

*Robeson  
Technical  
Institute*

**PRESIDENT'S REPORT  
1979**



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# Foreword

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We are pleased to share with you this brief report of what your institute is doing. Throughout the year over 10,000 adults in the area received some kind of service from Robeson Tech. Such responsibility emphasizes the fact that Robeson Tech must remain vibrant and sensitive to the educational needs of its community.

This fourteenth year was a time of reflecting and long-range planning. The Institute conducted an extensive self-study in preparation for re-accreditation by the State Board of Education and the Southern Association of Colleges and Schools. Only through such constant reassessment can Robeson Tech be prudent in planning for future educational effectiveness.

The Board of Trustees, faculty, and staff join me in thanking you for your support. We pledge our best efforts in offering high quality yet low cost education for our people.

A handwritten signature in cursive script that reads "Craig Allen".

R. CRAIG ALLEN  
President



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# Board of Trustees

## 1978-1979

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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-D 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.

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  
John Mark Brooks

APPOINTED BY THE ROBESON  
COUNTY COMMISSIONERS:

Gurney S. Kinlaw  
Vernon Floyd  
B.C. McBee  
Herman Dial

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# Fiscal Affairs

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RUSSELL HELLEKSON  
Vice-President

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.

## Major Accomplishments for the Year

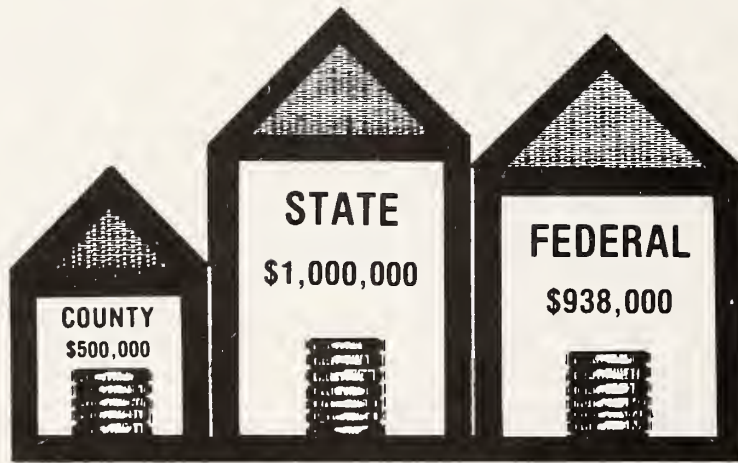
Handled revenue of approximately \$3,185,475 for the year.

Added student accounts receivable to computer.

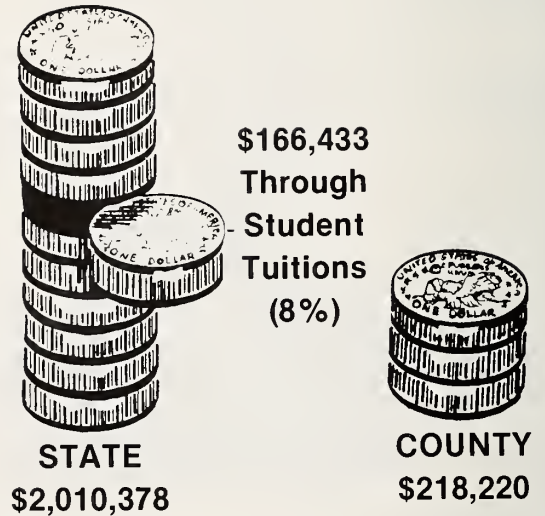
## Major Goals for Next Year

Acquire adequate funds for construction of necessary physical facilities to satisfy existing enrollment growth.

Acquire equipment and personnel for in-house print shop.



**Funding Sources Of  
Facilities**



**Sources Of  
Current Expenses  
1978-1979**

The accomplishments of Educational Services are really the successes of its component parts: Library, Basic Education, Occupational Education, Enrichment Education, and Day and Evening Degree and Diploma Programs.

During the year R.T.I. provided the communities of Robeson County a wide range of quality education through these divisions. The following reports by divisional personnel attest to this fact.

