



Dr. Ervin V. Griffin, Sr. – President/CEO
Executive Report
Halifax Community College Board of Trustees
March 29, 2011

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

- February 22, 2011 – HCC Board of Trustee Meeting
- February 23, 2011 - Mr. H.D. Pope Meeting
Executive Staff Meeting
HCC SGA Quiz Bowl
Halifax Community College's Outreach meeting at Garysburg Town
- February 24, 2011 - Economic Development Committee Meeting
First Citizen Bank Reception
North Carolina Street Rescue Team Presentation
- February 25, 2011 - National Cancer of Aging meeting with Deborah Armstrong and Ray Hester
Legislative Call-in
CADA Interview for Head Start Director
Halifax Regional Re-District Meeting
- February 28, 2011 - AZ Garysburg Solar Meeting
- March 4, 2011 - Christina Powell interview (Early Childhood Instructor Position)
- March 8, 2011 - CADA Meeting

- March 10, 2011 - SmartStart Board Meeting
Representative Angela Bryant Meeting
Speaking Engagement for the Sigma Phi Fraternity
- March 14, 2011 SGA Meeting
- March 15, 2011 Halifax Community College's Outreach in Seaboard, NC
- March 17, 2011 - Legislative Call-in
- March 18, 2011 - Legislative Call-in
SACS Meeting with Marcia Stoll and Dr. Erica Holmes

General Administration

HCC Library to hold open house



Halifax Community College's Learning Resources Center (library) will hold an open house from 8 a.m.-4 p.m., Friday, March 25. The event will showcase the more than 60 new computers housed in the library's public computer lab, the Electronic Resources Center. The open house will be floating and the public is welcome.

Garysburg Community Outreach Night hosted by HCC



Halifax Community College (HCC) held a Community Outreach Night on Feb. 23 at Garysburg Town Hall. The free event was held to discuss what the community needs are and what HCC can offer. HCC representatives were on hand to discuss financial aid, scholarship information, admission requirements, Student Support Services, careers, and Continuing Education courses. This was the second such outreach event held this spring. The first event was held at the Scotland Neck Off-Campus Center. The next community outreach event is planned for March 15 at Seaboard Town Hall in Seaboard. Pictured above is HCC President Dr. Ervin V. Griffin Sr. who addressed guests during the event.

- The Healthy Smiles program with local elementary schools continues to be a priority of the Dental Hygiene program.
- Hospital beds for nursing simulation lab have been delivered, and plans move forward to have simulation lab complete in the near future.
- New this spring, Mr. Bracy, the RVEC Liaison, is teaching four sections of ACA 111. Additionally, every other Friday a few of the RVEC male students meet with Mr. Lewis, Learning Coach for P.R.I.D.E.
- Our Basic Skills staff members are busy preparing for our Basic Skills Monitoring Visit that is scheduled for March 16, 2011. Personnel from the North Carolina Community College System will visit classes, peruse paperwork, and interview staff.

Foundation/Marketing

- Thomas Schwartz met with Gilbert Portela of Angel's Closet concerning Angel's Closet high school senior scholarships (5 total scholarships). A scholarship to go to each public high school in our service area. Based on economic need. Each scholarship: \$500/year.
- Thomas Schwartz solidified \$10,000 First Citizens Bank scholarship from Clark Young. Picture for scholarship donation taken and check for first year presented 3/2. Currently working to set up meeting with First Citizens foundation representative.

First Citizens establishes scholarship at HCC



From left, Ed Jackson, Tracy Shelburne and Clark Young with First Citizens Bank presented HCC President Dr. Ervin V. Griffin Sr. and HCC Foundation Board Chair Charles McElheney with a donation to establish the First Citizens Bank Scholarship at HCC.

- Thomas Schwartz met with representatives from Halifax Co. Tourism and Halifax Co. Arts Council 2/2. Three follow-up phone calls. Working to get costs for different possible concerts for 2011.
- Thomas Schwartz is currently working on writing the PBI Competitive Grant, due April 18.
- Thomas Schwartz is currently working with Prince Teal to develop the EOC grant. No due date has been set, but he is continuing to work on it.

Relationships (Internal and External)

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

Internal/External Relationships

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

HCC hosts Outreach Night in Seaboard



Halifax Community College hosted an Outreach Night at the Seaboard Town Hall on March 15. More than 30 citizens attended the event.

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 2010 President
- 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
- North Carolina State Community College Leadership Advisory Committee
- NCCCS Presidential Committee

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

- Mary Johnson - Childcare Center Instructor.

