

D R A F T

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

MONDAY, NOVEMBER 26, 2018
5:30 P.M. – Wyatt Building Board Room

MINUTES NO. 244

The two-hundred and forty-fourth meeting of the Danville Community College Board was held on November 26, 2018, at 5:30 p.m. in the Wyatt Building Board Room.

I. OPENING

A. CALL TO ORDER: Mr. Chris Eastwood, Chair, called the meeting to order and asked that the roll be called.

B. ROLL CALL

Board Members Present: Ms. Sheila Baynes
Dr. Frank Grogan
Mr. Chris Eastwood
Mr. Ricky Hutcherson
Mr. John Mead
Mr. Carlyle Wimbish

Board Members Absent: Ms. Barbara Brown
Mr. Matt Leonard
Mr. Telly Tucker

Also Present: Mr. Shannon Hair, Vice President of
Institutional Advancement and
Development
Dr. Debra Holley, Vice President of
Academic and Student Services
Mr. Vincent “Butch” Kendrick, Director of
Automation and Robotics

Board Minutes, November 26, 2018

Mr. Cory Potter, Director, Planning,
Effectiveness and Research
Mr. Bobby Roach, Public Relations and
Marketing
Dr. Bruce Scism, President/Secretary
Mr. Troy Simpson, Director of Advanced
Manufacturing, Institute for
Advanced Learning and Research
Mr. Jimmie Tickle, Assistant Vice President
of Workforce Services and Technical
Studies
Mr. Charles Toothman, Vice President of
Financial and Administrative
Services
Ms. Connie Wann, Executive Assistant to
the President

C. **PUBLIC COMMENT:** None.

D. **INTRODUCTION OF NEW EMPLOYEES:** Dr. Holley introduced the following new employees using a PowerPoint presentation. Normally, new employees are introduced at the September Board meeting, but that meeting had to be rescheduled as a result of Hurricane Michael. They are:

1. Glenn Belcher, Instructor of Welding Fabrication
2. Traci Daniel, Assistant Professor of Early Childhood Education
3. Chris Ford, Director of Learning Resources and Distance Learning
4. Kevin Gatewood, Student Activities Coordinator
5. Jermon Russell, Instructor of Cosmetology and Barbering
6. James "Will" Soyars, Jr., Associate Professor of Electrical Utilities and Substation Technologies
7. Angela Bartell, Instructor of Nursing
8. Dennis Day, Physical Plant
9. Jordan Francis, Student Success Coach
10. Andrew Simeone, Library Specialist
11. Jennifer Walz, Librarian
12. Rosa Wilson, Associate Professor, Certified Nursing Assistant

E. **UPDATE ON PRESIDENTIAL SEARCH:** Chairman Eastwood stated that:

1. Dr. Betty Jo Foster has been employed to serve as interim president during the presidential search.

Board Minutes, November 26, 2018

2. A letter was sent via email to faculty, staff, and students with information about the process and the survey posted on the College's website. A news release was done as well to involve members of the community. The deadline to participate in the survey is November 30, after which Mr. Potter will compile these data for review by the College Board.
3. The Board will then compile a list of key objectives for the next three to five years which will be forwarded to Chancellor DuBois and Dr. Chris Lee.
4. If a majority can attend, the next Board meeting was scheduled for Monday, December 10, at 5:30 p.m. in the Wyatt Building Board Room. Board members were asked to notify Ms. Wann by November 30 of their availability for this meeting.
5. The position will be advertised in December/January.
6. The representatives selected at the last Board meeting will travel to Richmond to review the applications. Mr. Wimbish agreed to serve as an alternate in the event one of the members should have a conflict.
7. Once the candidates have been selected, the DCC representatives will travel to Richmond to participate in the interview process.
8. Following the interview process, several candidates will visit the College to meet with the Board, faculty, staff, and key stakeholders.
9. Plans are to have the position filled by the beginning of Fall Semester 2019.

F. ACTION ITEM

1. **Approval of October 8, 2018, Minutes (copy attached):** A motion was made by Ms. Baynes, seconded by Mr. Mead, that:

THE MINUTES OF THE OCTOBER 8, 2018, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous.

II. PRESIDENT'S REPORT

A. INFORMATION ITEM

1. **Automation and Robotics Presentation:** Using a PowerPoint presentation, Mr. Troy Simpson and Mr. Butch

Board Minutes, November 26, 2018

Kendrick gave an overview of the Digital Faculty/Industry 4.0 and the Center for Manufacturing Advancement—where we are and where we are headed. The same model used for the Precision Machining Program is being used for this program. The Center will take 12 to 14 months to complete from the start of construction and is being funded by the General Assembly. Plans are to open in 2021.

B. ACTION ITEM

1. **Approval of Vision/Mission Statements and College Goals:** Dr. Holley explained the process used to make revisions to the vision and mission statement which involved faculty, staff, and students. There were no changes in the College Goals. It was noted that neither statement noted why DCC is unique, and it was suggested that both should have more fluidity and be more concise.

A motion was made by Mr. Mead, seconded by Ms. Baynes, that:

THE CURRENT VISION AND MISSION STATEMENTS CONTINUE TO BE USED TO ALLOW THE COMMITTEE TIME TO ADDRESS THE FLUIDITY AND CONCISENESS OF THE STATEMENTS.