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## Major Accomplishments for the Year

With the end of our 14th year, the instructional programs have gained considerably in depth and breadth. Staff and faculty members have served on self study, curriculum, and library committees. Long range planning and articulation involvement are key areas of many personnel hours. The achievement of a team effort has placed R.T.I. among the most progressive schools within the system.

Educational Services recorded 643 classes in non-curriculum areas, with 10,832 registrations for short-term courses.

A new tutorial program concentrated on providing individual help for curriculum students who have

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# Educational Services

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FRED WILLIAMS  
Vice-President

difficulties with their studies. At the end of the year statistics showed that grades improved significantly for those who had received these tutorial services. Additional audio-visual aids, including a new video cassette tape recorder and monitor supplemented the teaching tools provided instructors.



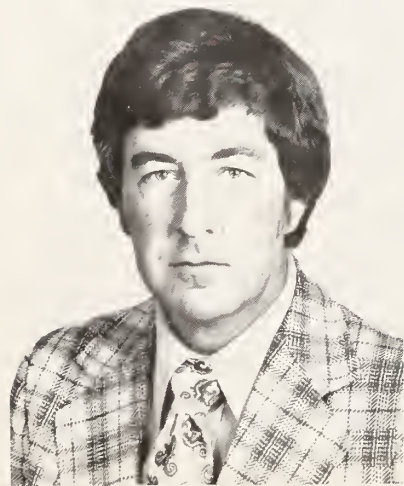
## Major Goals for Next Year

Identify specific areas of educational and manpower interest to broaden the educational programs offered through the Institute.

Make concerted efforts through studies to help the Institute find means of providing at least enough space to adequately accommodate current and growing enrollments.

Provide leadership and assistance in expanding the Community Schools Program.

Make special efforts to reach segments of the population not yet being served.



**JAMES W. LAWSON**  
Dean, Degree and Diploma  
Programs

### Principal areas:

Daytime curriculum programs

Veteran farmers training program

## Major Accomplishments for the Year

Students enrolled in day-time curriculum and Veteran Farm Training Program: 864.

Ninety-seven technical and 165 vocational students graduated from day-time program.

Conducted a survey of Cosmetology graduates to determine the placement of graduates in our primary service area.

Fifteen students completed an auto body repair "Skill Training Improvement Program," which was designed and funded with special funds. All fifteen were placed on jobs after graduation.

Expanded vocational diploma curriculum offerings with a new curriculum in Auto Body Repair.

Arranged and conducted an articulation program with 16 participants representing three local public school agencies in Robeson County.

Laid groundwork for an Associate Degree Nursing program.

Added Nursing Assistant program in our certificate offerings.

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

—Carpentry and electrical students helped construct and wire a building to be used for rest room facilities for the Lumberton Jaycees.

—Carpentry, electrical and masonry students completed a building to be used by the Lumberton Recreation Department.



- The electrical students did a complete job of designing and installing the wiring of a vocational building for the Sheltered Workshop.
- The electrical class completely rewired the building area that was transferred from the National Guard Armory to the Lumber-ton Recreation Commission.
- The masonry class built walkways at the Old Proctor Law office for the Historic Robeson Association.
- The masonry class erected two brick signs located at the entrance to the town of Pembroke.
- The masonry class is building a brick retaining wall at the Allo-way Cemetery in Red Springs.
- The Nursing Assistant classes provided several clinical services for rest homes, the Cancer Institute, and Southeastern General Hospital, Inc.

## Major Goals for Next Year

- Initiate the Associate Degree Nursing program.
  - Secure more and better live projects for all vocational classes.
  - Expand the Articulation program with the public schools.
  - Improve lines of communication with all personnel.
  - Encourage instructor participation with the Video-cassette Recorder System.
  - Conduct surveys in order to expand the curriculum offerings at Robeson Technical Institute.
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**HAROLD B. THOMPSON**  
Director, Evening Degree and  
Diploma Programs

### Principal areas:

- Evening Degree and Diplo-  
mas programs
- Faculty Development
- Correctional Unit

## Major Accomplishments for the Year

- Number of students in evening programs and correctional unit: 923
- Provided workshops in professional growth for part-time and full-time faculty.
- Live projects were provided in order to enhance experiences for all part-time vocational classes.
- Set up displays of learning aids in order to share ideas and concepts with the public schools and neighboring community colleges.
- Revised evening faculty handbook.
- Provided facilities to improve communication with part-time faculty.

