



**Dr. Ervin V. Griffin, Sr. – President/CEO**  
**Executive Report**  
**Halifax Community College Board of Trustees**  
**September 25, 2007**

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 months of August and September, 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 met with Dr. Kathi Gibson, Superintendent of Northampton County Schools, on August 4, 2007 to discuss possible needs and services of the district. President Griffin has now met with all of the local superintendents in the service region.

- President Griffin is having a faculty and staff meeting on September 27, 2007 to explain the Long Range Planning Process for Halifax Community College.

#### SBC CELEBRATES 40TH AT HCC



The Small Business Center at Halifax Community College graduated 12 participants from the Rural Entrepreneurship through Action Learning (REAL) course last spring. SBC Director Dick McCormick, far left, taught the class. The next REAL Entrepreneurship class starts Sept. 24.

Halifax Community College's Small Business Center (SBC) personnel have been busy this year. During the week of August 19, the center will celebrate the college's 40th anniversary.

The SBC seeks to increase the success rate and number of profitable small businesses in the Roanoke Valley service area. The SBC staff offers high quality, accessible assistance to prospective and existing small business owners and employees. Also, the SBC strives to be a community-based provider of education and training, counseling, information and referral, and has been in operation for more than 20 years.

The SBC offers numerous free classes each semester on a variety of business topics. Employers can also take advantage of classes in communication, motivation, quality and time management, and customer service.

A major focus of the center is assisting people who want to start a business develop their own comprehensive business plans. These plans not only help to ensure the viability of a business, but are also necessary for people who need to finance a business through a loan.

**HCC EMPLOYEES SELECTED FOR STATEWIDE  
LEADERSHIP PROGRAM**



Hunter Taylor



Sherida Gholston

The future of North Carolina's community colleges depends on the quality and diversity of its future leaders. A statewide program called the North Carolina Community College Leadership Program (NCCCLP) was developed 19 years ago to provide leadership training to faculty and staff from the 58 institutions comprising the North Carolina Community College System as well as from the System Office. Sherida Gholston and Hunter Taylor from Halifax Community College (HCC) were recently selected to participate in NCCCLP's class of 2007-2008.

Gholston is the director of Student Support Services at HCC. She holds a bachelor's and master's degree from Virginia State University.

Taylor is a division chair at HCC as well as the department head for Automotive Systems Technology. He holds a certificate from HCC and an associate's degree from North Carolina State University.

Participants for the 2007-2008 program were selected through a competitive application process. They will attend workshops and seminars for the next six months covering topics such as diversity, conflict resolution, and leading through change. Gholston and Taylor will join 35 other participants, representing 34 North Carolina community colleges.

**About NCCCLP**

NCCCLP trains and develops future community college leaders and believes that quality leadership is important in all levels of community colleges and that excellence with equity can best be fostered through broad-based professional development opportunities offered to a diverse group.

For more information about the NCCCLP, contact Linda Burke, program director at (336) 751-2885, or visit [www.nccclp.net](http://www.nccclp.net).

## **Foundation/Marketing**

### ***Public***

### ***Relations***

- PR releases sent: 19
- PR online releases: 2
- Photo Sessions: 12
- Columns: 2
  
- "Closer Look" interviews with Deborah Robison were confirmed and scheduled for the month.
- PR procedures were reviewed and information was shared with division chairs during a retreat.
- Melanie Temple covered campus events and assisted with scholarship checks distribution. She also worked with First Media to revamp outdated commercial and prepared stories and text for Halifax newsletter.
- Area businesses were visited for door prizes for Campus Campaign Kickoff.

### **Administrative/General**

- Fall 2007 scholarships
  - Processing of checks/registration information/award letters
  - Distribution of checks & scholarship awards to students (processing of photos, SAC statements, donor letters, award info)
  - Processing of award recipients not eligible/reporting to Financial Aid Committee on Round 2 selections
  
- Scholarship Awards Ceremony/Campus Fund Drive
  - Preliminary setup/contact with various parties (i.e. caterer, Centre, etc.)
  - Contact with area businesses regarding donations for CFD drawings
- Foundation's contributions for the month: \$5,249.14
- Foundation Board Meeting August 7<sup>th</sup>

## HCC STUDENTS TAKE "THE ULTIMATE ROAD TRIP"



Presenter Patrick Henry

First-year Halifax Community College students enjoyed "The Ultimate Road Trip: Campus2Career," a dynamic presentation on Aug. 21, that focused on the choices students make during college. The program was made possible through corporate sponsorships.

