Governor Robert W. Scott Awards Luncheon – Edgecombe Community College
- August 6, 2009 – Part-Time Faculty Orientation
- August 7, 2009 – Photo Shoot With GED Graduates
- August 10, 2009 – Weldon STEM School Ribbon Cutting – Weldon, NC

Roanoke Valley Early College Ribbon Cutting – HCC Campus

August 12, 2009 – New Student Orientation

CADA Luncheon – Jackson, NC

August 14, 2009 – HCC SACS Meeting

August 17, 2009 – Information Session with Dental Hygiene Students

August 18, 2009 – Mediation Session- Rocky Mount, NC

August 19, 2009 – Richard Andrews, Architect

August 20, 2009 – Charles McElheney, Jr. – HCC Foundation Chairman

Roanoke Valley Early College Meeting

UCPLC – Gateway Technology Building – Rocky Mount

H1N1 Teleconference

Golden Leaf Foundation

August 21, 2009 – North Carolina Community College Systems – Raleigh, NC

August 24, 2009 – Freedom to Learn CAC Meeting

- President Griffin met with the Freedom to Learn Program Director, Dan Lovett, on July 8th to discuss the development of the fall events. The FLI kick-off took place August 19th and several information sessions are scheduled for the following months.
- President Griffin attended the monthly Smart Start of Halifax County committee meeting on July 9th.
- President Griffin attended a luncheon with Rev. Dr. Charles E. McCullom to discuss the North Carolina Christian College accreditation.
- President Griffin met with Alan Freuler, COO FASTA Inc., to discuss proposals regarding HCC Nursing program.
- Beth Wood, State Auditor, and her staff met with President Griffin and the administrative staff for an exit interview. The audit process began March 3th.
- President Griffin attended the President's Roundtable at Edgecombe Community College on July 23rd.
- President Griffin met with the Executive Administrative Team to discuss the 2009-2010 budget on July 23. He also congratulated them for their efforts regarding the increase in enrollment.
- President Griffin attended the North Carolina Community Colleges President's Summer meeting held at Blue Ridge Community College in Flat Rock, NC on July 29th to July 31st.
- The Golden Leaf Foundation held its third meeting in room 108 on July 30th to discuss available community scholarships and funds.
- President Griffin attended served on the Governor Robert W. Scott Awards Presidential Screening Committee on August 5th at Edgecombe Community College. The Initial screening took place on the campus of Wilson Community College.
- President Griffin met with Richard Andrews, Architect, to discuss the proposals regarding new construction.
- Dr. Holmes notified students and principals by letter of changes affecting Huskins and Dual Enrollment classes in Fall 2009. Students will no longer receive waivers to take transfer courses, excluding math, science, and technology. Students may still receive a waiver to take technical courses. Dr. Holmes, Dr. Jones, and Mr. Hopkins visited each high school to discuss the options for Huskins and Dual Enrollment.

- Dr. Holmes presented two learning temperaments sessions with faculty and deans on August 7. Cynthia Belton presented two sessions on multiple intelligences. Cynthia Brown from the NC Systems office presented a session on the technical programs and Perkins.

Foundation/Marketing

- President Griffin participated in a photo shoot with recent HCC GED graduates to celebrate their achievements.
- An estate gift is to be set aside in will of Irene Bell, mother of William Skinner, Esq., for a HCC scholarship.
- The Institutional Advancement held meetings on August 3rd, 5th and 8th regarding 2009-2010 fundraising plans.
- Vice President Schwartz met with Elizabeth Branham concerning an offer to act as The Centre's booking agent. A written agreement is being considered at this time.

of the Roanoke Valley Early College (RVEC) a reality. A ribbon-cutting is slated for 2:30 p.m., Monday, Aug. 10 and is open to the public. Also present was HCC Vice President for Academic Affairs Dr. Erica Holmes, back left, and RVEC Principal Monica Smith-Woofter.

Relationships (Internal and External)

To maintain good communication internally, ensuring a wholesome institutional climate, and maintaining them externally

Internal Relationships

During the months of July and August, Dr. Griffin attended/ participated or was represented in the following meeting

- A Faculty and Staff orientation session was held at The Centre on August 4, 2009 to reacquaint everyone with the information regarding the admissions process, campus safety, finance issues, and other pertinent information. A tropical scene was set and a potluck lunch was enjoyed by all.

- The 2009 Halifax Community College NEWH Nursing Consortium graduated eight Practical Nurses on July 27th at The Centre. The new nurses took great pride in thanking their families and friends, faculty and staff, and all others who were involved in helping them achieve their goals.
- Vice President Holmes held a SACS information session with the administrative staff in the Administrative Board Room on August 14th. The meeting was held in regards to HCC's upcoming accreditation process.
- President Griffin welcomed eighteen new Dental Hygiene students on August 17th at the Allied Health building.

External Relationships

During the months of July and August, Dr. Griffin attended/ participated or was represented in the following meetings.

- President Griffin attended the Roanoke Rapids Post Office Dedication on July 20th. The dedication was in honor of the late Judge Richard B. Allsbrook. The event was well attended by several state and community leaders including the Honorable G. K. Butterfield.
- President Griffin attended a DEMOS meeting on July 27th.
- President Griffin, along with the Freedom to Learn Project Director (FLI), Dan Lovett and some participants of the program, attended an Upper Coastal Plain Learning Council meeting. The meeting was held on August 20th at the Gateway Technology Center in Rocky Mount, NC. A presentation was also made by the FLI Director during the meeting.