## Major Goals for Next Year

Continue to improve professional growth through workshops, clinics, and conferences.

Complete necessary requirements in order to establish a program in Money and Banking.

Determine needs for establishing new curricula in the evening program through the distribution of surveys.



### 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

The Basic Education Department had 193 classes with 3,238 registrations for 301,250 hours of instruction in 1978-1979. These programs were operated from 10 budgets funded by Federal, State, and local monies. The following breakdown shows the program, the number of classes, number of registrations and the membership hours for the school year.

| PROGRAM                         | CLASSES  | REGISTRATIONS | MEMBERSHIP HOURS |
|---------------------------------|----------|---------------|------------------|
| Adult Basic Education           | 83       | 1183          | 111,369          |
| Adult High School               | 65       | 872           | 87,768           |
| Human Resource Development      | 14       | 242           | 8,508            |
| Orientation & Motivation (CETA) | 6        | 79            | 9,152            |
| Adult High School/GED (CETA)    | 17       | 323           | 58,456           |
| Learning Laboratory             | <u>8</u> | <u>539</u>    | <u>25,996</u>    |
| <b>TOTAL</b>                    | 193      | 3238          | 301,250          |

The Human Resources Development Program is designed to recruit, train, and place chronically unemployed and underemployed into jobs or vocational training. The HRD Program is unique in that its funding is based upon performance. This performance includes a 3, 6 and 12 month follow-up on all students that were enrolled in the program. The follow-up must prove that the unemployed have jobs, the underemployed have better paying jobs or that the students were placed in vocational training programs. Our HRD programs were a success and as a result the 1979-1980 budget was increased by \$20,000, the maximum increase allowed per year. Our 1977-1978 HRD students were receiving \$310,596.00 in public assistance when they entered the program. After the HRD training program was completed, 45.31% of the students were placed in jobs at a \$164,640.00 or 53% reduction in public assistance payments.

The Robeson County Department of Human Resources and the Employment Security Commission worked with our HRD Staff in areas of recruitment, job placement and curriculum development.

As a result of the growth in the Adult High School Program the State budget will increase by 57% for the school year 1979-1980. The budget for this year was \$85,000.00 and will be \$149,134.00 next year.

A staff development program was provided for the Adult Basic Education Staff on both the State and local level. The ABE Staff increased the pre-service and in-service training for ABE instructors. Experts on the adult performance level concept conducted a workshop for the ABE instructors to help combine the APL with our regular ABE curriculum. APL is a program designed to specify the competences which are functional to economic and educational success in today's society and to develop services for assessing these competences.

The High School Equivalency Program, or General Educational Development (GED) tests, determines if an individual is at the twelfth grade completion level in English, social studies, science, literature, and mathematics. If the test scores are acceptable, the individual is issued a High School Equivalency Certificate. We administered the GED examinations to 216 individuals.

## Major Goals for Next Year

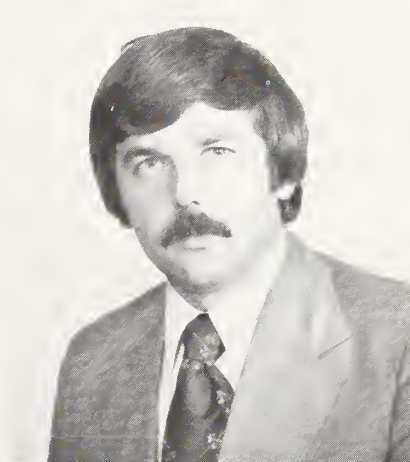
Increase membership and enrollment, and continue emphasis upon quality education.

Establish at least one community-based center where the community will accept the major responsibilities for such problems as student recruitment, student transportation, and helping students with child care problems.

Expand the adult performance level concept in the ABE curriculum.

Begin competency testing in Adult High School Program.

