



**Dr. Ervin V. Griffin, Sr. – President/CEO**  
**Executive Report**  
**Halifax Community College Board of Trustees**  
**May 24, 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 April, Dr. Griffin attended/ participated or was represented in the following meetings.**

- April 19, 2011 – Foundation Executive Board Quarterly Meeting
- April 20, 2011 – Roanoke Valley Chamber of Commerce Legislative Agenda trip to Raleigh
- April 21, 2011 – Brian Dorn Meeting  
HCC Distinguished Service Awards Ceremony  
HCC Academic Excellence Award Ceremony
- April 22, 2011 – Mary Gail Cooper and Dr. Erica Holmes Meeting  
Office of Civil Rights Meeting with Deborah Armstrong, Dr. Carolyn Stuart, and Dean Barbara Hasty
- April 26, 2011 - HCC Board of Trustee Meeting  
HCC Outreach at First Baptist Church in Hodgestown
- April 27-29, 2011 - NCACCP Spring Conference in Tarboro, NC  
Terry McCauley – Program Audit
- May 2, 2011 - HCC Executive Staff Meeting  
Wes Terry Meeting
- May 3, 2011 - Robert Andrews Meeting

May 4, 2011 - Halifax Horizons Meeting  
VA Audit Interview with Jacqueline Hough

May 5, 2011 - Radio Broadcast Program (WEZU Radio)  
Conference Call with Attorney Lamar  
Education Summit Luncheon  
Tevin Whitaker Meeting  
Weldon Teacher of Year Event

May 10, 2011 - AACC Conference

May 12, 2011 - Hilda J. Hawkins Meeting  
Dr. Erica Holmes, Dr. Harriet Morrison, and Hunter Taylor Meeting  
Phil Pair Staff Meeting  
Legislative Call-in

May 13, 2011 - GED Students Photo  
HCC Graduation Rehearsal Luncheon  
HCC Graduation Rehearsal

May 14, 2011 HCC 2011 Graduation

May 16, 2011 Trustee Lillie Solomon Meeting

May 16, 2011 Dr. Deborah Armstrong Meeting  
Dr. Erica Holmes Meeting

May 18, 2011 HCC Executive Staff Meeting  
NC Secretary Moses Carey Visit

**General Administration**

**Halifax CC awards degrees to the Class of 2011  
Ceremony marks 44th annual graduation**

Halifax Community College (HCC) graduates of the class of 2011 were eager to march across the stage Saturday, May 14, in The Centre as they accepted credentials during the 44<sup>th</sup> annual graduation. This year, there were 468 degrees, certificates, and diplomas awarded including the General Education Diploma (GED). HCC also had 248 graduates participating in the ceremony along with 132 hooders for a total of 380 participants.



Dr. Dudley E. Flood, center, addressed HCC graduates during commencement exercises, May 14.

HCC class of 2011 graduates celebrated during the 44th annual graduation ceremony.



### **Foundation/Marketing**

- Thomas (Tom) Schwartz overall Foundation Fund update is as following as of May 1, 2011:
  - \$146,127.48 in gifts and pledges
  - 152.93% of 2010 annual total (\$95,553.80)
  - 166.56% ahead of last year at this time (\$87,732.47)
- Thomas Schwartz is continuing to negotiate with Rob Maddrey concerning cost of having the symphony come to Roanoke Rapids. Maddrey wants \$13,000. Last year we paid \$8,500. We have not yet reached a compromise.
- Thomas Schwartz completed and submitted the PBI Competitive Grant, on April 22, 2011.
- Worked on EOC grant with Prince Teal. A decision was made to forego submission of the grant this year due to a cut in federal funding.
- Thomas Schwartz attended the HCC Executive Staff Meetings on April 4 and 15, 2011.
- Thomas Schwartz attended the Roanoke Rapids Lions Club meeting on April 26, 2011.
- Thomas Schwartz attended the HCC Board of Trustees meeting on April 26, 2011.

### **Relationships (Internal and External)**

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



President's List honorees, front row from left, Vice President of Academic Affairs Dr. Erica Holmes, Kimberly Ingram, Kristen Strickland, Dean of Curriculum Programs Dr. Harriet Morrison, Jordan Hoffman, Brandee Vaughan, Christina Hardee, Mary Livingston, HCC President Dr. Ervin V. Griffin Sr.; second row, Cynthia Bishop, Teresa Bennett, James Simmons, Jerrad Keeter, Joseph Hamill; third row; Dana Scott, Dean of Student Services & Enrollment Management Barbara Bradley-Hasty, Christina Stewart, and Crissy Garner.

