

**President's Report – Halifax Community College Board of Trustees
Meeting
June 26, 2007**

My report will be succinct and divided into the following sections to match the mutually agreed upon expectation and goals. 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 May and June, Dr. Griffin attended/ participated or was represented in the following meetings.

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 held a roundtable discussion with Dean of Continuing Education, Vera Palmer, Information Systems Officer, Jerry Thompson, and the Director of Literacy Education, Ada Harriss, to discuss technology upgrade for HCC satellite campuses.
- Vice President Joy Cooley was selected by the NC Rural Economic Development Center to attend the Southern Growth Policies Board Annual Conference in St. Louis this month. Speakers present topics related to education and workforce development.

- Dr. Griffin attended the Halifax County Educational Facilities Capital Improvement Planning Committee scheduled for June 20, 2007 at the HCC Administrative Board Room

Foundation/Marketing

PUBLIC RELATIONS/MARKETING

- Generated over 200 press releases for area newspapers
- Provided press/photo coverage for 99% of college events
- Refreshed 100% of campus bulletin boards with blue background for consistency
- Met with area businesses to request wall space for HCC posters
- Coordinated radio spots with WZRU Public Radio for on-air spotlights from President, Faculty, Students, and Foundation
- Wrote, designed, and edited Halifax Newsletter
- Conceptualized and outlined Student Outreach Plan (including researching pertinent information, writing radio, TV, and movie theater commercials, brokering deals with area media to maximize budget, established TV and radio schedule, coordinated print materials, etc.)

GRAPHIC DESIGN/PRINT SHOP

- Maintained hard copies of 100% of design and print projects – Completed 800 design/print jobs (These are the jobs that included official print shop tickets.)
- Redesigned graduation printed program
- Completed low complexity jobs in one week or less
- Completed high complexity jobs in 2-3 weeks

FOUNDATION

- \$1,000 - Trustees' Gifts
- \$4,150 - Foundation Board Gifts
- \$11,860 - Campus Campaign
- \$94,213 - Total Contributions (includes \$5,000 gift expected on 6-21-07)
- \$104,276 - Total gifts with interest (as of March 31st – Most updated Business Office Report)
- Met with numerous donors to review endowment account status
- Coordinated quarterly Board meetings and prepared reports
- Wrote Kate B. Reynolds Grant for Dental Hygiene Program (Project funded for five years; Value: \$119,000)

SCHOLARSHIP PROGRAM

- 166 Scholarships Awarded – Value: \$83,000
- Three (3) new Endowments established
- President's Initiative Fund established by Dr. Griffin and he has donated \$8,100.00 into the fund since its establishment in March of 2007.
- Oversaw fall and spring scholarship selection processes

SPECIAL EVENTS

- Coordinated Scholarship Award Ceremony
- Coordinated African American History Month Stamp Dedication Ceremony
- Assisted with Commencement Ceremony (provided voice over)

- Initiated communications with NC State Board of Community Colleges, which resulted in Board agreeing to visiting HCC for the Fall 2007 SBCC Retreat

Relationships (Internal and External)

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

Internal Relationships

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

External Relationships

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

- Dr. Griffin attended a ribbon cutting celebration held for the grand opening of the Roanoke Valley Chamber of Commerce on June 5, 2007. A portion of the ribbon is displayed in the Office of the President.
- The Child Care Center was highlighted during the week of May 13-19 in conjunction with HCC's 40th Anniversary Observance. An article was published in the local newspaper announcing Open House on Tuesday, May 15th. The article also included information regarding what the Center offers to the children and families it serves.
- On May 17th and 18th, the Child Care Staff invited the HCC Administration, Faculty, and Staff to "come and play" with the children enrolled in the Child Care Center. Several employees from various departments of the College participated. The employees read stories to the children, did some role playing in the Housekeeping Center, put puzzles together, built structures with blocks, and assisted the children with art activities. Afterwards, everyone enjoyed an ice cream treat.
- Dr. Griffin was the guest speaker at the Roanoke Valley Relay for Life scheduled on June 22, 2007 at Manning Elementary School. A donation was made on behalf of the HCC Family.

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
 National Advisory Council of the American Student Association of Community Colleges
 Halifax County Economic Development Commission Board

Personal Attributes

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

- Dr. Griffin attended an 8th Grade Unity Program as the guest speaker on the campus of Brawley Elementary School in Scotland Neck, NC on June 1, 2007.
- Dr. Griffin attended the 2007 Commencement Ceremony of the Abundant Life Bible College, located in Charleston, West Virginia as their guest speaker. This was the college's first commencement exercise.

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

- The instructional division including curriculum, Continuing Education, and Student Services is undergoing a major metamorphosis this summer as we go live in the new Computer Information System – Colleague. This statewide initiative has affected every aspect of our normal operations and required all personnel to undergo extensive training on and off campus for over a year. The additional workload and complexity of learning a completely new and unfriendly system has challenged each staff member. As always, HCC employees are rising to meet the challenge. They have put in many additional hours to ensure that the new system is operational while carrying out their normal duties. The business side of the college went through the transformation a couple of years ago and is still working out the bugs in the system.

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

- Dr. Griffin and Vice President Deborah Armstrong attended a Halifax County Commissioners budget hearing on June 4, 2007.
- Dr. Griffin and Vice President Deborah Armstrong attended a second hearing with the Town of Weldon relating to the public access road on June 11, 2007. A third hearing will be held in July.
- The Child Care Center is voluntarily meeting higher standards than those required by the state. In so doing, its program will be reassessed this year. The Early Childhood Environment Rating Scale (ECERS) will be used to assess the quality of our center's program.