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**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

The following breakdown of quarters shows the number of classes, number of registrations and membership hours for the academic year 1978-79. It should be mentioned at the outset that, whereas in the 1977-78 academic year there was a goodly number of classes at Ft. Bragg included in the report, this year's report does not have any classes of this type.

|        | CLASSES    | REGISTRATIONS | MEMBERSHIP HOURS |
|--------|------------|---------------|------------------|
| FALL   | 78         | 1,741         | 136,676          |
| WINTER | 69         | 1,256         | 88,220           |
| SPRING | 68         | 1,296         | 75,779           |
| SUMMER | 40         | 516           | 30,160           |
|        | <u>255</u> | <u>4,809</u>  | <u>330,835</u>   |

Compared with the academic year 1977-78, there was an increase of 15 classes and 21, 372 membership hours, or a 7.9% increase in membership hours.

Several unique programs and courses of instruction were initiated during the past year. At the request of the food service department of the Robeson County Board of Education, a program to upgrade food service personnel in the school cafeterias was implemented. During the past year, all the schools in the system have taken advantage of the program with a total of 148 participants spending 17,699 hours in in-service training.

An accredited 320-hour National Executive Housekeeping Association certification program began with 17 participants. This was only one of two programs of this nature offered in the state, and participants represent the entire eastern region of North Carolina.

A 160-hour course in Industrial Sewing that began last year continued to be in demand. The program, based in Pembroke, prepared approximately 150 persons for the skilled operation as a sewing machine operator.

Ten Robeson County industries took advantage of in-plant training courses such as new employee training, fire brigade, cardiopulmonary resuscitation techniques, first aid, management training, and upgrading or retraining courses. Twenty-seven individual courses accounted for 365 students spending a total of 39,253 man-hours in industry training programs.

Significant in-service training programs assisted many local, state, and private agencies with their training needs, either on-site or on the R.T.I. campus:

- A record number of volunteer and full-time firefighters received valuable in-service training. In 36 classes, with every department in the county represented, 725 firemen received a total of 12,820 hours of instruction.
- 186 law enforcement officers enrolled in 11 upgrading courses in which they spent a total of 8,620 hours.
- Two carpentry programs, in cooperation with the Robeson

County Church and Community Center and the Lumberton Housing Authority, prepared more than 50 students to rehabilitate substandard housing.

- Rescue and emergency medical services teams accounted for 260 students receiving the 100-hour Emergency Medical Technician or the EMT Refresher certification.
- 120 hospital personnel participated in a CPR course, offered on-site monthly at Southeastern General Hospital. Other in-service programs at Southeastern General Hospital accounted for approximately 30 employees receiving approximately 2,400 hours of instruction.
- In addition to the School Food Production program, 79 school cafeteria personnel participated in several in-service programs.
- Other types of business and industry groups served were Four County Community Action, Robeson County Department of Human Resources, several area rest and convalescent homes, the N.C. Cancer Institute, and the Region N Council of Governments.

## Major Goals for Next Year:

Specialized workshops and short courses will be provided emergency services (fire, police, rescue) teams. Serious consideration will be directed toward building a sophisticated training facility where highly specialized training programs might be made available.

Continued efforts with the Robeson County Community Schools Program will provide vocational and occupational programs to all areas of the county.



The small businessman will be served better through the offering of a number of short courses and seminars. These, in cooperation with the Small Business Administration and several other cooperating agencies, will provide the local small businessman with unprecedented training for his business.

Several occupations will be examined and courses offered for the first time to provide entry level skills. One principal area of concern is the para-legal profession. Courses will be developed to meet the needs of this new profession, as well as other professions, for our area.

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**JEANNIE JOHNSON**  
Director, Enrichment Education  
Principal area:  
Non-curriculum enrichment  
programs

## Major Accomplishments for the Year

A total of 2,785 registrations were made in 199 Enrichment Education classes.

Classes were taught on campus, in Fairmont, Lumberton, Maxton, Pembroke, Red Springs, Rowland, St. Pauls, as well as 20 small communities in Robeson County. Meeting places for classes were held in churches, community buildings, homes, project complexes, retirement homes, schools, day care centers and shops.

Senior Citizens made up 24% of the total enrollment in Enrichment Education. Twenty-three classes were especially designed for senior citizens.

Students displayed items they had made in classes at the Robeson County Jaycee Fair, The Farm & Home Trade Show, an art show at R.T.I., a liquid embroidery display at the Day Care Center in St. Pauls, and an art show in Biggs Park.

Visiting Artist, Spencer Burleson performed 61 times for 17,074 people.

