

*Robeson
Technical
Institute*

**PRESIDENT'S REPORT
1978**

Foreword

Robeson Technical Institute's annual report outlines the accomplishments for the year and the specific goals for the coming year. Underlying the facts and figures is the conviction that the students are the focal point of the institute. To provide them with quality learning situations is the foundation of our every endeavor. This appraisal of past efforts is one way of evaluating the effectiveness in meeting the needs of our students. It is used as one of the stepping stones in establishing new goals. Only through continuous renewal of efforts can we maintain the quality of services that our people deserve.

To the many agencies and individuals who support our efforts, we are sincerely grateful. Your trust greatly strengthens Robeson Tech's role in realizing the concept of total educational opportunities for all our people.



R. CRAIG ALLEN
President



The Board of Trustees is the policy-making body of Robeson Technical Institute and operates under officially adopted by-laws. The power necessary for the local operation of the school is derived from North Carolina General Statutes 115-A and the North Carolina State Board of Education. Proper and permanent minutes are maintained of all official meetings, which are normally held on the second Monday night of each month.

Board of Trustees

1977-1978

**APPOINTED BY THE BOARDS OF EDUCATION OF
THE COUNTY'S SIX ADMINISTRATIVE UNITS:**

I. J. Williams, Chairman
John L. Carter, Vice-Chairman
A. D. Lewis
Guy P. McCormick

APPOINTED BY THE GOVERNOR:

Glenn Allen Maynor
Gene Ballard
Milton Ray Hunt
Herman Dial

**APPOINTED BY THE ROBESON
COUNTY COMMISSIONERS:**

Gurney S. Kinlaw
Vernon Floyd
B. C. McBee
John Mark Brooks

Fiscal Affairs is responsible for all financial affairs and for management of the buildings, grounds, and all equipment. An accurate and up-to-date accounting of all funds handled at the institute is maintained. The department also supervises the operation of food services and operates the bookstore.

Fiscal Affairs



RUSSELL HELLEKSON
Vice-President

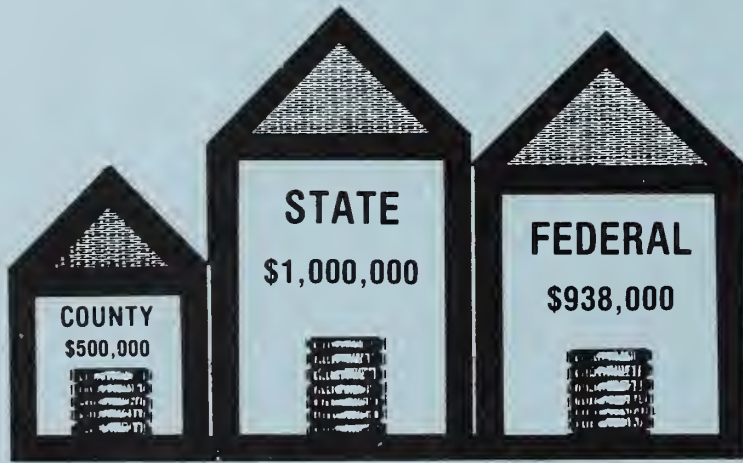
Major Accomplishments for the Year

Made greater use of Olivetti A7 computer capability by adding functions of expenditure check writing and cash receipts.

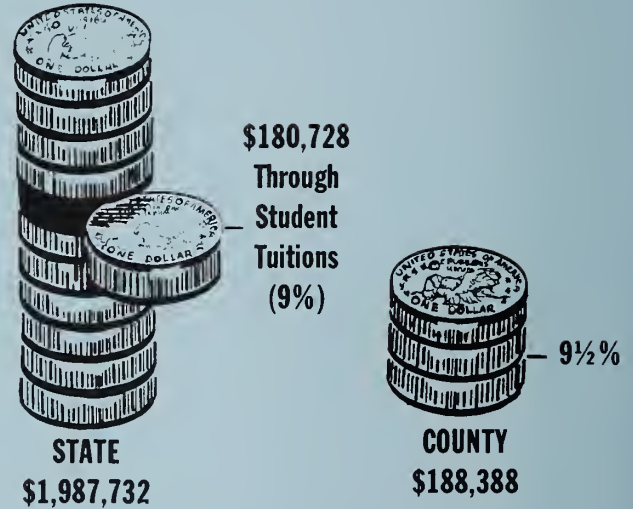
Handled revenues of approximately \$2,870,000 for the year.