Board approval was unanimous.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. INFORMATION ITEM:

1. **Facilities Update:** Mr. Charles Toothman reported the following:
 - a. A number of trees were taken down by Hurricane Michael with no damage; however, the lower level of the Learning Resources Center and Womack Hall were flooded. Insurance should cover the cost of the damages incurred.
 - b. The Campus Enhancement Day was postponed until Spring 2019 because of the inclement weather.
 - c. New flags have been installed on campus.
 - d. Both bridges are being recovered, and this expense is being funded by the VCCS.
 - e. The EIT and Welding Buildings are finished.

Board Minutes, November 26, 2018

- f. Several employees are visiting a substation training facility on November 27 in Richmond.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEM:

1. **Enrollment Report:** Dr. Holley reported that there has been no change since the report given at the October 8 Board meeting. She advised that the start of the Cosmetology Program was delayed because the College had to resubmit the licensure to operate the program, so no additional enrollment numbers were added. Enrollment is down three percent on campus and 4.5 percent on dual enrollment. To be proactive to the expected changes in the way dual enrollment is offered, the College stopped offering some of the general education dual enrollment courses which can be taken in AP. Cosmetology will start in January with four cohorts—day and evening. A question was raised regarding the status of online course offerings, and Dr. Holley advised that more courses are being offered, and the IT and business area are working together to offer a career studies certificate online. The new website will serve as a marketing tool to increase enrollments in online courses/programs. The new Knights flier, which will be used for recruitment, was also reviewed.

B. ACTION ITEMS

1. **Approval of Discontinuances (copies attached):** Dr. Holley discussed the recommended discontinuances of seven certificate programs.

A motion was made by Ms. Baynes, seconded by Mr. Hutcherson, that:

THE FOLLOWING PROGRAMS BE DISCONTINUED AS RECOMMENDED:

- A. **FIRST YEAR STUDIES CERTIFICATE (191)**
- B. **ADVANCED PRODUCT DESIGN AND DEVELOPMENT CAREER STUDIES CERTIFICATE (221-990-62)**
- C. **ADVANCED WELDING CAREER STUDIES CERTIFICATE (221-995-02)**

Board Minutes, November 26, 2018

- D. AMERICAN SIGN LANGUAGE CAREER STUDIES CERTIFICATE (221-640-01)
- E. EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE CAREER STUDIES CERTIFICATE (221-146-03)
- F. MEDICAL TERMINOLOGY CAREER STUDIES CERTIFICATE (221-152-16)
- G. WELDING CAREER STUDIES CERTIFICATE (221-995-01)

Board approval was unanimous.

2. **Approval of New Program (copy attached):** Dr. Holley discussed the new Automation and Robotics Technical Studies Associate in Applied Science Technical Studies Degree to begin Fall 2019 if approved. She noted that because of the delay in funding the program will not be launched in the high schools until 2020. Also, Old Dominion University personnel plan to visit the College in February 2019 to look at becoming a partner. This program has potential enrollment gains in the next few years.

A motion was made by Mr. Mead, seconded by Dr. Grogan, that:

THE AUTOMATION AND ROBOTICS TECHNICAL STUDIES ASSOCIATE IN APPLIED SCIENCE DEGREE BE APPROVED AS PRESENTED.

Board approval was unanimous.

3. **Approval of Program Name Change: Electrical Electronics Equipment Servicing Diploma (949) to Electrical Utilities and Substations Technician Diploma (949) (copy attached):** Dr. Holley advised that the name change will bring in the substation component. This will be a compressed program and will include some non-credit training. The electrical courses will remain intact, and the second year will have the substation courses. Dominion Power is currently hiring a number of our graduates and training them in Richmond. They also will be providing equipment for the program. We have to be cognizant of multiple audiences, such as the incumbent worker and graduates of other schools.

Board Minutes, November 26, 2018

A motion was made by Mr. Wimbish, seconded by Ms. Baynes, that:

THE ELECTRICAL/ELECTRONICS EQUIPMENT SERVICING DIPLOMA (949) NAME BE CHANGED TO ELECTRICAL UTILITIES AND SUBSTATION TECHNICIAN DIPLOMA (949).

Board approval was unanimous.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **2018 Golf Tournament Update:** Mr. Hair reported that over 40 teams participated in the two-day tournament—the first day the ladies played, and the second day was for the men. Over \$40,000 profit was made. This was the largest profit made since the tournaments began twenty years ago.
2. **Major Gifts Campaign Update:** Mr. Hair advised that an ask of \$500,000 is being made to Dominion adding ABB and ODU. A pitch will be made in March 2019. He also advised that he is expecting a \$500,000 gift to be made to name the Welding Building. He stated that over \$250,000 has been raised since the October 8 Board meeting. In response to a question, he advised that the current assets of the Foundation at this point are \$10 million. In regard to the campaign, he noted that 25 percent of the total is expected income from grants and that other grant money from DRF and GO-VA are not counted in the total.
3. **Holiday Gathering:** Mr. Hair announced that three events have been planned this year. He distributed invitations to the College Board members for an event on December 12 at 6:00 p.m. in Foundation Hall.

VI. IMPORTANT DATES

- A. **Annual Holiday Luncheon:** An invitation has been emailed to Board members inviting them to attend this luncheon on December 19 at 12:30 p.m. in Oliver Hall.

Board Minutes, November 26, 2018

- B. **HOLIDAY CLOSING:** The College will be closed December 21, 2018, through January 1, 2019.
- C. **SPRING SEMESTER CLASSES BEGIN:** January 7, 2019
- C. **NEXT REGULAR MEETING:** March 18, 2019

There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Bruce Scism
President

Attachments