



Dr. Ervin V. Griffin, Sr. – President/CEO
Executive Report
Halifax Community College Board of Trustees
October 30, 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 September and October, 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.

- All faculty members are involved in analyzing program and course objectives and rewriting their syllabi in order to be compliant with SACS principles of accreditation. Cathy Farabow is serving as the SACS coordinator. HCC will complete the reaffirmation process by 2011.

- As mandated by the NC Community College System Office, all colleges are conducting Long Range Planning to be completed by January 2008. The purposes of the planning are to establish a systematic and objective process for matching program needs to facility needs, to construct a more equitable Facilities and Equipment Grant solicitation process, and to create a Comprehensive Prioritized Capital Request System. Regional demographic data has been provided to each college to support the plan. The plan will include input from internal and external stakeholders. All college personnel have been involved in the process and their opinions solicited in program needs surveys. Surveys are also posted on the website, sent to Program Advisory Committees, and distributed at community events such as the Chamber of Commerce Job Fair. A team of community leaders will assess the results and their opinions will be triangulated with the data. **(Surveys will be provided for the Board members.)**

HCC STUDENT GOVERNMENT ASSOCIATION OFFICERS ELECTED



from left: Williams, Gee, Raymond, Mann

Four students were recently elected for Halifax Community College (HCC) Student Government Association officer positions for 2007-08. They are now gearing up to get other students involved in school events.

With many hours spent outside of the classroom, President Qiana Mann, Vice President Jerrold D. Williams, Public Information Officer Theresa Raymond and Secretary/Treasurer Spinosa M. Gee are ready to get even more HCC students interested in what's happening around campus.

Mann, a resident of Murfreesboro, is enrolled in the Associates in Arts program. "I believe that the students should have a voice in some of the major decisions that the college makes for the student body. I wanted to be that voice," said Mann. Her goals are to graduate from HCC with honors and become a positive and productive member of society. She

first noticed HCC when she passed by going to the mall and she always knew she wanted to go back to school. While checking the Internet, Mann saw the courses offered and decided then to pursue her studies at HCC.

A resident of Henrico, N.C., Williams is pursuing a degree in Information Systems/Computer Networking. He decided to become involved with SGA after being inspired by HCC's president, Dr. Ervin V. Griffin, Sr. Williams wants to leave a benchmark of excellence as a standard for the new student group, Men of Distinction, and future students. "I love my community and HCC," he said.

Raymond, who lives in Littleton, is enrolled in the Associate in Arts program. "I wanted to become involved with the SGA because it was my way to give back to HCC," she said. "I wanted to do something positive that would not only affect me, but my classmates as well. I hope to help everyone make the best out of their community college experience." Raymond came to HCC because of the programs being offered such as Student Support Services and Men of Distinction. Although she had the option of attending a different community college, she was persuaded to choose HCC because of the staff and programs. "Everyone here is so helpful and they want to see each student succeed. I knew right then that this was the school for me," said Raymond.

Gee, a resident of Roanoke Rapids, is in her second year of service in SGA. "I thoroughly enjoyed SGA last year and wanted to be active again this year," she said. "I hope that we [SGA] can perform different activities that help support the community and the students at HCC." Enrolled in her second associate's degree program, Business Administration, Gee initially chose HCC because of convenience and timing. She had just been laid off from a job and decided that it was a good time to go back to school. "The staff and faculty are very personable and helpful, and I would encourage anyone that wanted to attend college to start at Halifax," added Gee.

According to its constitution, the SGA is the official student organization that acts in the common interest of the student body by promoting political awareness, unity and school spirit and serving as the liaison between the college's administration, faculty, staff and student body.