Major Goals for Next Year

Acquire adequate funds for construction of necessary physical facilities to satisfy existing enrollment growth.
Add student accounts receivable to computer.



Funding Sources of Facilities



Sources Of Current Expenses 1977-1978

Education is the basic link between people and their work and their effectiveness as citizens. Our role is manpower development by helping individuals develop new skills and gain the technical knowledge necessary for today's society. The institute has 23 degree and diploma programs on the post-secondary level and over 200 different courses through the Adult Continuing Education Program. The school's library provides a base of materials that assists the educational process.

Robeson Tech, an equal opportunity institute, is accredited by the North Carolina State Board of Education and is a fully accredited member of the Southern Association of Colleges and Schools.

Major Accomplishments for the Year

Broadened the services of the institute's library through employment of an audio-visual specialist and an increase in audio-visual equipment materials.

Assisted in expanding the institute's curriculum through additional program offerings.

- The Skill Training Improvement Program provided a new Auto Body Repair program.
- The North Carolina Department of Natural Resources and Community Development funded a

Educational Services



FRED WILLIAMS
Vice-President

- carpentry program with priorities on training and substandard home rehabilitation.
- The State Board of Education selected the institute to serve as a pilot project in providing functional literacy training.

Added one new associate degree program, Teacher Associate, and one new vocational program, Auto Body Repair.

Directed the Adult Continuing Education program from 416 full-time equivalent students to 890 full-time equivalent students, indicating a 114.66% increase.

Served on the North Carolina Association of Community Colleges Instructional Administrators Steering Committee, which planned the summer conference for the state's educational personnel.

Served as an educational consultant on the Robeson County's Department of Correction Advisory Committee. This year R.T.I. has added a new vocational program (Carpentry) to the two existing programs (Welding and Sewing Machine Mechanics) at the Department of Correction.

Supervised educational training for 1,570 students enrolled in degree and diploma programs. Also coordinated the instruction of 582 classes in Adult Continuing Education courses, which had 11,256 enrollees.

Major Goals for Next Year

Develop a new plan of staff development.

Promote long range planning for additional programs and facilities.

Add two new Associate Degree level programs, Associate Degree Nursing and Banking and Finance, and one Certificate program, Nurses Assistant.

Improve and strengthen the institute's academic process.

Major Accomplishments for the Year

Students enrolled in day-time curriculum and Veteran Farm Training Program: 786.

Seventy-five technical and 160 vocational students graduated from day-time programs.

Conducted a survey in order to determine the needs of trained auto body repair technicians.



JAMES W. LAWSON

Dean, Degree and Diploma Programs

Principal areas:

Daytime curriculum programs

Veteran farmers training program

Composed and submitted a proposal to the Division of Community Employment for necessary funds to conduct a forty-hour week training class in the area of Auto Body Repair. The class, entitled "Skill Training Improvement Program," provided training for fifteen unemployed persons in the area of Auto Body Repair and began February 3, 1978.

Continued articulation efforts with the local secondary school systems.

Attended meetings and visited other schools with the nursing instructor in an effort to establish an Associate Degree Nursing Program.

Under the direct supervision of their instructors, students completed live projects for several non-profit organizations:

—Carpentry students built, erected, paneled and trimmed out approximately 20 lineal feet of partition walls inside the Raft Swamp Fire Department. They also built and erected the entire ceiling over the area, which measured 80'x22'. The electrical class completed all of the electrical wiring needed for the entire building.

—The welding class repaired and erected approximately 180 lineal feet of metal fence on top of a brick wall that the masonry class built at the old Proctor Law Office. The Historic Robeson Committee requested this project.

- Air Conditioning class completed work on a new heating unit installed at Allenton Fire Department.
- Masonry, Carpentry, and Electrical students completely built and finished a 50'x40' area service-shelter building at the Godwin Heights playfield. This project was for the Lumberton Recreation Commission.
- The Electrical class did a complete job of designing and installing the wiring for a 120'x50' vocational building for the Lumberton School System.
- The Cosmetology class made several complimentary visits to the extended care unit of the Mental Health Center and provided hair care services to the elderly residing there.