Courses were offered for the first time in Chinese Cooking, Sculpture, Landscaping and Liquid Embroidery.

## Major Goals for Next Year

To better serve the people in small communities by offering courses that interest them in their community.

To continue offering courses according to public demand, as well as develop new courses.

To provide Enrichment Education instructors with better methods of teaching the adult student.

No organization or institution can maintain complete status quo without becoming stagnant. Progress is the word which best applies to the RTI Library during the past year. Significant strides have been made through the acquisition of high quality equipment, supplies, and materials. The library staff looks forward to offering the best in services and materials to students, faculty, staff, and community.



**ALICE WILKINS**  
Director

## Major Accomplishments for the Year

Complete review of nursing and health science materials in order to be well-prepared for a proposed RN curriculum.

Greatly expanded audio-visual capabilities through the acquisition of video tape equipment, additional projectors and screens, cassette storage cabinets, and a selection of Encyclopaedia Britannica and other 16mm films.

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# Library

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Improved and increased display ability and area through purchase of a locked glass case, library-oriented posters, artistic materials, and book display racks, plus pursuing an active policy of encouraging individuals and organizations to share collections for display.

Added shelving built into stack, periodical, and office areas, enhancing the library's appearance while providing increased shelf space. This improvement plus extensive collection weeding by the faculty has eased the library's space needs.

Acquisition of a second microfilm cabinet plus 191 reels of microfilm containing back volumes of periodicals. The library's ability to serve research needs has now been expanded greatly and will allow more effective use of reader/printing equipment already owned but previously little-used.

Increased periodical subscription titles from 159 to 193 through careful coordination of needs and interests with available funds.

Establishment of a children's literature collection, cataloged "Juv" for separate shelving. This collection was acquired for the use of students in the Teacher Associate Program.

Improved service to library users plus clerical convenience for staff through the implementation of a new circulation system and acquisition of a desk for the library assistant responsible for these duties.

Implementation of an active and involved Library Committee which has already helped to set policy and make recommendations.



Acquisition of a 25" laminating machine which has become one of the most-used pieces of library equipment. Ideas for its use have been increasing as staff, faculty, and students become aware of its capabilities.

Relocation of electrically equipped carrels from upstairs to a convenient placement near the audio-visual department where personnel can supervise and optimize their use.

Organization of film borrowing services incorporating various sources including state, community college, and commercial agencies.

## Major Goals for Next Year

Prepare a new library handbook which will update the information in the current handbook as well as aim for more style and attractiveness in its format.

Complete cataloging of audiovisual software and prepare a bibliography of holdings. Copies of the bibliography will be distributed to faculty members and other interested persons or libraries.

Bind all new paperback books of permanent value with an attractive process that retains the original appearance while providing durability and economy. (Librarians can select paperback editions without concern for durability.)

Increase vertical file holdings, double the file space available, and improve organization of the materials. A subscription to **Vertical File Index** has already been placed.

Take steps to improve library security and decrease losses by (1) maintaining a student monitor at library exit, and (2) investigating cost/effectiveness of a purchased security system.

Further address space needs by: (1) adding another card catalog section to relieve crowded drawers; (2) taking steps to seek further storage space for AV materials and equipment; and (3) acquiring frames (to be built by Carpentry) to hold books now shelved on the tops of the stacks.

Promote faculty and staff involvement in the use of the new videotape recording equipment, plus increase its potential by acquiring additional components.

Attract more users to the library through public relations, promotional materials, and increased coordination with other libraries.



**KATHERINE MARTIN**  
Coordinator

## Major Accomplishments for the Year

- Developed first full-time tutorial program for the school.
- Students participating in program: 283.
- Students were in danger of failing when entering tutoring program. Survey of final grades showed that 184 of 283 received passing grades.
- Visited several schools in the R.T.I. area to observe their programs.
- Developed guidelines for referring students to tutorial services.
- Wrote list of responsibilities for coordinator.
- Developed evaluations for program.

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# Tutorial Service

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- Attended professional conferences in Greensboro and Asheville.
- The tutoring program, with a total of 37 part-time tutors, offered help with 42 different subjects. Fourteen tutors were persons from the community who had degrees in the subject they were tutoring. Twenty-five tutors were peers of the students requesting assistance. The instructors approved the tutors for their specific students.
- Students received a minimum of two hours per week, with some requesting and receiving more hours per week.