Foundation/Marketing

Public

Relations

- Releases sent: 24
- Releases for web use only: 11
- Photo sessions: 18
- Columns: 3

Administrative/General

- The Institutional Advancement Department processed 12 requests for delivery of paper, envelopes, and stationary
- 2 ads were designed
- Melanie Temple and Kim Edwards designed and completed the HCC Annual Report. The first distribution of the report was scheduled for October 17, 2007.
- HCC's Spring 08 Schedule was released and available for viewing on Thursday, October 25, 2007.
- Preparations began with the crisis communications plan and a meeting with the Safety Committee was held on September 2, 2007.
- The processing of the annual report, including additional information/photos and proofing continues.

- The Enrollment Management Committee and Building & Grounds Committee met on October 4, 2007.
- The re-organization of news board and other bulletin boards in Building 100 were completed.
- Melanie Temple worked with the media during the 40th scholarship events. She also wrote and prepared the Halifax newsletter and attended the Leadership Roanoke Valley retreat in Atlantic Beach and workshop at HCC October 10, 2007.

**HCC HOSTS 20TH ANNUAL SCHOLARSHIP AWARDS
CEREMONY**

Scholarship donors and recipients recognized



HCC student Barbara Motley Smith recognized donors for the contributions made in her life during the HCC Foundation's 20th Annual Scholarship Awards Ceremony, Oct. 12.

[View More Photos of the event here](#)

The Halifax Community College (HCC) Foundation hosted its 20th Annual Scholarship Awards Ceremony on Friday, Oct. 12, in The Centre on the college's campus. A luncheon for donors and scholarship recipients followed, and staff officially kicked off the annual Campus Fund Drive to benefit scholarships.

More than 120 scholarships were awarded to nearly 75 HCC students this year. The scholarships vary widely in amount and selection criteria and are established by individuals, businesses, and civic and professional groups.

"This year marks the 40th anniversary of Halifax Community College and the 31st anniversary of Halifax Community College Foundation," said HCC President, Dr. Ervin V. Griffin, Sr. "We've had 31 years of caring, sharing and providing much-needed financial assistance to HCC students. Through hard work and dedication, we will continue this tradition."

"I offer my sincere appreciation to the donors who choose to invest in

Halifax Community College and our students,” said HCC Board of Trustees Chairman, Dr. Stanley Edwards. “Your presence today is a testament to the loyalty you have for this institution, and your gifts are proof of your commitment and belief in the power of the educational process.”

HCC Foundation Board Chairman, Charles McElheney explained that the primary role of the foundation is to cultivate support for the college’s scholarship program. He announced six new scholarships that have been established including the Dr. Laura Walton Buffaloe Scholarship, the Robert L. Armstrong Memorial Scholarship, the Presidential Initiatives Fund, the Emery W. Doughtie Memorial Scholarship, the Homewood Scholarship, and the New Life Scholarship.

Two special presentations were made in recognition of the foundation’s largest donors since its inception. Certificates were presented to the Roanoke Valley Chamber of Commerce and Kapstone Paper and Packaging Corporation for being major contributors and supporters of the foundation on a yearly basis.

HCC students Rodrigo Martinez and Barbara Motley Smith described how scholarships have impacted their lives. “Attending college is not easy for everybody. In most cases, students have to face financial stress, especially if the student is a non-traditional student who works full time and has a family to take care of,” said Martinez. “It is because of scholarships that I and other HCC students are able to continue our education.”

“Today, I have been given a precious opportunity to personally thank my scholarship donors for making my education much easier financially, emotionally, and mentally,” said Smith. “I recognize that all of the scholarship donors have one important thing in common—they care deeply about our future and the future of the Roanoke Valley. They care so much that they invest their resources into our lives as students...I would not be where I am today had it not been for you all.”