Major Goals for Next Year

- Complete work on Associate Degree Nursing program.
 - More live project experiences for all of the vocational classes.
 - Continue improvement of articulation efforts with local secondary school systems.
 - Improve communication channels with all personnel.
 - Provide more and better staff development for the curriculum faculty.
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HAROLD B. THOMPSON

Director, Evening Degree and
Diploma Programs

Principal areas:

- Evening Degree and Diploma Programs
- Faculty Development
- Correctional Unit

Major Accomplishments for the Year

- Number of students in evening programs and correctional units: 784.
- Reviewed all course outlines and revised as needed.
- Improved faculty development through workshops, clinics, and conferences.
- Thirty-two students graduated from the evening curriculum and nine are continuing their education at a four year university.
- Increased the enrollment and the stability of the education programs at the Correctional Unit. Carpentry (preparatory trade) was an additional course offering.
- Increased the awareness of projected student decline in the evening curriculum and the need for a combined effort to attract and retain students.
- Added an associate degree program, Teacher Assistant, to the evening curriculum course offerings.
- Added Air Conditioning and Refrigeration to evening curriculum.
- Developed faculty handbook for part-time instructors.
- Provided live project experiences for all vocational classes.
- Set up more workshops for part-time faculty for professional growth.

Major Goals for Next Year

- Visit local banks to determine needs for a course in Money and Banking, and to determine the number of persons available and interested in the curriculum.
- Add an associate degree program in Money and Banking to evening curriculum if the demand is sufficient.
- Set up professional growth workshops for part-time faculty.
- Provide more live project experiences for all part-time vocational classes.
- Help plan and conduct articulation workshop.



T. EUGENE MERCER
Director, Basic Education

Principal areas:

- Adult Basic Education
- Adult High School Education
- Comprehensive Employment Training Act
- Human Resources Development
- Learning Laboratory, GED

Major Accomplishments for the Year

One hundred fifty basic education classes registered 2857 students for 250,736 hours of instruction.

Selected by the State Board of Education as one of five sites for a special literacy project, which was supported by public and private agencies, individuals and public officials.

One hundred ninety-two trainees in the Human Resources Development program were receiving \$310,596 per year in public assistance when they entered the program. After training and placement on jobs, they received \$164,640 less per year in public assistance.

Began a referral system in cooperation with two local industries and two public agencies who mail to the institute weekly the names and addresses of clients interested in basic education classes. Our staff provides these individuals with complete information on the basic education program.

Provided more information about basic education programs to the general public and private agencies.

Major Goals for Next Year

Increase total enrollment.

Improve the instructional program by adding more in-service workshops.

Increase job placement percentage.

Form closer ties with other agencies.

Study the feasibility of using more full-time instructors.

Improve and expand the basic education curriculum.

Work toward better lines of communication within the department.

Expand the referral system to include all agencies and industries in Robeson County.



HUBERT F. BULLARD, JR.

Director, Occupational Education

Principal areas:

- Non-curriculum vocational-technical courses
- New and expanding industry training
- Fire, police and rescue training
- Civil preparedness training

Major Accomplishments for the Year

A total of 5003 students enrolled in 240 classes, an increase of 591 students and 24 classes over the previous year.

Every community in the county had cardiopulmonary resuscitation classes. Eighteen classes provided 413 Robeson County citizens with instruction in methods of resuscitating unconscious or choking victims.

Law enforcement officers in Robeson County received preparatory and in-service training through eight classes with 139 enrolled.

Two hundred twenty-six expectant mothers and fathers attended the 12 classes on the popular Lamaze technique of childbirth.

In cooperation with the local court system and the Mental Health Center, RTI sponsored 12 alcohol education classes for 429 alcohol offenders. The course emphasized the socio-economic-personal effects of alcohol abuse, with special emphasis on the adverse effects of drinking while driving a vehicle.

The addition of a full-time 60 hour course in industrial sewing provided 173 inexperienced sewing machine operators with a salable skill that resulted in employment for all 173 students.

Robeson Tech, in cooperation with other Robeson County agencies, provided training for unemployed and underemployed citizens in a special carpentry program designed to rehabilitate substandard housing. The program provided salable skills to students and provided some instruction in small business operations.

Robeson Tech provided 12 classes for local industries, with 255 students learning management techniques, first aid, fire brigade, and job-related retraining skills.

Local and state agencies received in-service training through Robeson Tech.

