

President's Report
Halifax Community College Board of Trustees Meeting
March 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.

- March 7, 2007 – The Advertising and Graphic Arts department held an art show in the refurbished studio. President Griffin presented a former student with an award for his contribution to the program as an advisory member. Community members, advisory committee members, faculty, staff, students, and Board member William Pierce enjoyed the art show.
- March 16, 2007 – Dr. Griffin met with Trustee William Pierce for lunch.
- March 20-21, 2007 – Dr. Griffin attended a new president's orientation at the North Carolina Community College System's Office.
- March 22, 2007 – Dr. Griffin interviewed with Jennifer Haislip, Reporter for the Roanoke Rapids Daily Herald.
- Joy Cooley successfully defended her dissertation on March 2 and is now officially Dr. Cooley. A surprise reception was held for her by President Griffin at which time her co-workers extended their congratulations. Dr. Cooley's degree is in Higher Education Administration Leadership from East Carolina University.

Foundation/Marketing

- Presidential Initiative Fund Established – seed gift from Dr. Griffin
- Received total gifts of \$15,891 – including Presidential Initiative seed gift
- New Endowment Scholarship gift of \$5,000
- Kate B. Reynolds Grant for Dental Hygiene Program - \$70,000 request
- Completed Title III Grant Eligibility Application
- Halifacts Newsletter Released

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.

- March 1, 2007 - Dr. Griffin met with the HCC Faculty Senate to discuss several matters of concern.
- March 16, 2007 – Dr. Griffin spoke with Brain Carter’s English 102 class as it relates to communications techniques. Students were asked to illustrate mock interviews as Dr. Griffin sat in the audience.

HCC 40th Anniversary

40 Weeks Celebrating 40 Years continues with each department on campus highlighting their area for one designated week.

- Feb. 11 – 17: The Math department posted daily math problems for students and employees on the HCC website.
- Feb. 18 – 24: The Science department published an article and photo concerning the history of the department and its personnel since 1968 in the local paper.
- Feb. 25 – March 3: The Accounting department celebrated their week with a guest speaker and published an article in the local paper.

External Relationships

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

- February 1, 2007- Dr. Griffin spoke with students at the Boys and Girls Club of Weldon, NC to celebrate the conclusion of Black History Month.
- March 6, 2007 – Dr. Griffin, Trustee Frank Avent, and Trustee Rachel Hux visited the North Carolina State Capital sponsored by the Roanoke Valley Chamber of Commerce.
- March 16, 2007 – Dr. Griffin met with William Bell, Principle of Northampton West High School to discuss academic relationships with the college.
- March 19, 2007 – A public reception sponsored by the Friend of Halifax Community College was held in honor of Dr. Griffin.

- March 22, 2007 – Dr. Griffin attended a Smart Start Board Meeting.
- March 23, 2007 – Dr. Griffin attended a meeting with members of the Carolina Courtesy Partnership at Nash Community College.
- Students in the Nursing program attended the Better Breather’s Club Meeting sponsored by Halifax Regional Medical Center as part of a respiratory unit.
- Students in the Dental Hygiene program presented oral health care classes at Pittman Elementary School.
- Early Childhood Education department chair, B. T. Brown, is serving on the Northampton County Partnerships for Children Board. They are currently discussing ways to address the deficit of certified childcare workers in Northampton County.
- HCC’s Cosmetology department co-sponsored an event with the Ladies Auxiliary of the AMVETS for the ladies at the Woodhaven Rest Home of Enfield. The students styled the ladies’ hair and they were treated to lunch. The Cosmetology department also sponsored several middle school students in the Business Education Partnership Job Shadowing Day.
- The Human Services Club organized a book drive for the Boy’s and Girl’s Club. Department Chair Paige Cutchin attended the Gala and contributed a gift certificate to the auction on behalf of the Club.

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
 Roanoke Rapids Mill Community Advisory Council

Personal Attributes

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

- March 9, 2007 - Dr. Griffin attended the dissertation defense of Dr. Orlando Lewis in Chicago, Ill.

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

- March 14, 2007 – Dr. Griffin met with the Student Support Services department to discuss expectations and future events planned for HCC.

- March 15, 2007 – Dr. Griffin introduced himself to Jerrald Williams, a candidate for the position of LAC Assistant.
- March 19, 2007 – Dr. Griffin and Vice President Cooley met with Sherida Gholston, Director of Student Support Services, and Bonnie Benthall, Administrative Assistant to Student Support Services, to discuss departmental matters.

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

- March 12, 2007 – Dr. Griffin and Vice President Debra Armstrong met to discuss the development process for an additional public access road for the College.
- March 15, 2007 – Dr. Griffin, Chairman Edwards, and Interim Vice President Debra Armstrong, met with Ronnie Keeter, Director of Halifax Co. DOT, to discuss funding for an additional public access road.
- March 19, 2007 – Dr. Griffin and Interim Vice President Debra Armstrong met with James Bennett, Account Executive, and Roy Williams, Senior Project Developer, for the Energy Systems Group to discuss a proposal regarding the development of a strategic facility improvement plan.

Academic Administration

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

- March 1, 2007 - Dr. Griffin, Dr. Joy Cooley, and Dr. Pocahontas Jones, met with Dr. John Parker and school superintendents to discuss a proposal of an Early College Program. This program will incorporate a consensus approach to redesign high schools to improve academic rates, graduation rates, college entry rates, classroom behavior, etc.
- March 1, 2007 - Dr. Griffin met with Dennis Sawyer, Superintendent of Roanoke Rapids City Schools, to discuss the proposal and establishment of an Early College Program.
- *March 22, 2007 – Dr. Griffin, Vice President Cooley, Dr. Pocahontas Jones, Dr. John Parker and area Superintendents met to discuss the final proposal of the Early College Program.*
- Students in the Human Services program visited the Barton College School of Social Work to learn more about transfer options.
- Students in the Horticulture program visited the NC Wildlife Commission's Pine Forest Tree Farm in Tillery.
- Students in the Greenhouse and Grounds Maintenance program visited the Virginia State University Research Farm in Petersburg, VA and the Roanoke Rapids hydro power plant.
- Students in the Early Childhood Education program participated in Interview Day sponsored by the Business Education Partnership.

- HCC sponsored Juniors Learning About Careers (J-LAC) Day on March 20. Over 700 high school juniors attended information sessions with faculty demonstrating and explaining career opportunities that begin with HCC programs. Dick Dell of the Advance Automotive Research Center and Bill Fortney, Eastern Regional Director for Distance Engineering Programs at NC State University, also spoke to the juniors about career opportunities associated with HCC programs.
- The Basic Skills program hosted a monitoring visit by North Carolina Community College System Associate Vice President of Academic and Student Services and Basic Education, Dr. Randi Whitfield, and Coordinator of Adult Basic Education and English as a Second Language, Katie Waters. The visitors were complimentary of our program, Program Director Ada Harriss, and staff and will submit a written report.
- The Emergency Management Training program offered the first online class. HCC sponsored Office of Emergency Management testing for 46 prospective students. HCC EMT student pass rate was 100% for the first class of the year and 86% for the second class.
- HCC received notification of approval of a Homeland Security Grant for delivery of National Incident Management System (NIMS) training. The grant will fund equipment, salaries, transportation, instructional supplies, and administrative costs associated with training for first responders. The grant applications were developed by Kevin Kupietz, HCC Fire/Emergency Medical Services Instructor/Coordinator, and will be administered through the Continuing Education Division.