## Internal/External Relationships

### **Administrative Professionals' Day held April 27**



Halifax Community College Small Business Center and the Roanoke Valley Chamber of Commerce hosted Administrative Professionals' Day on April 27 on campus. The event featured Donna Clements, motivational speaker and writer. Different activities were also presented to those in attendance and lunch was provided.



Who's Who 2011 honorees, front row from left, Brandee Vaughan, Mary Livingston, Dr. Morrison, Christina Powell, Lauren Nichols, Cynthia Bishop, Laura Bradley, Felicia Pierce, Lenamarie Martin, Portia Lynch, April Berwick; second row, Jerrad Keeter, Kristen Strickland, Donna Harrell, Lanequie Lynch, Vincent Bellamy, Kimberly Nichols, April Anglin, Andrea Hedgepeth, Joyce Balmer, Christina Stewart; third row, Dr. Holmes, Carissa Reid, Stacey Patrick, Shantae Williams, Samarya Jones; fourth row, Crissy Garner, Annette Squire, Kimbly Boone, Christina Ayersman; fifth row; Dr. Griffin, Linda Pierce, Sharon Green, Dean Bradley-Hasty, Stacy Phipps, Michael Mitchell; top row, James Simmons, Teresa Bennett.

**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*

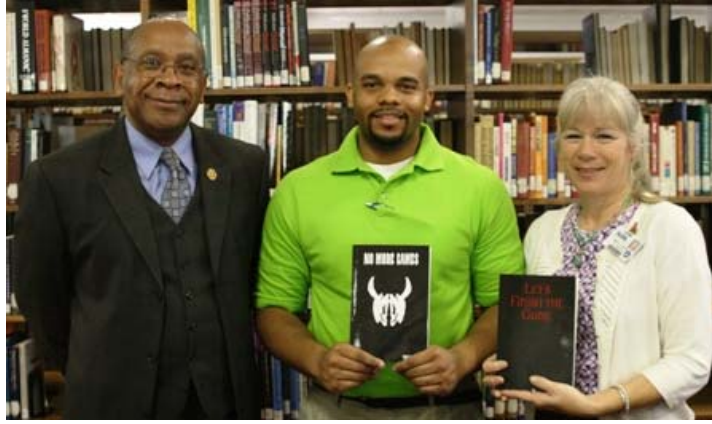
- Ms. Darlene Perry started her new position on campus as Financial Aid Specialist II on May 18, 2011.

**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

- Child Care Center celebrated “Week of the Young Child” with a Spring Fling Dance on April 10-16, 2011
- Participated in ARCR Webinar sponsored by Department of Justice on April 11, 2011. *(Ethel Edwards)*
- Attended presentation by Interior Design student, Mary Eastop on April 12, 2011. Presentation consisted of a workplace redesign. Ms. Eastop selected HCC’s Faculty Lounge. *(Deborah Armstrong)*
- Participated in Business Officer Call In Meeting on April 13, 2011. *(Deborah Armstrong, Mitchell Robinson)*
- Deborah Armstrong attended the NC Community Colleges Excellence Event 2011 in Raleigh, NC on April 14, 2011. Awards luncheon celebrated the excellence of North Carolina’s 58 community colleges

## Former HCC student writes books, donates to library



HCC President Dr. Ervin V. Griffin Sr., left, with Troy Moore and Learning Resources Center Director Mary Gail Cooper.

- Attended Executive Staff Meeting on April 15, 2011. (*Deborah Armstrong, Mitchell Robinson*)
- Participated in Legislative Call In Meeting on April 15, 2011. (*Deborah Armstrong*)
- Attended HCC Board of Trustees meeting on April 26, 2011. (*Deborah Armstrong, Mitchell Robinson*)
- Attended the Program Audit Team Meeting held at Edgecombe Community College on April 27, 2011. (*Deborah Armstrong*)
- Personnel received the following awards (April 21, 2011) at the Distinguished Service Awards ceremony.
  - Innovator Award – Patricia Gonshor (Accounting & Payroll Technician)
  - Leadership Award – Ethel Edwards (Cashier)
  - Five Year Service – Delois Mercer (Personnel), Ed White (Security)
  - Ten Years Service – Shawn Rudd (Systems Adm.), Jerry Thompson (Information Systems Manager)
  - Fifteen Years - Ricky Nowell (Maintenance), Tyrone Parker (Housekeeping)
  - Twenty Years Service – Doris Garner (Book Store)
  - Retirement – Janet Clarke (Payroll)



## **Academic Administration**

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

- Dr. Holmes attended the Men to Men Summit 2011 both morning and evening sessions (Held April 5 & 6, 2011).
- Dr. Holmes attended the Community Outreach forums (Held April 12 & 26, 2011).
- Dr. Holmes attended the Awards Ceremony at the McKimmon Center on April 14, 2011.
- Dr. Holmes conducted departmental evaluations the week of April 18, 2011.