Scholarship recipients included:

- Sherry Agee—T. Mason & Vivian C. Woodruff Memorial, Roanoke Lumber Company
- Born Allah—New Dixie Oil Corporation
- Cheryl Anthony—Dr. Laura Walton Buffaloe
- Timothy Archer—Wachovia, HCC Leadership Award
- Tyren Ard—911, Roanoke Rapids Board of Realtors, HCC Honors,
- Connie Pittman Wardsworth Memorial
- Lucille Bennett—Damian S. Hawkins Memorial
- Dennis Bethany—Kapstone Paper and Packaging Corporation, John W. Manning Memorial, Raybon Bone Memorial
- Amanda Bethel—HCC Honors
- Katrina Bevier—Roanoke Rapids Jaycees
- Bryan Bisette—Benny Strickland Memorial
- Tammy Blanton—HCC Returning Adult
- Melanie Box—Hoffman-Arthur Dental Hygiene
- Robin Boze—Roanoke Valley Chamber of Commerce
- Andrea Brown—HCC Foundation Academic

- Jennifer Brown—Nash Edgcombe Halifax Dental Society, HCC Dental Hygiene
- Regina Brown—Nikki Batten Memorial Nursing, Libby Grant, Margaret & Linwood Nixon, Sr. Nursing, Ruth Elliott Oaks Nursing, Halifax Regional Medical Center Auxiliary, Joy Daniels-Lewis Memorial Nursing
- Cory Byrum—Kapstone Paper and Packaging Corporation, Rightmyer Machine Rentals Construction, Roanoke Valley Energy Facility, HCC Sophomore
- Tanya Cash—Robert B. Metcalfe Memorial, HCC Sophomore, Ellen Davis Eudy Alpha Delta Kappa Memorial
- Rolanda Clayton—State Employees Credit Union Foundation, Evelyn Freid Memorial Nursing
- Brittany Daniels—HCC Freshman
- Cynthia Davis—Peggy V. Babb Memorial, HCC Associate Degree Nursing Alumni, HCC Sophomore, W.B. Hux Memorial
- Lisa Delvalle-Moreno—Roanoke Valley Chamber of Commerce
- Daniel Dickens—HCC Freshman
- Sherry Dickens—Earl Houston Fuller Memorial
- Ruby Duckett—HCC Student Services
- Lauren Elks—HCC Honors
- Arthur Evans, III—HCC Honors, HCC Association of Educational Office Professionals, Lake Gaston Computer Club, Newsom Oil Company
- Misty Faloretti—Margaret Gunn Taylor Memorial
- Michaels Garris—Enfield Chamber of Commerce
- Rachel Gibbs—Damian S. Hawkins Memorial, Sandra R. Tart Memorial
- Ashley Griffies—HCC Freshman
- Megan Hammack—HCC Honors
- Afina Henry—HCC Honors
- Brenda Jenkins—State Employees Credit Union Foundation
- Jeanette Johnson—Clellie M. Taylor Memorial
- Sonya Johnson—Gloria Amelia Maxwell Memorial, HCC Leadership Award
- Carolyn Jones—HCC Student Services
- Rennie Joyner—Westpoint Stevens
- Sarah Lafoon—Vivan Staley Memorial Cosmetology, HCC Freshman
- Qiana Mann—Daily Herald Women In Business
- Rodrigo Martinez—HCC Leadership Award, GlaxoSmithKline Teacher Preparation
- Christina Matthews—Fanny Marks-Marcella and Bob Liverman, Elizabeth Marie Nielsen Schuelke Memorial
- Amber McCoy—HCC Honors
- Jessica Moore—HCC Leadership
- Sherri Moseley—Brandi Noel Ogburn Memorial Nursing, District 17 NC Nurses Association, HCC Leadership, Hazel Piner Lawrence Memorial
- Olivia Parks—Edgar and Mary Hutchinson Memorial, Roanoke Valley Home Builders Association, HCC Freshman
- Marion Payne—HCC Leadership
- Beatrice Pierce—Eugene Craig Shell Memorial
- Chiqueta Pullen—Peter Luther Kasper Memorial