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

- Attended Finance Committee Meeting on February 22, 2011. *(Deborah Armstrong, Mitchell Robinson, Dorothy Conner)*
- Attended HCC Board of Trustees Meeting on February 22, 2011. *(Deborah Armstrong, Mitchell Robinson)*
- Attended Executive Staff Meeting on February 23, 2011. *(Deborah Armstrong)*
- Met with representatives from Techway (Video Camera Company). Representatives submitted a proposal for a CCTV (Closed Caption TV system) on February 24, 2011. *(Deborah Armstrong, Tina Curry, Jerry Thompson)*
- Attended CAMEX Campus Market Expo 2011 show in Houston, TX on February 24-March 2, 2011. *(Doris Garner)*
- Met with President Dr. Ervin Griffin, VP Tom Schwartz, VP Dr. Erica Holmes and CEO of AZ Garysburg Solar, Bryant Bustion, and his executive assistant, Terry Bell, to discuss ways HCC can save on its energy cost as well as promote green/renewable energy as an institution on February 28, 2011. Possibility of partnering with HCC for internships and employment in green technology was discussed. *(Deborah Armstrong)*

Academic Administration

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

- Dr. Holmes is working “Women of Excellence” Conference to be held on March 16, 2011. Keynote speaker Dr. Nikki Giovanni.

Second annual Women of Excellence Conference held at HCC



The Halifax Community College Women of Excellence (WOE) mentoring group held its second annual Women to Women Conference, March 16 in The Centre. The theme for the event was “The Women Gather” based on a poem by keynote speaker for the day, Nikki Giovanni.

Above is Giovanni, center, at the book signing session of the conference.

- Dr. Holmes attended the Upper Coastal Plain Learning Council meeting on February 15, 2011, at the Gateway Technology Center. A grant proposal was submitted for a chance to win \$10,000.
- Dr. Holmes attended ECSU Articulation workshop on February 16, 2011. The focus was to collaborate together to make the transition from a two year degree program to a four year degree program.

HCC hosts area high school juniors learning about careers



Students from Roanoke Rapids High School talk with HCC Welding Instructor Carl Harris, right.

- Sharon Askew’s class presented UP FROM SLAVERY program for Black History Month, (it is now on YouTube for students to view and to be linked to Blackboard.) Chris Wright assisted with the editing of the program.
- Chris Wright has begun work on a presentation on popular music of the 1960’s that he will be presenting on behalf of HCC at the Roanoke Canal Museum on April 20th at 6:30 p.m.
- Ms. Weden’s students from RVEC who are taking the Voice and Articulation course were able to present two oral interpretative readings at the Black History Month assembly, Up From Slavery. They read Ego Trippin from Nikki Giovanni's collection of poetry and interpreted Martin Luther King's I Have a Dream.
- Betsy-Tom Brown received one of National Institute for Staff and Organizational Development (NISOD) 2011 Excellence awards.

Floyd Kenyatta visits HCC

Halifax Community College’s (HCC) Cosmetology Department hosted Global Ambassador for John Paul Mitchell Systems Floyd Kenyatta, March 4. Kenyatta is known for being the founder of the Black Hair Olympics, was featured in Black Enterprise Magazine and is a worldwide performance and guest artist. He is also the co-author of “Milady’s Standard Cosmetology” textbook as well as the world’s largest black salon owner. He is the first black artist to perform at the Hair World Main Stage in Tokyo, Japan, and was a guest artist in several other countries. He is the world’s first artist to break the barriers of segregation in South Africa. During the session, Kenyatta talked about his background in the field, how to play the game, the art of geodesic hair cutting and finishing, and he took questions from the audience.



- Ms. Shauna Jones created and disseminated surveys for Developmental Mathematics instructors in an effort to begin the development of a Professional Development plan to address deficiencies in instructional delivery of math. In addition, she participated with the RVEC staff in district-wide professional development.
- The QEP Director is collaborating with the Dean of Student Services to develop a proposal for concurrent session/SACS Annual Meeting 2011. Proposal will likely center on QEP Student Services Initiative and Assessment of it. (Creating a Bridge between Academics and Student Services through a Learning Community Initiative.)

HCC SGA holds campus clean-up this spring



Halifax Community College’s Student Government Association held a Campus Clean-Up on March 17. SGA members and other volunteers cleaned a number of areas around campus.