Presenter Patrick Henry gave students information to help them during their first year in college and described how to use their college experience to drive toward future career success.

Topics covered included: managing the transition to college, getting great grades and time management, the power of work experience and internships, meaningful extracurricular involvement, managing online time and activities, and the importance of starting now.

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

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

### **Internal Relationships**

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

- Dr. Griffin met with Ms. Quiana Mann, SGA President, on September 12, 2007 to discuss 2007-2008 fiscal year events. He also met with Ms. Quiana Mann, SGA President and Vice President Armstrong to discuss the Student Government Association budget for 2007-08.

Dr. Griffin attended a meeting to speak with members of the HCC Faculty Senate concerning enrollments, contracts, and the enrollment management plans for HCC.

- HCC's Student Support Services assisted a homeless student in securing local housing and also participated in transporting a vision-impaired student to a disabilities seminar in Rocky Mount, NC.
- John Foriest, JobLink Satellite Manager, led the RFP process for the completion of the Minority Male Mentoring Initiative Grant that was submitted to the Department of Community Colleges on September 11<sup>th</sup>.
- Carroll Susco, English Instructor, spearheaded with the English department the establishment of a tutoring center for students needing help in English.

### **CERTIFIED NURSING ASSISTANTS GIVE COMPASSION, CARE**



Jan Humphries

According to Halifax Community College Certified Nursing Assistant (NA) Coordinator and Instructor Jan Humphries, NAs are given many opportunities to shine everyday and in every way. They interact with patients and patients' families and they impact lives in positive ways. The NA's career is one that demands a caring attitude.

"There is not a school that can teach compassion and patience. Becoming a nursing assistant is not a job for everyone. It does not require a great deal of education, but it does require a great deal of compassion," said Humphries.

Nursing Assistants touch many lives on a day-to-day basis and they seldom get credit for all that they accomplish. Few people realize how much nurses rely on their assistants for accurate information. NAs spend more time with patients than nurses and notice the slightest change, sometimes before a nurse does, because of the amount of time they spend with patients, according to Humphries.

When the old, sick and frail can no longer take care of themselves, it is the job of nursing assistants to perform these tasks for them. Patients depend on NAs to provide privacy and dignity while helping them do things that only a few years ago they could do for themselves.

“They are there when the demons of Alzheimer’s attack in the middle of the night. NAs hold the hand of the frightened ladies when confusion, fear and loneliness take over their world and it becomes a dark and scary place. They are often the only ones there to give a hug or pat a hand or kiss a cheek on a forgotten birthday, anniversary or holiday when no one remembers they are around,” Humphries continued.

She added, “Nursing assistants validate human life and allow the old and frail to realize that their lives have meant something to the world and that they have left their mark on this world before they move on to the next.” With all that they give, NAs do receive rewards for the tasks they perform daily. Patients’ smiles remind each of the reason they chose to become a nursing assistant.

### **External Relationships**

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

- Dr. Griffin met with Dr. Regina Dickens and others to discuss a proposal for providing academic programs and services for the mental health workers and providers in the region.
- A meeting was held with the area Superintendents and HCC Administrative Staff to discuss the implementation of the Early College Program.
- President Griffin and area Superintendents signed the Early College High School Planning Grant agreement and selected Weldon City Schools to be the fiscal agent for the project.
- Dr. Griffin attended a Workforce Development meeting sponsored by Turning Point Workforce Development Board on September 11, 2007, at Edgecombe Community College.
- Dr. Griffin, members of the HCC Board of Trustees, and members of the HCC Staff, attended The 2007 NAACP Freedom Banquet at Kirkwood Adams Community Center on September 13, 2007.
- The HCC Financial Aid Department participated in the Lowe's Family Fun Day held on September 15, 2007.

### **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

### **Personal Attributes**

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

- A dedication video was filmed in the HCC Administrative Board Room for Dr. Willie Gilchrist, Chancellor of Elizabeth City State University on September 12, 2007. Dr. Griffin will be one of the presenters casted on the video to be presented on September 23, 2007 at the investiture of Dr. Gilchrist.
- Dr. Griffin was the 1<sup>st</sup> presenter for the Minority Male Mentoring Program at Nash Community College on September 18, 2007.
- Dr. Griffin conducted a seminar in Martinsville, Virginia at First Christian Church Disciples of Christ on "Relationships in the Church".