Dr. Griffin is active with the following Boards and Organizations:

- Halifax Horizons Workforce Development Board
- Halifax County Educational Facilities Capital Improvement Planning Committee
- American Association of Community Colleges – Commission on Marketing & Communications
- Area Health Education Centers Regional Advisory Board
- Roanoke Rapids Mill Community Advisory Council
- National Advisory Council of the American Student Association of Community Colleges
- Halifax County Economic Development Commission
- Roanoke Rapids Rotary Club
- Choanoke Area Development Association (CADA) Board of Directors
- Southern Association of Colleges Reaffirmation Team
- Roanoke Valley Chamber of Commerce Board of Directors (Ex-Officiate)
- Roanoke Rapids Theatre Taskforce Committee

HCC Literacy Skills Specialist Brenda Cousins.

Personal Attributes

Includes communication skills, people-oriented skills, moral character, and personal Characteristics

Personnel Administration

Includes the president's ability to recommend qualified individuals, follow personnel policies and procedures, evaluate staff performance, and provide opportunities for staff development and accessibility to staff

- President Griffin, along with Vice President Holmes and Chairman Edwards, attended a meeting with EEOC in Rocky Mount, NC on August 18th.
- Wylene Faulcon-Goins was hired as a Food Services Instructor. Ms. Faulcon-Goins comes to us from the North Carolina Department of Corrections. She will teach in the Food Service Technology program at the prison. She describes herself as a self starter who is eager to learn new things. She has a certificate in Dietary Management and a number of years working in food services and corrections.
- Dr. Angela Foster was hired as a Biology Instructor. Dr. Foster is our new Biology Instructor. She holds a doctorate in Adult and Community College Education, a Master of Science in Biology and a Master of Science in Speech-Language and Auditory Pathology. In addition to that she has certifications in Environment Education and as an Environmental Trainer.
- Attorney Precious Vines was hired as a Paralegal Instructor and Program Head. She has worked with many attorneys in various areas of law. She has experience with writing legal briefs, drafting pleadings, and preparing documents for litigation. Prior to joining us at HCC she was a solo practitioner in domestic, civil, criminal, and social security disability law. She was also a Paralegal instructor at Miller-Motte College in Cary, NC.
- Susie Silver was hired as the evening administrative assistant in the Con Ed department. She comes to us from the North Carolina Department of Corrections. She has more than 15 years clerical experience.
- Bessie Reed-Moore was hired as an Administrative Assistant to the Vice President of Academic Affairs. She will be working with Janice Hargrave until December 2009, at which time Janice will be retiring.
- Dr. Imausen assumed the duties of Director of Institutional Effectiveness on August 18th. He comes to us from Indiana Wesleyan University. He has previously served as a Dean of Assessment and other positions related to institutional effectiveness. In the role of Director of Institutional Effectiveness responsible for developing and monitoring a comprehensive program of institutional effectiveness program which includes planning, research, accreditation, and strategic planning.

Fiscal and Facilities Administration

Includes campus maintenance, budget development process, budget control, resource development program, foundations, facilities master plan, and an institutional budget that reflects the goals and objectives of the institution

- Halifax Community College's campus network was upgraded to accommodate Early College the week of August 3rd. The Early College wireless network was installed on August 13.
- Business Office Personnel assisted students with payment of tuition and the purchase of book for Fall Semester 2009 which took place August 13 and 14.
- The Business Office staff is engaged in the closing of the year ended June 30th, the preparation of the CAFR report for the State Controller, and the preparation of the Financial Statements for the State Auditor during July and August. Also during this time,

accounts are set up for new funds and grants that begin with the new fiscal year, work is completed on new budgets, and new hires are entered into the Colleague system.

- President Griffin and Vice President Deborah Armstrong traveled to Raleigh, NC to the North Carolina Community College Systems office to obtain the 2009-2010 state budget.
- Dr. Holmes and Ms. Armstrong met with the Dean of Curriculum, Dean Enrollment Management, Directors, Division Chairs, and Department Heads to discuss the budget for 2009-2010. Dr. Holmes created budget templates for departmental planning that will be used by all departments in academic affairs, student services, and continuing education.
- The College staff received PowerPoint presentations for a conference about the threat Of H1N1 Outbreak. The phone conference was not attended, however, we will use the information to develop a plan of action for this threat.

Academic Administration

Includes educational programs that are relevant to community, student, and business and industry needs

- The Halifax Community College Child Care Center hosted a Trike-A-Thon event benefiting St. Jude Children's Research Hospital on Aug. 14. By participating in or attending the event, individuals helped raise funds for the world's premier pediatric cancer research center. These funds will help St. Jude in its ongoing fight against childhood cancer and other catastrophic diseases. The event featured two- to four-year-olds peddling their trikes around a track.
- A grant proposal for 12in6 JobsNow was submitted. The proposal included curriculum programs: Industrial Technology and Office Administration. Continuing Education programs included Plumbing, Healthcare Billing & Coding, CNA I and CAN II. John Foriest, JobLink Satellite Manager, attended the 12in6 regional meeting in Rocky Mount. Dr. Holmes conducted a 12in6 meeting with E-Chap. They agreed to partner with the college on this initiative.
- The college was awarded \$250,000 through the 12in6 JobsNow initiative. The grant will provide funds for instructional materials, support for salaries, and marketing of the program. The programs include Industrial Technology, Office Administration, Plumbing, Healthcare Billing & Coding, CNA I and CAN II.
- Dr. Holmes and Mr. Schwartz had a phone conference with Paul D. Camp Community College to discuss a partnership with our dental program. They will provide scholarships for students who enroll in our program. Students who receive this scholarship will agree to work for two years in their service area. Discussions will continue to see how to implement this program.



PRESIDENT'S REPORT
September 29, 2009

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