### **HCC recognizes Certified Nurse Aide completers**



Halifax Community College (HCC) officials recently recognized Certified Nurse Aide (CNA) I completers. The CNA program prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services to patients in a hospital, nursing facility or home care agency. Pictured are (front row from left) HCC Nurse Aide Coordinator Jan Humphries, Taneka S. Cumbo, Betty H. Smith, Amanda Gonzalez, Jessica Branch, Instructor Sue Ramsey, RN; (back row) Clarissa K. Edwards, Tiffany Harvey, Joyce Harvey and Dean of Continuing Education & Community Services Vera Palmer.

### **Halifax CC holds pinning ceremony for Class of 2011 Dental Hygiene and Nursing students**

Halifax Community College held an Associate Degree Dental Hygiene and Associate Degree Nursing Graduates Pinning Ceremony for the class of 2011, May 12.



Nursing graduates taking the Nursing Pledge of 2011 during the ceremony

**Dental Hygiene graduates taking the Dental Hygiene Oath during the pinning ceremony, May 12.**



- Dr. Holmes attended the Distinguished Service Awards Ceremony.
- Dr. Holmes participated in Audit Exit Interview conference call.
- Dr. Holmes attended the Audit Team Meeting at Edgecombe Community College.



Dean's List honorees, front row from left, Dr. Griffin, Dr. Morrison, Christina Powell, Lauren Nichols, Laura Bradley, Felicia Pierce, Lenamarie Martin, Portia Lynch, April Berwick; second row, Dr. Holmes, Lanequie Lynch, Donna Harrell, Vincent Bellamy, Joyce Balmer, Samarya Jones; third row, Carissa Reid, Stacey Patrick, Kimberly Nichols, April Anglin, Shantae Williams, Andrea Hedgepeth; fourth row, Annette Squire, Kimmbly Boone, Jessica Waters, Christina Ayersman; top row, Linda Pierce, Sharon Green, Dean Bradley-Hasty, Stacy Phipps, and Michael Mitchell.

- Dr. Holmes attended the Student Support Services Banquet.

**The Honorable Judge Brenda Branch, above, was the keynote speaker at the Student Support Services Awards Banquet, April 28 on the HCC campus.**



- On April 28, 2011 Student Support Services celebrated its success at the annual awards banquet. Staff, faculty, administrators and students were in attendance at the banquet. The Honorable Judge Brenda Branch of Halifax County delivered a powerful keynote address that received great reviews from the SSS participants. We are especially proud of our students who offered us talent in the form of poetry, theater, and song. The following measures for the SSS program 2010-2011 were noted:
  - 256 students are actively enrolled in SSS
  - 2,698 hours of academic support (tutoring, academic skills, counseling)
  - 25 students on President's and Dean's lists
  - 72% of SSS students are in good academic standing
  - 5 college visitations completed
  - 8 cultural events attended
  - \$19,800 given to SSS students in the form of scholarships (grant aid)
- The Department of Office Administration Technology has revised its program in an effort to stay on the cutting edge of technology. New sections that were added are as follows: Office Computation, Issues in Office Technology, Introduction to Office Systems, Speech Recognition and Advance Word/Information Processing. By adding these sections, the Office Administration Program of Study is more in line with the Emerging Technologies of today.
- On April 27, 2011, the Director of Admissions and Recruitment Services presented (Power Point) to Weldon Stem High School seniors. The topic was "Successful Transition from High School to College". The DARS talked to about 60-65 students. This was part of the PBI Grant outreach.

**“Survivor: Graphic Design” Exhibit features more than 70 works**



The Halifax Community College (HCC) Advertising & Graphic Design Spring Art Show opened May 3 in The Centre. The show features more than 70 works of art created by nearly 40 artists. Pieces include paintings, montages, traditional drawings, photo manipulations, posters, and cartoons and sculpture, just to name a few. The exhibit will remain open for viewing through graduation, May 14. The piece pictured above is by HCC student Jen Wesner. It is an interpretive cardboard sculpture titled, “Growing a Star: Sparkle”.

**Student Government Association**

- The SGA elections were held and the new SGA Executive Board Officers have been sworn in. The Executive Board Officers will be introduced at the June Board of Trustee meeting. We have also held two concession stands in the last month.
- China Wade would like to thank the Board of Trustees, Dr. Griffin, Dr. Stuart, and everyone else who helped her as the SGA President. It was a great experience for me. I had the opportunity to do a lot of things and to learn so much about what it takes to be a leader. I thank Dr. Stuart for talking to me about joining SGA and about the benefits and personal enjoyment I would get from participating.



**PRESIDENT'S REPORT**  
**May 24, 2011**