- Robeson County Ambulance Service employees had 690 hours of training.
- All local employees of the North Carolina Department of Weights and Measures attended in-service training classes each quarter.
- Two hundred fifty-nine area cosmetologists received specialized instruction on new techniques of hair care.
- Forty-six nursing and family care home personnel enrolled in an Activity Coordinator Training program and became certified by the North Carolina Department of Social Services.
- Thirty-three medical office assistants enrolled in a specialized medical assistant course, designed to help the students become certified in their chosen fields of work.
- One hundred Region N Council of Government employees enrolled in 4 courses for training in the gerontological field and related areas of work.
- Eighty-one nurses at Southeastern General Hospital enrolled in in-service courses offered by R.T.I.
- Sixty-six teachers and staff members from three school systems enrolled in first aid and CPR courses.
- Robeson County volunteer firemen received a total of 8,765 hours of specialized fire-fighting training.

Major Goals for Next Year

Provide programs to develop salable skills of specialized groups.

Offer an expanded variety of in-service training to employees of private, local, and state agencies who wish to up-grade their skills.

Cooperate with the Robeson County Community Schools Program in providing vocational and occupational education to all areas of the county.

Training within the emergency services professions will continue to become more specialized in order to help upgrade skills of our firefighters, law enforcement officers, and emergency medical technicians.



JEANNIE JOHNSON
Director, Enrichment Education

Placement area:
Non-curriculum enrichment
programs

Major Accomplishments for the Year

A total of 3396 students enrolled in 192 enrichment education classes. About 25% of these students were senior citizens.

Nineteen classes, especially designed for senior citizen groups, met in retirement homes, nursing homes, project complexes and churches.

A number of enrichment education students displayed items they had made in classes at the Robeson County Jaycee Fair, The Farm and Home Trade Show, The Spring Arts and Crafts Show at R.T.I. and a Clothing Fashion Show at Red Springs Jr. High School. Crocheting students also displayed their work at Galilee Baptist Church in Red Springs and at Tudor Court in Lumberton.

Four R.T.I. ceramic instructors received national certification as accredited ceramic instructors. They are four of a very few who are certified in this county and in this state.

Twenty-one instructors in the Fairmont City School System received 2 hours of credit toward certificate renewal for special training in "Diagnostic and Corrective Techniques in Reading Deficiencies."

Seventy-eight students who successfully completed the 54-hour course in Driver Education received certificates.

Major Goals for Next Year

To better serve the people in small communities by working closely with the Community Schools Program.

To design and improve classes for senior citizens, with special emphasis on classes in retirement homes and nursing homes.

To continue offering new courses according to public demands.

To provide workshops for instructors in enrichment education in order to improve their teaching techniques.

To offer better methods of teaching adults.

Service is the most important function of a library, and all of the work that goes on behind the scenes is for this purpose. Our library is a bright, attractive place for study, leisure reading, and cultural stimulation. Efforts have been carried out to make it a top-notch media center which is open 63 hours a week to anyone in the local area.



LOU ANN CLEVELAND
Director

Major Accomplishments for the Year

Addition of a full-time audio-visual specialist.

Acquisition of new AV equipment including cassette tape duplicator, drymount press, audioviewer, and slide-

tape synchronizer.

Substantial improvement in the size and quality of the AV collection in the following areas: accounting, art, auto body, literature, music, social sciences, elementary education, and welding.

Acquisition of a 550 capacity record display unit, built by the carpentry students.

Substantial improvement in the size and quality of the book collection in the following areas: art, geography, philosophy, fiction, and short stories.

Implementation of a policy to house new books in plastic book jackets and record albums in plastic covers in order to increase attractiveness and provide protection and longevity.

Ten percent increase in number of periodical subscriptions, addition of a subscription to the *New York Times*, and expansion of holdings of back issue periodicals on micro-film for research purposes.

Acquisition of a new library typewriter, which released an older manual model for student use in a specially designated carrel.

Library

Major Goals for Next Year

A solution to the problem of space for shelving, storage, and library personnel in terms of planning for a new learning resource center facility.

Expanded audio-visual services to include film borrowing and rental, production of AV materials, consultant services, and repair and maintenance.

Acquisition of a videotape system and professional camera equipment.

Production of a high-quality slide/tape presentation of R.T.I. for public relations and recruitment purposes.

Acquisition of a locked display case in order to display, in conjunction with library book displays, collections of objects such as shells, stamps, crafts, and artwork which can be provided by students, staff, and faculty.

Improved service to library users through the implementation of a new circulation system.

Close cooperation with faculty in order to have new library materials available when needed by students for assignments.