- Amanda Rickelman—HCC Honors
- Misty Rowland—HCC Sophomore, Robert L. Armstrong Memorial, Shirley R. Garner Memorial Nursing, Halifax Electric Membership Corporation
- Marchella Sanders—Halifax Regional Medical Center Auxiliary
- Rebecca Shafer—Wilkie Real Estate
- Chiquetta Silver—Henry Mollie Louise Farber Memorial
- Rebecca Simmons—Robert Whitley Memorial Rotary, Prospective Teacher, Howerton Gowen Memorial
- Antoine Smith—Presidential Initiatives
- Barbara Motley Smith—Yolanda Denise Powell Memorial, HCC Leadership
- Antonio Squire—Presidential Initiatives, Judson and Mary Belle Middleton Memorial
- Christopher Tkacik—State Employees Credit Union Foundation, Marcella Marks Liverman Memorial
- Amanda Tucker—HCC Education, HCC Leadership
- Lisa Vaughan—Harry, Evelyn, and Josephine Freid
- Heather Vick—HCC Honors
- Demeatrice Ward—Alice J. Lewter Memorial Fund
- Sarah Wheeler—HCC Freshman, Sara Crawley Boseman Memorial
- Carol Whitaker—State Employees Credit Union Foundation, Lillie J. Solomon
- Angela Whitley—Sandra Ward Memorial, Harry Branch, Joyful Sounds Gospel Chorus
- Courtney Williams—Embarq
- Christi Williford—Hoffman-Arthur Dental Hygiene, Coastal Lumber Company, HCC Sophomore
- Karl Wiltsie—Charles Preston McElheney Family, Pete Amsler Memorial/Stray Cats Hot Rod, Roanoke Valley Chamber of Commerce
- Thomas Wrenn—Georgia-Pacific Corporation, Julia Stanley-Elizabeth Hitchings Memorial, HCC Sophomore, Roanoke Rapids Lions Club

The Halifax Community College Foundation, Inc. was established on April 7, 1976. At the time, college leadership determined that new sources of funding would be necessary to enable the college to carry out its planned programs and to assist students who were ineligible for traditional financial aid. The foundation was created as the main vehicle for raising tax-deductible funds from the private sector. Foundation personnel conduct an annual Campus Fund Drive and a community fund drive to solicit support.

For more information on how to establish a scholarship at HCC or for general information about the HCC Foundation, call (252) 536-7234.

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 meeting

STATE BOARD OF COMMUNITY COLLEGES VISITS HCC

Halifax Community College (HCC) President, Dr. Ervin V. Griffin, Sr. kicked off a meeting of the State Board of Community Colleges, Oct. 18 at The Centre. The board conducts a retreat coupled with an on-location meeting at one of the 58 community colleges in the North Carolina Community College System each fall. The tradition gives the board a chance to visit a campus and interact with college personnel and students.



The retreat gives board members the opportunity to address issues

HCC President, Dr. Ervin V. Griffin, Sr. welcomes the State Board of Community Colleges, Oct. 18 at The Centre.

[See Other Photos from the visit here](#)

related to their governance of the NC Community College System. Their HCC visit began with a walking tour of the campus to provide board members a chance to personally see the college in action.

“This marked the first time the board had visited HCC,” said Griffin. “It was a pleasure to have them visit our campus and community.” During an official welcome, Griffin recognized HCC Board of Trustees Chair, Dr. Stanley Edwards, SGA President Qiana Mann, Representative Michael Wray, HCC Foundation Board Chair Charles McElheney and others.

The formal board meeting began with a luncheon presentation, which included current HCC students, alumni and business partners. Vice President of Instructional Services, Dr. Joy Cooley talked about the college’s 40 years of service to the community. “HCC

continues to create history each year,” she said. “We’re proud of how HCC has brought learning to life in pursuit of excellence for over 40 years. We’re proud to be consistently ranked to be a superior college on the state’s performance measures...Most of all, we’re proud of our students.”