PRESIDENT'S REPORT
January 25, 2011

ITEM 1 – Thank you note

ITEM 2 – Legislation Update

**ITEM 3 – Early Childhood Associate Degree Accreditation
(ECADA)**

ITEM 4 - Upper Coastal Plain Grant

ITEM 1 – Thank you note

*Your kindness meant
so very much.
I do appreciate the
gifts you sent me
Mary a. Hawkins*

ITEM 2 – Legislation Update

From: "Donny Hunter" <hunter@ncacct.org>
To: wilson:dbatchelor@wilson.wilsonpo; angela.bond@wilkescc.edu;
western:dcoffin@western.westpo; wayne:loh@wayne.wayne; bbcleven@waketech.edu; . . .
Date: 3/23/2011 9:51:00 AM
Subject: Legislation update

Please share with your Board members.
Thanks!

The NCACCT was asked to attempt to address three items with legislation on behalf of the System. E-Procurement, State Construction, Financial Audits. We have three bills in Bill Drafting to address those items and multiple-sponsors.

-E-Procurement: Bill would exempt CCs from the process.

-State Construction- Would exempt CCs from use of State Construction in projects up to \$4,000,000 when using state funds and exempt totally if no state funds are used in the project.

-Financial audit: Would give CCs the option of continuing to use the services of the State Auditors Office or attaining auditing services through an RFP bid process. Colleges may continue to have a financial audit every two years, which is current practice, or the college may opt for a yearly audit. Colleges shall be subject to the EAGLE program administered by the Office of the State Controller only if internal control problems are a finding in the most recently completed financial audit.

Look forward to seeing you at the upcoming Law Seminar!!

Thanks,
Donny

Dr. Donny Hunter
Executive Director
NCACCT
(O) 919-467-9754 ext. 223
(C) 919-809-2423

CC: blakeley@ncacct.org

ITEM 3 – Early Childhood Associate Degree Accreditation (ECADA)



RECEIVED MAR 23 2011

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

March 21, 2011

Dr. Ervin Griffin, Sr., President
Halifax Community College
P. O. Drawer 809
Weldon, NC 27890

Dear Dr. Griffin:

I am pleased to inform you that on March 17 the State Board of Community Colleges approved funding for the reimbursement of funds that will be expended in the pursuit of Early Childhood Associate Degree Accreditation (ECADA) by the National Association for the Education of Young Children (NAEYC). Halifax Community College is approved for reimbursement of up to \$500.

Funds will be reimbursed for approved and documented expenditures that occur between April 1, 2011 and December 31, 2011.

Congratulations on your award and initiative in seeking this valuable accreditation. If you have any questions, please contact Douglas Long, Coordinator for Career and Technical Education, at (919) 807-7130 or longd@nccommunitycolleges.edu.

Sincerely,

R. Scott Ralls

RSR/bh

c: Dr. Sharon E. Morrissey
Dr. Judith C. Mann
Ms. Betsy-Tom Brown
Chief Business Officer

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Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164
AN EQUAL OPPORTUNITY EMPLOYER

ITEM 4– Upper Coastal Plain Grant

North Carolina State University is a land-grant
university and a constituent institution
of the University of North Carolina

**McKimmon Center for
Extension and
Continuing Education**

NC STATE UNIVERSITY

Assistant Vice Chancellor
Campus Box 7401
Raleigh, NC 27695-7401

919-515-3373
919-515-5778 (fax)

March 23, 2011

Dr. Ervin Griffin
Halifax Community College
P.O. Drawer 809
Weldon, NC 27890

Dear Dr. Griffin:

On behalf of the UCPLC and the Grant/Program Support Ad Hoc Review Committee, I would like to thank you for submitting a grant proposal.

The Review Committee spent a great deal of time individually reviewing the proposal submissions and collectively discussing each submission as it related to the core missions of student support and retention, teacher professional development and retention, health care initiatives and workforce development. In addition to fulfilling the core mission areas of UCPLC, we considered 1) were multiple counties being served; 2) were multiple age groups of students being served through a program and/or equipment being requested; 3) was there a potential for long term sustainability and 4) would there be an impact on healthcare. In the beginning with the UCPLC efforts in the counties of Edgecombe, Halifax, Nash, Northampton, and Wilson, we have focused on students, teachers, and workforce development. Through this grant cycle, we have emphasized healthcare.

Your grant proposal has been funded in the amount of \$5,000. Ann Hargis, our Accounting Manager, will be in touch with you to discuss the process of transferring the designated award to your institution or program. We thank you again for your submission. We feel fortunate to be able to provide these funds this year.

Sincerely,



Alice S. Warren
Assistant Vice Chancellor
McKimmon Center for Extension and
Continuing Education

Cc: Ann Hargis