- President Griffin continues to write his bi-weekly column the President's Perspective for the Roanoke Rapids Daily Herald.

### HCC CELEBRATES 40TH BIRTHDAY



HCC's 40th anniversary celebration with presidents, from left, Griffin, Newbern, and Taylor with Board Chair Edwards

[View a Slide Show of the Event](#)

Past Halifax Community College (HCC) presidents, Dr. Phillip Taylor and Dr. Elton L. Newbern, Jr., current president, Dr. Ervin V. Griffin, Sr., Board of Trustees Chair, Dr. Stanley Edwards, and Director of Distance Learning and HCC alumna Beth Gray-Robertson were all on hand as the college celebrated its 40th anniversary, Sept. 7, in The Centre. Griffin made a proclamation of the day, which will continue to be celebrated annually as Founders Day.

Taylor, who was president from 1968-1988, talked about the early years and the concepts of the community college and the open-door policy. "I was here for the birthing of this institution... We've come a long ways in 40 years," he said. Taylor explained that personnel worked at the Colonial Manor Motel site, HCC's first campus, for eight years and moved to the present location in 1976. He referred to the new location as "Heaven" and added, "Many hands have contributed to this institution."

Gray-Robertson said that originally she did not want to attend "the motel," referring to the first campus. "I was just as dumb as a post," she added, but she was determined to go to college. Although she thought she would never pass college algebra, she did make it, and felt that the preparation was what she needed to advance her education. "If it had not been for that motel on 301, I wouldn't have made it," Gray-Robertson added. "All these instructors brought things to my life that enhanced and enriched my life."

The president of HCC from 1988-1998, Newbern talked about staff, building projects and enrollment, which doubled during his tenure. "The college has touched lives and it has touched my life," he said. Newbern also talked about the advances in and accessibility to technology on campus. "It amazes me," he added. "I enjoyed my time here and I pass the torch."

"We owe all of you a debt of gratitude for the wonderful legacy of service to our region and state that you have left for us to follow," said Griffin. "We realize that any success that we are having today is due to the hard work and efforts that all of you have made to pave the way for our students, faculty, staff, community,

and administration today.” Griffin said that HCC would continue to meet the task of enriching the curriculum, workforce development, occupational education, and lifelong learning.

He also highlighted the recent successes of HCC’s superior rating from the state system and the achievement of 11 of 12 Critical Success Factors, as well as community, educational and business partnerships. Griffin emphasized the success of the Continuing Education Department, the signing of an Early College High School planning grant with area school superintendents, and the development of long range and facilities master plans.

Edwards, whose mother received her high school equivalency from a community college as an older adult, said that his interest in the community college concept began in early 1972. He likened community colleges to lighthouses welcoming and guiding people to safe harbors. He added that HCC stands for that same mission. Edwards, who encouraged community, support of HCC, said, “This is where you come and get a start.”

### **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*

- Dr. Griffin attended a meeting to speak with members of the HCC Faculty Senate.
- Dr. Griffin and Dr. Cooley met with EEOC to discuss personnel matters.
- President Griffin has been working with a search committee to find the new Vice-President for Institutional Advancement. The search is down to 6 individuals that have been interviewed by the search committee.
- President Griffin also attended a mediation session sponsored by the Equal Opportunity Employment Commission on August 30, 2007.
- President Griffin selected Hunter Taylor and Sherida Gholston to attend the statewide leadership program sponsored by the North Carolina Community College Systems Office.

### **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*

- The processing of the open enrollment Health Insurance forms was completed and the necessary changes in CIS for HCC employees were made.
- Janet Clarke attended a training program on the new Orbit computer system implemented by the Retirement System.
- HCC “went live” with Federal Work Study Students. Changes in employees pay class were recorded in CIS. The payroll process will print a report with the student’s name, the amount of their award, the amount that is paid each month, and will show a balance of their account.
- The campus maintenance project for upgrading the grounds has begun to take shape and a local company has been contracted to do much of the work.