Some of the issues on the retreat agenda included a presentation on the relationship and authority of the state board, local trustees, and college presidents; a look at the progress and challenges of the system’s strategic plan; policy issues related to performance measures; and the impact future changes in credential requirements for nursing faculty will have on the system. HCC also hosted a reception and dinner at the Randy Parton Theater for board members Thursday evening.

External Relationships

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

- Dr. Griffin attended the monthly Halifax County Economic Development Commission meeting on September 27, 2007 and October 25, 2007.
- Jennifer Jones, Administrative Assistant to the President, presented a resolution to the Halifax County Commissioners to approve October 1-7, 2007 as Breast Cancer Awareness Week. This resolution was the first in the history of Halifax County to be approved. Jennifer will also attend classes through the Rural Health Group to obtain certification as a Lay Health Advisor for Health Disparities. These seminars will include breast cancer, ovarian cancer, diabetes, and AIDS/HIV education and will be open to faculty, staff and students.
- John Mour, Roanoke Rapids Daily Herald Writer, interviewed Dr. Griffin on October 8, 2007 for the submission of an article relating to the October 19, 2007. The article was released October 15, 2007.
- Local legislative representatives, Senator Ed Jones, Representative Lucy Allen, Representative Angela Bryant, and Representative Michael Wray, participated in an issues seminar in room 108 on October 10, 2007 to discuss community issues. Faculty, staff, students and the general public were invited.



HCC HOSTS 2007 CACRAO COLLEGE FAIR FOR AREA STUDENTS



Halifax Community College played host to college representatives Oct. 11 during the Carolinas Association of Collegiate Registrars & Admissions Officers (CACRAO) tour. The college fair was held in The Centre. HCC students as well as area high school students benefitted from 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

Personal Attributes

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

Characteristics

- A retirement reception was scheduled for October 23, 2007 at Marshall University in Huntington, WV for Dr. Betty Jane Cleckly, Vice President for Multicultural Affairs.

Unable to attend, Dr. Griffin had the Halifax Community College Presidential Citation Award Plaque presented to her by Feon Smith, Marshall University Program Officer.

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 met with the Vice President of Institutional Advancement Search Committee on September 26, 2007, to discuss an interview process for four finalists. The committee consists of five faculty and staff members, a member of the HCC Foundation Board, and a member of the HCC Board of Trustees.

Continuing Education staff members have submitted RFP's for three mini grants:

- Small Business Center Network – Provide marketing to outlying areas and conduct personality assessments for people interested in starting a small business.
- North Carolina Community College System Student Success Activity Grant – Motivation and marketing for Basic Skills.
- East Carolina Farm Fund for Rural North Carolina – Internet access for the Enfield Center for one year.

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

- A Key File Index was created for Corbin keys to assist in locating facility keys.
- Work continues on Datatel Release 18. Shawn Rudd, Computer Network Specialist, has created a test environment and users are testing their respective areas. We will make the official upgrade from 17 to 18 November 15th through the 20th.
- Shawn Rudd and Jerry Thompson will attend the IIPS Fall Conference October 22nd through 24th. Jerry will be presenting Snort Intrusion Detection Systems for Windows XP.
- Work has commenced on a student email system. Gmail Apps will be used as the student email provider. This is a free service that will save us \$20,000 per year. The domain, halifaxcc.net, has been secured. Students will receive an email address with their first initial, last name, xxxx, for example jtest0001@halifaxcc.net. Students will keep their email accounts after graduation to facilitate communication with alumni. Our goal is to have the student email system up and running for the spring semester.
- Dr. Griffin met with VP Deborah Armstrong, Jerry Thompson, Information Systems Manager, Wes Terry, Criminal Justice Instructor, and Chief Mark Macon, Weldon Chief of Police, to discuss campus security options.