Library Holdings

Over 25,000 volumes

60 rolls microfilm

145 magazines — currently receiving

14 newspapers — currently receiving

25 16mm films

70 8mm film loops

515 silent filmstrips

930 sound filmstrips (with accompanying cassette tapes or records)

2350 silent slides

1400 sound slides

1600 transparencies

40 maps and charts

300 cassette tapes

435 records



FRANK LEGGETT
Vice-President

Student Services is responsible for a wide scope of support services to the student. The counseling staff, in collaboration with the faculty and administration, seeks to help uncover the full range of educational, occupational, financial, and social resources that a student may use. In this attempt members of the staff are available in the evenings Monday through Thursday as well as daily.

Student Services

Major Accomplishments for the Year

Coordinated efforts for improving counseling services and admission procedures.

Coordinated Visiting Artist program.

Compiled student handbook.

Coordinated efforts for improving better communications within the department and between departments.

Reorganized placement, financial aid, and veteran affairs offices.

Promoted revision in registration procedures.

Implemented changes for improved methods of handling student records and financial aid; established checks and controls in the system of operation.

Promoted the consolidation of RTI record keeping system.

Coordinated advertising efforts through various media for the institute.

Assisted in providing services to approximately 1360 curriculum students.



EDDIE MAC LOCKLEAR
Director, Veteran Affairs and
Placement Services

Principal areas:
GED and admission testing,
job placement, veteran af-
fairs, counseling

Major Goals for Next Year

- Improve and strengthen recruitment efforts.
- Add Continuing Education record keeping to computer.
- Define job responsibilities of personnel more explicitly, eliminating duplication and over-lapping.
- Improve efficiency of placement activities by taking a more active part in personal contact with instructors, students, business, and industry.
- Strengthen testing program and re-evaluate admission standards.
- Promote good public relations and improve communications.
- Improve RTI's advertising effectiveness.
- Promote the growth of job knowledge and professionalism.

Major Accomplishments for the Year

- Administered the GED examinations to 196 individuals.
- Administered the entrance examination to approximately 750 individuals.
- Processed VA paperwork for approximately 650 veterans.
- Assisted in general counseling duties.
- Approximately 60% of this year's graduates found suitable employment through the RTI Placement Office.

Major Goals for Next Year

- Establish a more efficient Placement Office.
- Establish a closer working relationship with the industries of Robeson and surrounding counties in the area of job placement.
- Work closely with the public high schools in the area of recruitment.
- Cooperate with the RTI Adult Education Department in the area of testing.
- Serve as counselor for approximately 450 veterans.
- Provide job orientation and job counseling for RTI students.
- Encourage employers to visit and recruit on RTI campus.
- Establish an annual job fair or career day on campus to provide an exchange between students and employers.



JUDY JONES
Director of Admissions

Principal areas:

Coordinate admission process, orientation of new students, recruitment, college transfer, graduation

Major Accomplishments for the Year

Coordinated total recruitment program with both part-time and full-time personnel.

Developed and administered all Commencement proceedings for over 400 graduates.

Worked actively as an administrative advisor to the Student Government Association.

Attended state student personnel meetings, Collegiate Association of College Registrars and Admission Officers meetings, career night and college day programs for high schools.

Evaluated test results and transcripts, assisted students

in selecting courses and curriculums, and conducted personal counseling.

Conducted tours of the campus for visiting schools.

Assisted the students in the General Education curriculum with transfer to higher institutions.

Coordinated orientation process.

Major Goals for Next Year

Increase efforts toward recruitment of students for all curricula.

Review and improve admission standards for the various curricula in order to help students choose realistic and satisfying programs of study.

Revise and improve admission procedures for evening curriculum students.

Include more staff and faculty members in recruitment efforts by using them more extensively during campus visits and by scheduling them for high school presentations.

Improve orientation process for new students.

Prepare a slide presentation for an orientation and recruitment tool.

Refine and improve student activities.

Encourage SGA initiative and responsibility.



ROBERT J. LEWIS, JR.

GED and admission testing,
job placement, veteran af-
fairs, counseling

Major Accomplishments for the Year

Revised and up-dated financial record keeping system. Established an improved controls system for the Financial Aid Office.

Provided financial aid information to approximately 1500 students.

Validated the issuance of approximately \$320,000 in aid from local scholarships, college work-study, and Basic Educational Opportunity Grants to approximately 500 students.

Assisted in the verification and validation of student enrollment for approximately 600 individuals who re-

ceived aid from other sources: social security, vocational rehabilitation, CETA, Migrant and Seasonal Farm Workers, and Lumbee Regional Development Association.