INFORMATION SYSTEMS HIGHLIGHTS 2006-2007 SCHOOL YEAR

- Installed 45 new computers for faculty and staff
- Installed 3 new Promethean Boards - 509, 601, B203

- Installed a server rack in the server room
- Installed R25, campus calendar software, on a new Dell PowerEdge 2900 server
- Installed and tested FA~Link
- Retired 3 servers and replaced with new Dell PowerEdge 2900 servers
- Configured and tested R25 on Colleague
- Configured a retired server as a BlackBoard Enterprise, 7.2, development server
- Configured B203 as a dual boot, dual VLAN lab to facilitate Colleague ST training
- Shawn has completed 24 IIPS to Colleague data conversions - required for transition to CIS
- Upgrading (not yet complete) all faculty and staff computers to Windows XP and Office 2007
- Upgraded BlackBoard, distance learning server, from the Basic to Enterprise version - 6.3 to 7.2
- Upgraded GroupWise (email server) from 6.5 to 7.0
- WEB server upgraded to Server 2003 and IIS 6
- Russ completed major upgrades to the college's web site
- Upgraded BLET wireless from WEP to WPA - required a new wireless router
- ST training every Tuesday in B203 from 1000 - 1200
- Shawn has attended 2 conference calls every week - Colleague Project Manager and R18
- Shawn and Jerry have attended 5 R18 training sessions
- Completed FA~Link training
- Shawn and Jerry attended the Fall IIPS conference
- Shawn and Jerry attended the Spring IIPS conference, Jerry presented VLAN Technology
- Procured and prepared all networking equipment for Cisco Academy, Lab 205

BOOKSTORE HIGHLIGHTS 2006-2007 SCHOOL YEAR

- **Spirit Day** - Continued to encourage students, faculty and staff to wear HCC apparel every Friday, to boost college moral.
- **Back to School Open House** - Invited faculty and staff to the bookstore to see our new line of fall supplies and apparel. Refreshments were served to everyone.
- **Fall & Spring Orientation** - Each new student that came into the bookstore during orientation received a gift bag, that included a pencil, bookmark with bookstore information on it, and a \$5.00 gift card. The gift card was to be used at a later date in the bookstore.
- **Book Signing/Christmas Open House** - In appreciation, students, faculty and staff were invited to the bookstore for refreshments during the Christmas holiday season. Ms. Sharon Askew was on-hand; signing copies of her book after her classes were over.
- **Ambassadors' Stipend** - The bookstore donated \$100.00 and a HCC polo shirt to each ambassador for the 2006/2007 school year.

- **Drawings** - In an attempt to attract customers, numerous drawings were held throughout the year. Gifts were given to the winners. Drawings were held at Back to School, Christmas, Valentine, Spring Fling and Graduation.
- **Datatel** - Our new Datatel system was installed during the spring semester. We are excited about going **LIVE** July 1!
- **Webpage** - Doris created a Website for the bookstore to be displayed on our HCC Website. Our HCC Bookstore now has a section of its own on HCC Website. Check it out!
- **CAMEX Trade Show** - Joy attended the **CAMEX** conference and trade show, sponsored by The National Association of College Stores. **CAMEX** is *the* most extensive trade show in the industry and was attended this year by over 2000 college store professionals. Each year, CAMEX attracts more than 7,000 exhibitors and attendees, representing more than 1,100 college stores, 700 companies, and more than 30 product categories. CAMEX 2007 took place March 23-27 in Orlando, FL!

Academic Administration

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

- Dr. Griffin welcomed the 2007 Summer Bridge Program participants on May 31, 2007. There are fifteen high school graduates who have been accepted into the college of their choice participating until July 26, 2007.
- Dr. Griffin attending the 2007 Commencement Service for Southeast Halifax High School at The Centre on June 8, 2007.
- The Roanoke Valley Leadership Graduation sponsored by the Roanoke Valley Chamber of Commerce was held June 14, 2007 at the Chockoyotte Country Club in Weldon, NC. Dr. Griffin made comments relating to the “ABC’s of Leadership”. Dick McCormick, HCC Small Business Director, and Kevin Kupietz, Fire Service/EMS, Co-ord. & Instructor, were graduates of the program.
- The Dental Hygiene Department has been awarded a Kate B. Reynolds three year grant to provide preventive oral health care for K-5 students in partnership with the area school districts. The goal of the program is to increase access to oral health education and preventative dental care services for 30% of the 5,261 elementary school students in Halifax and Northampton Counties.
- HCC is one of 38 North Carolina community colleges to receive a superior rating in the State’s Performance Measures and Standards for 2006/2007. We achieved 11 of the 12 measures (see attached) missing only one measure by 5%.
- Plans are underway for customized training in collaboration with the Parton Theatre. Dr. Griffin, Dr. Cooley, and Jason Stewart met with Randy Parton and personnel at the Theatre to plan customer service and hospitality training for their ushers, concessions workers, valet staff, and box office and ticket sales personnel. Training will include soft skills, first aid, and theatre operations. In order to help the Theatre meet its opening date, HCC is fast-forwarding the development and delivery of the training within a tight schedule.

- In preparation for our Center's reassessment, the child care staff is involved in ECERS training. Three of its instructors are currently enrolled in a child development class, and all instructors are completing a self-study of their classroom to ensure that it is meeting ECERS requirements.