## Major Goals for Next Year

- Budget to provide one-on-one tutoring.
- Adequate space for centralizing tutorial services.
- Set up drop-in tutoring labs for major courses such as English and mathematics, with paraprofessional tutors.
- Employ assistant coordinator to work with tutorial services for the evening programs.



**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.

## Major Accomplishments for the Year

Coordinated efforts for improving record keeping system, advisory system, and counseling services.

Compiled student handbook and school catalog, and promoted the publication of the school's first Financial Assistance Consumer Information Booklet.

Coordinated efforts with the department for insuring compliance with the standards for Southern Association and State Accreditation.

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# Student Services

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Promoted review and refinement of institutional policies and procedures pertaining to the privacy act.

Coordinated advertising efforts for the institute through the use of various media.

Assisted in providing services to approximately 130 curriculum students.

Reviewed job descriptions of staff and made adjustments in work loads and areas of responsibility and authority.

Re-activated the Student Affairs Committee and the Student Activities Committee.

Provided total counseling services to curriculum students during the evening hours through the employment of a fulltime evening counselor.

Attended numerous workshops, seminars, and meetings to enhance professional development.

## Major Goals for Next Year

Add Continuing Education to existing computer operation and coordinate efforts to up-date our total computer operations.

Continue to coordinate and improve the institute's testing program.

Improve efficiency and effectiveness of placement activities.

Promote evaluation and planning of all student service functions.

Improve and increase articulation efforts with secondary school personnel and refine and strengthen recruitment efforts.

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**EDDIE MAC LOCKLEAR**

Director, Veteran Affairs and Placement Services

**Principal areas:**

GED and admission testing, job placement, veteran affairs, counseling

## Major Accomplishments for the Year

Administered the RTI entrance examination to approximately 650 individuals.

Processed VA paperwork for approximately 425 veterans. Acted as VA counselor for each of these veterans.

Assisted in general counseling duties.

Approximately 50% of this years RTI graduates found suitable employment through the RTI Placement Office.

## Major Goals for Next Year

Serve as counselor for approximately 350 veterans.

Work closely with public high schools in the area of recruitment.

Serve as counselor for curriculum students.

Work closely with the Student Government in the area of student activities.



**JUDY REVELS**  
Director of Admissions

**Principal areas:**

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

Involved faculty, staff and students in area high school recruitment efforts.

Coordinated orientation process.

## **Major Goals for Next Year**

Improve articulation efforts between RTI and the Vocational Center.

Continue the relationship and communication between the RTI counselors and the Office of Admissions.

More involvement of the faculty and staff in recruitment.

Increase the awareness of projected student decline and the need for a combined effort to retain and attract students to Robeson Technical Institute. This should be a total school effort.

Improve and organize a better filing system for admissions records.

## **Major Accomplishments for the Year**

Conducted interviews with prospective students in all the high schools of this area.

Served as administrative advisor to the Student Government Association.

Evaluated transcripts and test results, assisted students in selecting courses and curriculum.

Developed and administered commencement proceedings for over 400 graduates.

Participated in area high school articulation, career days, school presentations, professional meetings and advisory committees.



**ROBERT J. LEWIS, JR.**  
Director  
of Financial Aid

## Major Accomplishments for the Year

Administered direct aid to 530 students in the amount of \$255,600. This direct aid includes Basic Educational Opportunity Grants, College Work-Study, and local scholarships.

Assisted in the verification and validation of student enrollment for approximately 500 individuals who received aid from other sources: Social Security, Vocational Rehabilitation, CETA, Migrant and Seasonal Farmworkers, Lumbee Regional Development Association, Four-County Community Services, and the North Carolina National Guard Tuition Assistance Program.

Disbursed approximately \$3,040 to 16 of our students who received funds through the North Carolina Student Incentive Grant Program.

Compiled a Financial Assistance Consumer Information Booklet listing the different types of aid offered at Robeson Technical Institute and the procedures to be used in applying for this aid.

Revised and updated financial aid record keeping system.

Attended the SASFAA Financial Aid Administrator's Workshop for new aid directors. Also attended local and state financial aid meetings.