Assisted students in applying for and later disbursing funds through the N. C. Incentive Grant program. Recruited scholarships for the institute's local scholarship fund.

Major Goals for Next Year

Establish better communications with high school counselors and agencies about student aid and the application procedures for students.

Establish and maintain better communications with students at RTI, keeping them abreast of current regulations, requirements, and changes.

Compile a student financial aid manual.

Improve and continue to up-date the financial record keeping system.

Take advantage of professional meetings, workshops, and literature available during the school year.

Establish a closer working relationship with the faculty. Improve coordination of efforts with the Business Office, providing for better control of funds distribution.

Contact financial donors about carry-over balances when applicable.



BRENDA SCOTT
Counselor

Principal areas:
Counseling, advisory system,
tutorial system

Major Accomplishments for the Year

Arranged for representatives of senior institutions to consult with students who planned to transfer.

Established a more efficient counseling system for students with academic problems.

Established an efficient mid-quarter report of student progress from faculty advisors.

Administered the Ohio Vocational Interest Survey to students as an aid in making a career choice.

Major Goals for Next Year

Evaluate and select new entrance tests.

Have at least one counseling session with every curriculum student (both day and evening).

Establish a more efficient career skills assessment program.

Work closely with colleges and universities in assisting students who transfer.

Administer individualized tests to students with special needs.

Work more closely with faculty advisors in order to further strengthen the advisory system.

Have more daily contact with students in order to keep abreast of their feelings, attitudes, motivations, and interests.



MARY P. HUGHES
Registrar

Principal areas:

Registration procedures,
records system, computer
operations, statistical
information

Major Accomplishments for the Year

Handled a total of 5,853 registrations for curriculum programs.

Revised registration procedures.

More involvement of faculty and staff in registration process.

More involvement and better communications with faculty about student attendance, grades, records, and drop procedure.

Reviewed and improved type of statistical information received from computer operation.

Consolidated and alphabetized record keeping system.

Major Goals for Next Year

Refine the registration and record keeping process.

Review and up-date all records to reflect current status.

Add additional services to the computer process.

Provide a controls and check system for all student records.

More faculty involvement in the advisory system for students.

Conversion of registration procedures to computer system for all Extension, Learning Lab, Adult High School, and ABE programs.

Visit other schools on computer to study their systems of registration and recordkeeping.

Establish and maintain a satisfactory system for microfilming student records.

Implementation of microfiche for maintaining a permanent means of keeping Continuing Education records.

Special Community Services

In keeping with the attitude of total community involvement, Robeson Technical Institute maintains a public relations program. Every effort is made to keep clear communications with the public. In addition to personal contacts, the institute provides such printed materials as brochures, handbooks, photographs, news releases, feature stories, annual reports, and catalogs.

RTI welcomes visitors to the campuses and provides a tour guide for individuals or groups. Outside organizations use RTI facilities for special meetings. The library is open to the public 5 days and 4 nights a week.

For cultural enrichment, the institute provides a visiting artist who accepts invitations for appearances at schools and at group meetings. A Speakers Bureau is composed of faculty and staff members who offer a variety of topics for speaking engagements.

The institute supports individual projects that help meet expressed needs in the community. The Student Government Association sponsors the Red Cross Bloodmobile on campus and remembers needy families at Christmas with food, clothing and toys. Stu-

dents, under the supervision of their instructors, complete live projects for non-profit making organizations; students receive valuable experience and the organizations gain completed projects for only the price of materials. Practical Nursing students have helped with such civic projects as disaster drills and blood pressure clinics in the county. Each year the Cosmetology Club donates a hair dryer to Extended Care or to a rest home and provides free patron services to the residents. Enrichment Education classes display their handiwork at local fairs and shows.

Robeson Tech At A Glance

LOCATION	Intersection of I-95 and 301 North Lumberton, N. C.
FACILITIES	RTI campus: 80 acres, 9 buildings Barker Ten Mile campus: 5 acres, 4 buildings
TUITION RATE	\$39 per quarter for credit courses
TOTAL ENROLLMENT IN ALL PROGRAMS.....	10,806
FACULTY	45 full-time, 200 part-time
SUPPORTING STAFF	38
ADMINISTRATION	11
CETA PERSONNEL AND PROJECT "LIGHT" STAFF	14
CUSTODIAL STAFF	17
LIBRARY	Over 25,000 volumes

