

President's Report
Halifax Community College Board of Trustees Meeting
February 27, 2007

My report will be succinct and divided into the following sections to match the 23 NCAC 02C .0209 **Evaluation of Presidents**. 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

General Administration

Management techniques, style, routine administration, day-to-day operations, institutional leadership, motivational skills, long-range planning, institutional goal establishment, the ability to delegate, to distinguish between policy and administration, and to implement and interpret board policy.

- Dr. Griffin, Dr. Edwards, Trustee Solomon, Trustee Brown, and Trustee DelaMora attended the 2007 ACCT Legislator's Congress in Washington, DC – February 11-14, 2007.
- HCC faculty and students are preparing for mid-terms. Faculty evaluations by students begin at this time and students are advised of their mid-semester progress.
- HCC nursing graduates have scored above the national average on the National Council Licensure Examination. 21 out of 22 graduates (95%) of the registered nurses passed the exam of their first attempt. The national average is 88%. The pass rate for HCC's practical nurses was 94.7%, 18 out of 19.

- The office of Institutional Research is conducting 14 program reviews this semester. Program heads, division chairs, Dean of Curriculum, and Vice President of Instructional Services evaluate program effectiveness, trends, strengths, and needs.

Relationships (Internal and External)

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

Internal Relationships

During the month of February, Dr. Griffin attended/ participated or was represented in the following meetings.

- Introduction to new staff member (Belinda Whitaker)
- Introduction to new staff member (Monte Manning)
- HCC Foundation Board Meeting
- 2007 HCC Gala
- Phi Theta Kappa Exe. Board
- ACCT Legislative Congress
- New Board Member (Jay Baker)
- Dr. Angelia Nelson, Author
- Memorial Service for Student, Keith Titus Anyonyi
- HCC Free Movie Night
- HCC Stamp Dedication

- The Director of Institutional Advancement, Bonita Terry-Malone, spoke with Student Support Service participants to promote the HCC scholarship program.

External Relationships

During the month of February, Dr. Griffin attended/ participated or was represented in the following meetings.

- BB&T Bank Manager, Mr. McClure
- Image Magazine Interview with Kevin Litwin
- Black History Speaker Boys & Girls Club of Roanoke Rapids
- Anniversary Celebration- 1st Baptist Church, Weldon
- ACCT Legislative Congress
- Meeting with VA Affairs Auditor
- Chamber of Commerce Spelling Bee

- Biscuits with Senator Burr
- Smart Start, White Oak
- Black History Speaker at Murray Chapel Church
- Reception for Judge Brenda Branch
- Black History Speaker for Weldon Elementary
- Black History Speaker for Boys & Girls Club of Weldon
- HCC's Dental Hygiene faculty, staff, and students, along with area dental professionals participated in Give Kids a Smile on Feb. 2nd.
- The Centre, in collaboration with Lakeland Arts Center and Party Town, offered the first Family Fun Day for Children of all ages on February 17th. The fundraiser featured local dance and cheerleading performances. Rock climbing and other activities were provided.
- The department of Institutional Advancement completed and distributed Fall 2007 Scholarship Announcement posters to all area high schools.

Dr. Griffin serves on the following Boards:

Board of Directors for Smart Start
 Halifax Horizons Workforce Development
 Halifax County Educational Facilities Capital Improvement Planning Committee
 American Association of Community Colleges Commission on Marketing & Communications
 Area Health Education Centers Regional Advisory Board

Personal Attributes

Includes communication skills, people-oriented skills, moral character, and personal characteristics.

- Dr. Griffin has accepted an offer from The Daily Herald to begin a newspaper column. The column was named "A President's Perspective", and the first was featured on February 14, 2007.
- Kevin Litwit of Image Magazine interviewed Dr. Griffin. The article will be featured in a March or April edition.
- Dr. Griffin gave the welcome at the 1st Baptist Church Pastor's Anniversary in Weldon, NC held at The Centre.
- A memorial service was given for a HCC Student, Keith Titus Anyonyi, on February 22nd. Keith was a native of Kenya, who was in his third semester in the Information Systems program.

- Dr. Griffin was the Black History Speaker for Murray's Chapel Church on February 25th.
- HCC Student, Terrance Boone met with Dr. Griffin to discuss issues as it relates to the improvement of our community youth activities.

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

- On February 22, 2007 Dr. Griffin met with Vice President Cooley and Sherida Gholston to discuss departmental matters.
- Dr. Griffin met with Bonita Terry-Malone, Director of Institutional Advancement, to discuss expectations of upcoming events.

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

- HCC staff members are continuing their Computer Information System (CIS) training in preparation for the campus-wide conversion to the new Colleague system. The new system requires extensive training and time to convert all departments of the college. The new CIS is part of the statewide conversion.
- Dr. Griffin along with Interim Vice President, Debra Armstrong will develop a tentative budget to present to the Halifax County Commissioners by March 2, 2007.
- Dr. Griffin and Vice President Debra Armstrong received a statement from the State requiring a 1% reversion of \$70,000. HCC was able to revert the amount without effecting the operation of the institution.
- The Institutional Advancement department attended a Kate B. Reynolds grant meeting in Winston Salem on February 27, 2007.
- Bonita Terry, Malone received and processed 56 donor contributions totaling \$6,136.
- Spring 2007 scholarship applications were reviewed and processed. 43 recipients were selected and award letters mailed to each.

Academic Administration

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

- Dr. Griffin met with school Superintendents to discuss the Early College Program proposal for Halifax County, Northampton County, Weldon City Schools, and Roanoke Rapids City Schools.
- Dr. Griffin met with Corey Moore, Principal of Weldon High School, to discuss a partnership as it relates to the opening of a Science, Technology, Engineer, and Math (STEM) Institution.
- HCC has hosted several events in observance of Black History month. Among the activities were poetry readings, soul food tasting, a book reading and signing by Dr. Angelia Nelson, a Black History Quiz Bowl, and an Ella Fitzgerald stamp dedication.
- Dr. Griffin, Joy Cooley, Dean Jones, and Dean Hasty met with John Parker, superintendents, and representatives from the area school systems to discuss the possibility of offering an Early College on HCC's Campus.
- On February 17th, HCC staff met with 52 local high school students and parents for the free application for Federal Student Aid Day. The annual event, sponsored by the federal government, offers advice to students and their parents concerning financial aid opportunities and procedures.
- 90 HCC students have received their GED so far this year. That is 12 more than at the same period last year.