Academic Administration

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

- The Spring Schedule has been posted on the website. Students will meet with their advisors to plan their class schedules. The Schedules will be mailed throughout our service area prior to early registration on Dec. 5.
- Graduation exercises were held at Caledonia Prison on October 19. There were 140 graduates from Caledonia and Tillery.
- There are 11 students enrolled in the Career Readiness Certificate (CRC) and 3 students have completed the program.
- As HCC conducts its long range planning and as part of our ongoing institutional planning, we continuously examine curriculum program data. An analysis of the data from the previous 5 years reflects significant drops in enrollment in four programs.

<u>Program</u>	<u># Students</u> <u>2002/2003</u>	<u>#Students</u> <u>2006/2007</u>	<u>% Change</u>	<u>FTEs earned</u> <u>2002/2007</u>
1. Information Systems Network (This program has been renamed Networking Technology.)	32	9	- 72%	13.86/2.15
2. Electronic Engineering	40	12	-70%	23.01/8.31
3. Pulp and Paper	25	8	-68%	14.26/5.81
4. Interior Design (An FTE is valued at \$4,746.30.)	47	15	-68%	32.85/9.39
*College-wide	2025	1495	-26%	

Three programs have shown significant enrollment growth during the same years:

1. Basic Law Enforcement	10	31	+64%
2. Associate Degree Nursing	66	88	+33%
3. Licensed Practical Nursing	21	33	+15%

*Some programs' enrollments are limited by their location, instructor/student ratio, or equipment and classroom size.

*Dental Hygiene's enrollment has grown 57% since it began in 2003 with the addition of instructors.

HCC GRAPHICS STUDENT CREATES LOGO FOR AREA ORGANIZATION



HCC Advertising & Graphic Design student Ami Johnson was recently presented with a check for her work on the Healthy Halifax Partners logo. A contest for the best logo was held and Johnson's design was chosen from more than 20 entries. Pictured are, from left, Laura Ellis of the Halifax County Health Department, Johnson, Advertising & Graphic Design Chair Gloria Tysinger and Debbie Sanders of Halifax Regional Medical Center.

Halifax Community College (HCC) Advertising & Graphic Design sophomore Ami Johnson was recently presented with a check for her work on the Healthy Halifax Partners logo. Johnson's design was chosen from more than 20 entries to serve the non-profit organization.

Debbie Sanders of Halifax Regional Medical Center and Laura Ellis with the Halifax County Health Department visited campus to deliver the good news and a check to Johnson. Funding for the prize was made possible through a grant with Duke Endowment.

Business Education Partnership Manager for the Roanoke Valley Chamber Patsy Ferguson coordinated with Gloria Tysinger, chair of the Associate Degree Graphic Design Department, to create the competition for the HCC Graphic Design students. All sophomores submitted designs.

"This was an excellent opportunity for students to have some interaction with an outside client. Over the years, HCC graphic students have often volunteered design services to non-profit area concerns. It adds a greater depth to the planning process for effective products," said Tysinger. "Sophomores in the Portfolio Design class are required to compete in a variety of design local, state and national contests. It is always thrilling to receive recognition for your creativity. I am proud of Ami."

Johnson plans to continue her graphic design education after graduation in May. Boasting a 3.4 grade point average, she is considering further education at Virginia Commonwealth University. Last fall, her sculpture and illustration work were featured in the anniversary art show celebrating 33 years of the HCC program.

Early registration for spring classes is Dec. 6. Students may enroll in typography, The Design of Advertising, and Introduction to Internet Media with no pre-requisites. Contact Tysinger at (252) 536-7230 or via e-mail, tysingerg@halifaxcc.edu for more details.

About Healthy Halifax Partners

Healthy Carolinians is a community-based partnership focused on improving the health of North Carolinians. It brings together community members, leaders and organizations to actively address health issues. One such organization, Healthy Halifax Partners, is focusing on four health concerns in Halifax County. Subcommittees have been formed to address high blood pressure, diabetes and obesity, teen pregnancy and infant mortality, and substance abuse. If interested in serving on a committee, contact Laura Ellis, Health Education Supervisor at (252) 583-5021, ext 256.