### **Academic Administration**

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

- Dr. Griffin and Dr. Cooley attended a Learn & Earn Conference in Raleigh, NC on August 29<sup>th</sup> and 30<sup>th</sup>. The conference provided the opportunity for HCC and our local school districts to begin planning for the HCC Early College High School. The team also met their coach for the year and received the budget for the planning years. Information was also given on how qualified students in participating public high schools can take a variety of online college-credit courses at no cost to them or to their families. Students can earn both high school and college credit for completed courses.
- The Halifax-Northampton Co. NAACP held an HCC Voter Registration Day on August 31, 2007. HCC SGA officers were on hand for assistance. There were approximately 25 student's registered. President Griffin welcomed Representative Angela Bryant and Halifax County NAACP President Deborah Robinson to the campus also.
- The 1<sup>st</sup> annual HCC Founder's Day Celebration was held September 7, 2007. President Griffin welcomed back to campus former President Taylor and President Newbern. The coverage of the event was very positive and will be an annual event. Founders' day events were also broadcast live on our local radio station.
- Dr. Griffin attended the UNC Rocky Mount Conference "Defining the Region," on September 10, 2007 at Nash Community College. This is a follow-up to the initiative to establish NC Wesleyan as a part of the UNC System. The Community Colleges in the region are being asked to partner with the UNC General Administration and the NCCCS to provide additional and needed services and programs for the 5 county Upper Coastal Plains Region.
- August 21, 2007 The Ultimate Road Trip Visited the HCC Campus. The Ultimate Road Trip is a dynamic and energetic presentation about choices students make during college. It also helps give students the confidence to survive their first college year and use their entire college experience to drive themselves toward future career success. There were 112 students 6 faculty and 5 staff in attendance. This event was planned and organized by Barbara Bradley-Hasty, Dean of Student Services.
- Dean Hasty and Julia Horsley, Testing and Job Placement Coordinator, sponsored two HCC Outreach Seminars. The first seminar was held on the grounds of Weldon High School and the seconded was held at The Employment Security Commission on September 21, 2007.
- Ami Johnson, a sophomore graphic design student will be awarded a \$150 gift certificate for designing a logo for the Roanoke Valley Chamber of Commerce group the "Halifax Partners" logo.

## EARLY COLLEGE GRANT AWARDED TO HCC, AREA SCHOOLS

Agreement signed to create new school



School superintendents signed an agreement Sept. 6 at HCC to create an Early College High School on the campus, benefiting area students. In attendance were, front row from left, Northampton County Schools Superintendent Dr. Kathi Gibson and Halifax County Schools Superintendent Geraldine Middleton; back row, Roanoke Rapids Graded School District Superintendent Dennis Sawyer, HCC President Dr. Ervin V. Griffin, Sr. and Weldon City Schools Superintendent Dr. Eli Bracy III.

Halifax Community College (HCC) and the Roanoke Valley Business Education Partnership in collaboration with Halifax County Schools, Northampton County Schools, Roanoke Rapids Graded School District, and Weldon City Schools were recently awarded a \$40,000 grant to develop plans for the creation of an Early College High School Program. Superintendents from the school systems came together on Sept. 6 to sign the agreement at HCC. This marked the first time that all four school districts have come together for such a project.

Plans are to open the Early College High School program in 2008-2009 on HCC's campus. It will be established as a rigorous four- to five-year program that will ensure that all of its students complete an associate's degree or are prepared to successfully complete a bachelor's degree with graduation from high school.

Since four out of every 10 high school students do not graduate and fewer than half of students who go to college complete a two- or four-year degree within six years, the Early College High School Program is needed. Efforts are designed to raise the high school graduation rate and to create new schools that help all students graduate as strong citizens ready for college and work. Research shows that students entering the workforce will need the same level of academic rigor as students planning to go to college.

Early College High Schools ensure that all students remain in school and are college ready and that schools are accountable for student achievement. They serve as an effective bridge between the high school and institutions of higher learning to improve graduation rates and to increase the number of underserved youth who will graduate with a high school diploma and two years of transferable credit or an associate's degree.

Students will be selected through an open application process from the four school districts. A committee of representatives will manage the selection process.

The college preparatory program will be grounded in literacy immersion, project based learning, and real-

world performance assessments. Students will be engaged in using the history, economy, and natural scientific arena of the community as a learning laboratory.

Learn and Earn Early College High Schools are supported by the NC New Schools Project and are members of a statewide effort under the guidelines and support of the NC Department of Public Instruction and other NC New Schools Project partners. Governor Mike Easley launched the Learn and Earn Early College High School Initiative in September 2004. All high school reform operates under the umbrella of the NC 21st Century High School Initiative.