## Major Goals for Next Year

Continued communications with high school counselors and agencies about student aid.

Assume responsibility of administering the local scholarship fund to include collection and disbursements.

Continue to keep Robeson Tech students informed of current regulations, requirements, and changes concerning financial aid.

Work closely with the Financial Aid Committee to provide a more effective system in awarding local scholarships.

Continue to improve and update financial aid record keeping system.

Attend professional meetings and workshops during the school year.





## **BRENDA SCOTT**

Counselor

### **Principal areas:**

Counseling, advisory system,  
tutorial system

## **Major Accomplishments for the Year**

Administered Cooperative English Tests to a sampling of all curriculum students.

Conducted comparative analysis of Otis Quick-Scoring Mental Ability Tests, Differential Aptitude Tests and Cooperative English Tests.

Conducted tours of campus for visiting schools.

Evaluated Advisory System--270 responses from advisees--22 responses from advisors.

Assisted SGA in conducting a survey of Grill facilities and vending machine services.

Conducted a survey of approximately 500 former students to determine reasons for early terminations.

Coordinated tutorial referrals.

Conducted counseling interviews with all students making unsatisfactory academic progress.

Conducted a survey of former Developmental Studies students and their progress in curriculum programs.

Provided each advisor with an up-to-date scholastic record of all advisees.

## **Major Goals for Next Year**

Compile a Faculty Advisor Handbook.

Establish validity and reliability of new math entrance test.

Conduct pre-admission counseling interviews with all students before final acceptance.

Establish a closer working relationship with area high school counselors.

Coordinate orientation process.



**MARY P. HUGHES**

Registrar

**Principal areas:**

Registration procedures, records system, computer operations, statistical information

## **Major Accomplishments for the Year**

Handled a total of 3,849 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 procedures.

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

Consolidated and alphabetized record keeping system.

Refined record keeping process.

Reviewed and up-dated records to reflect current status.

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

Helped revise the student handbook for more detailed information about registration, student rights.

## **Major Goals for Next Year**

Refine the registration process.

Add additional services to the computer process.

Provide a controls and check system for student records.

More faculty involvement in the advisor system for students.

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

Establish and maintain a satisfactory system for microfilming student records.

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



**JAMES W. WILLIAMS**  
Evening Counselor

## Major Accomplishments for the Year

Established set hours and increased availability for evening counseling and advising.

Assisted with Admission, Registration, Financial Aid, and Veteran Administration functions to enable evening students to more fully benefit from these services.

Administered entrance examinations.

Assisted with Student Government activities and other school oriented functions.

Conducted retention survey for the American College Testing Program.

Assisted in conducting tours of the campus for the purpose of recruiting new students.

## Major Goals for Next Year

Assume the position of Placement Officer and improve the effectiveness of the office through: more employer contacts; increased record keeping; classes on resume preparation, interviewing techniques and general information; and visits to other schools and placement conferences in order to explore new means by which the Placement Office can better serve our students.

Conduct surveys and evaluations on drop-outs to try to improve our retention rate.

Conduct surveys on graduates.

Conduct exit interviews with students who are terminating their enrollment before graduation.

Robeson Technical Institute is built on an attitude of service and of total community involvement. The Institute welcomes any opportunity to add to the betterment of its community.

The purpose of the public relations program is 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.

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

For cultural enrichment the institute has provided visiting artists who have made appearances at schools and at group meetings. A Speaker's 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

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## **Special Community Services**

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families at Christmas with food, clothing and toys. Students, 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.

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# Robeson Tech At A Glance

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| LOCATION.....                          | Intersection of I-95 and 301 North<br>Lumberton, N.C.                             |
| FACILITIES .....                       | RTI campus: 80 acres, 9 buildings<br>Barker Ten Mile campus: 5 acres, 4 buildings |
| TUITION RATE .....                     | \$39 per quarter for credit courses   |
| TOTAL ENROLLMENT IN ALL PROGRAMS ..... | 10,374  |
| FACULTY .....                          | 45 full-time, 200 part-time   |
| SUPPORTING STAFF .....                 | 38  |
| ADMINISTRATION.....                    | 11  |
| CUSTODIAL STAFF.....                   | 17  |
| LIBRARY.....                           | Over 27,500 volumes   |

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