



Dr. Ervin V. Griffin, Sr. – President/CEO
Executive Report
Halifax Community College Board of Trustees
November 20, 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 month of November, 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.

- A meeting of county and city school superintendents took place on October 2, 2007 to continue discussions on the planning for the Early College Program. The planning team consisting of HCC administration and other county and city school officials will meet again next month.

- Dr. Griffin attending the 2007 AACC Commission on Communications and Marketing Committee meeting in Washington, DC on November 13-14, 2007.

Foundation/Marketing

Public Relations

Releases sent: 16

Online releases only: 5

Photo sessions: 12

Columns: 1

Administrative/General

Additional Highlights:

- Oct. 30: Melanie Temple, Public Information Officer, and Kim Edwards, Graphic Artist, worked on the Investiture/State Board newsletter. Distribution of the newsletter is scheduled for the first week in November.
- Nov. 1: Confirmation of "Closer Look" interviews were completed with the first interview scheduled with Dr. Joy Cooley on November 7, 2007.
- The Institutional Advancement department attended the Business Continuity Plan Committee meeting on November 6th and November 15th.
- Melanie Temple, Public Information Officer, attended her third Leadership Roanoke Valley class on November 7, 2007. She will be representing Halifax Community College along with President Griffin.





Relationships (Internal and External)

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

Internal Relationships

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

- Dr. Griffin met with Milton Bond, ECSU Liaison, to discuss current and future plans with the 2+2 Teacher Education Program at HCC. Mr. Bond replaced LuAnn Riddick and is scheduled on campus every Tuesday and Wednesday.
- Deborah Robinson, Commentator for WNVN TV20, interviewed Dr. Joy Cooley about the HCC Credit Fair scheduled for November 26-30, 2007. The interview was aired on November 11, 2007.



External Relationships

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

- Dr. Griffin attended the monthly Halifax County Economic Development Commission meeting on October 1, 2007. He distributed materials relating to HCC early registration and upcoming events.
- Dr. Griffin participated in a scheduled visit to Caledonia Correctional Institution in Tillery, NC. The meeting was held to discuss future partnerships relating to HCC Industrial Maintenance, Plumbing and Automotive programs.
- Dr. Griffin attended the 2007 North Carolina Council on Black American Affairs, an affiliation of AACC, on November 7-9, 2007 in Fayetteville, NC. He made a presentation titled, *“Entering The No-Whining Zone Providing Service With Excellence”*. Shaun Stokes, HCC History Instructor, was presented with the 2007 *Teacher of the Year Award*.
- On November 7, 2007 Dr. Griffin attended the Roanoke Valley Leader Committee meeting.
- First Baptist Church of Roanoke Rapids held a Young Men’s Educational Breakfast Conference on Saturday, November 10, 2007. Dr. Griffin was invited as the guest speaker for the event. Recruitment materials were distributed.
- A Job Fair was hosted by the Roanoke Valley Chamber of Commerce and the Halifax County Department of Social Services on November 8, 2007 at The Centre. Thirty-two local businesses attended the fair and some were able to interview on site.



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

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

- President Griffin met with the Vice President of Institutional Advancement Search Committee on October 31, 2007 to discuss the final interview process for three 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.

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

- As mandated by the NC Community College System Office, all colleges are conducting Long Range Planning to be completed by January 2008. The purpose 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. All college personnel have been involved in the process and their opinions solicited in program needs surveys. President Griffin and Patricia Baker, HCC Institutional Research, distributed surveys to the Halifax County Economic Development Committee for completion. Surveys were also available at the 2007 Chamber Job Fair for participants to complete.
- Shawn Rudd and Jerry Thompson attended the Fall IIPS conference on October 22-24, 2007. Mr. Thompson presented Intrusion Detection Systems. (NOTE: The big issue to emerge - State Auditor's Office presented IT Governance. We must implement Cobit's framework for IT Governance which will take at least 18 months. Step 1 of 34, Information Systems Strategic Plan, has been forwarded for approval.)
- Our new Datatel system which was installed during the spring semester went LIVE July 1, 2007. It went well during Fall Registration.
- Each new student that came into the bookstore during orientation received a gift (pen and dictionary). Students were given information on bookstore policy.
- Invited faculty, staff and students to the bookstore to see our new line of fall supplies and apparel. Door prizes were given away and refreshments were served. Each purchase automatically gave customers an entry into our drawing. Three gifts were awarded.
- Doris Garner attended the **CSANC** Conference and Trade Show sponsored by The North Carolina Association of College Stores on October 28-31, 2007. Its objective is to help members better serve their institutions through educational programs and sharing of ideas and information. Each year **CSANC** attracts hundreds of exhibitors and attendees representing college stores throughout North Carolina and companies throughout the nation.
- In an attempt to attract customers to the bookstore, we are giving away two bears in a drawing for Christmas. Each purchase will give customers a chance to win the bears. Numerous drawings will be held throughout the school year.



Academic Administration

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

- Halifax Community College's Eta Alpha Phi chapter of Phi Theta Kappa held its 2007 Fall Induction on November 15, 2007. Thirteen students were inducted and three HCC instructors were awarded honorary status. HCC's chapter was chartered in 1982. PTK Induction was on Nov. 15 at The Centre. President Griffin was the keynote speaker and new inductees were: Christina Aycock, Mary Braswell, Brandon Bryant, Kelley Cox, Jeneane Drewette, Brenda Jenkins, Sonya Johnson, Rodrigo Martinez, Kathryn Robinson, Veronica Silver, Rebecca Simmons, Christopher Tkacik, Latonia Vincent. Honorary Inductees were Dr. Joy Cooley, Dr. Julie Galvin, Shaun Stokes.



- The North Carolina Community College System's *Day of Recognition* was scheduled for November 16, 2007 at the RBC Center in Raleigh, NC. HCC had four retirees to receive awards:
 - Mary Hatchell, Former HCC Cosmetology Instructor
 - Emily Holmes, Former HCC Director of Counseling Services
 - Ruby V. Ward, Former College Transfer Specialist
 - Karen Wright, Former Registrar
- President Griffin, Shaun Stokes, History Instructor, and Eugene Brown, Counselor, escorted seven of our *Men of Distinction* members to the T.D. Jakes Best Leadership & Empowerment Seminar in Charlotte, NC on November 3, 2007.