

DRAFT

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

**MONDAY, JUNE 17, 2019
5:30 P.M. – OAK TREE TAVERN, VIR**

MINUTES NO. 249

The two-hundred and forty-ninth meeting of the Danville Community College Board was held on June 17, 2019, at 5:30 p.m. at the Oak Tree Tavern, Virginia International Raceway (VIR).

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
Ms. Barbara Brown
Mr. Chris Eastwood
Dr. Frank Grogan
Mr. John Mead
Ms. Kathryn Roberts
Mr. Carlyle Wimbish

Board Members Absent: Mr. Ricky Hutcherson
Mr. Telly Tucker

Also Present: Dr. Betty Foster, Interim
President/Secretary
Mr. Shannon Hair, Vice President of
Institutional Advancement and
Development
Dr. Debra Holley, Vice President of
Academic and Student Services

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Mr. Cory Potter, Director, Planning,
Effectiveness and Research
Mr. Bobby Roach, Public Relations and
Marketing
Mr. Charles Toothman, Vice President of
Financial and Administrative
Services
Ms. Connie Wann, Executive Assistant to
the President

C. **PUBLIC COMMENT:** None.

D. **ACTION ITEMS**

1. **Approval of Minutes of the March 18, 2019, Meeting; and, the Minutes of the April 10, 2019, Called Meeting (copies attached):** A motion was made by Ms. Baynes, seconded by Mr. Mead, that:

**THE MINUTES OF THE MARCH 18, 2019, MEETING;
AND THE APRIL 10 2019, CALLED MEETING BE
APPROVED AS PRESENTED.**

Board approval was unanimous.

2. **Election of Officers:** Ms. Baynes reported that she, Mr. Mead, and Ms. Roberts (the Nominating Committee) were submitting the following slate of officers for approval noting that they had agreed to serve: Mr. Carlyle Wimbish, Chair, and Mr. Telly Tucker, Vice Chair. A motion was made by Ms. Brown, seconded by Dr. Grogan, that:

**MR. CARLYLE WIMBISH SERVE AS CHAIR AND MR.
TELLY TUCKER SERVE AS VICE CHAIR FROM JULY 1,
2019, TO JUNE 30, 2020, AS RECOMMENDED BY THE
NOMINATION COMMITTEE.**

Board approval was unanimous.

E. **RECOGNITION OF RETIRING BOARD MEMBERS:** Dr. Foster presented Mr. Christopher Eastwood with a gift thanking him for his service completing two terms on the Board and serving as Chair for

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the 2018-2019 year. Mr. Ricky Hutcherson, who also completed two terms on the Board, was honored as well but was not in attendance.

II. PRESIDENT'S REPORT

A. INFORMATION ITEMS

1. College Update and Plans for Academic Year 2019-2020:

- a. **Go Tec Update:** Dr. Foster reported that in March, GO TEC received the largest grant to date from the GO Virginia competitive funding pool. The GO Virginia State Board approved an investment of up to \$4.9 million, which will be matched 1-to-1 by support from more than 15 local partners. The project will deliver workforce training and development through a “hub and spoke” model and will target in-demand occupations identified across southern and southwest Virginia. Such career paths include IT/cyber security; robotics, automation and mechatronics; precision machining; welding; and advanced materials.

GO TEC higher education leadership partners include Southside Virginia Community College, Patrick Henry Community College, Danville Community College, New College Institute, Wytheville Community College, the Southern Virginia Higher Education Center and IALR, which serves as the program administrator and fiscal agent. This multi-phase project started with the successful launch of pilot Career Connections labs at Danville Public Schools' Westwood Middle School and Pittsylvania County School's Chatham Middle School for the 2018-2019 school year. Thanks to specialized equipment and software—including a welding simulator, coding software and 3D printer—middle-school students learned about career paths in an engaging, hands-on manner. This “spoke” level training (or basic skill training) introduced the pathways at an earlier age so that the students may take advantage of expanded career and technical courses and dual-enrollment program opportunities in high school and potentially “hub” level training (or mastery level training) in higher education. The project will expand to include more middle schools as phases progress.

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- b. **Old Dominion University (ODU) Manufacturing Engineering Degree:** Dr. Foster reported that DCC personnel have met with ODU's president, faculty and division departments and a curriculum is being developed. Students will complete the Manufacturing Engineer degree at DCC, and hopefully, will be able to complete the last two years at ODU in Danville. It was noted that this is a strong benefit to the economy and more partnerships need to be developed.
- c. **Response to March 2018 "Great Colleges to Work For" Summary:** Dr. Foster briefly commented on the email sent to faculty and staff on April 30 listing things that have been done to address the concerns of the 2018 survey in areas that had "Poor" or "Warrants Attention" from two or more groups. A copy of this email was included in the Board's agenda packet.
- d. **Carrington Child Development Center:** Dr. Foster reported that DCC own this building and contracts the business out. Ms. Diane Forest, the current owner of the business, is not well and wants to discontinue her contract at the end of August. A RFP has been issued, and there are several individuals who are interested. DCC students use this facility as a lab for the Child Development Program, and it is important to keep it affordable for DCC students. The DCC Educational Foundation supplements DCC students through a scholarship to help pay for daycare.
- e. **360 Employee Assessment:** Dr. Foster advised that this assessment is done for all administrators and administrative faculty. It is very time consuming and includes self-evaluations and peer evaluations. They will be completed by June 28 and placed in the employees' personnel records.
- f. **Student Success Coaches and Career Coaches:** Dr. Foster stated that data doesn't prove that career coaches make a difference in the number of high school students enrolling at DCC; however, there is a strong belief that without them in the schools high school graduate enrollment would decrease. They do testing and consult with students so that when they come to DCC, they are

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ready. We have one full-time career coach that we share with Southside Virginia Community College (*each college pays one-half of the salary*). All others are part-time. The Success Coaches are housed on DCC's campus and have a targeted group to work with. They hold workshops for all students to help them be successful.

- g. Marketing Request to DCC Educational Foundation Board:** Dr. Foster discussed this request noting that one of the items recommended by the College's Management Team was a mass mailing to high school students in the service region in May 2019 costing approximately \$15,000. Timing was critical. However, the Educational Foundation Board decided to delay the request until the new president begins her employment. Dr. Foster advised that she will share this information with the new president.
 - h. Strategic Planning Update:** Dr. Foster commended Mr. Potter for his great work on this project. Dr. Foster advised that she would be submitting the "*Response to the 2014-2019 Strategic Plan*," the "*Five-Year Data Trends*" report, and the proposed "*2019-2020 Strategic Plan*" to the Chancellor in June. The proposed "*2019-2020 Strategic Plan*" is pending the approval of Dr. Gill Powell.
 - i. Legislative Update:** Dr. Foster reported that there would be no tuition increase for the 2019-2020 academic year. It was a good legislative session for community colleges.
 - j. Highlights January-June 2019:** Dr. Foster distributed a handout to Board members listing the highlights of her term as interim president and a news release titled "*Focusing on Community: DCC Spirit Thrives in Anticipation of New Era.*" She thanked the Board for their support.
- 2. 2019 College Board Scholarship Recipients and "Thank You" Note:** Information item.
 - 3. Save the Date: October 15-16, Chancellor's Retreat:** Information item.

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4. **DCC Email:** Dr. Foster explained that having a DCC email protects the Board members' personal email. Board members were asked to let Ms. Wann or Dr. Foster know if they are interested in having a DCC email account set up for them.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. INFORMATION ITEMS:

1. **Facilities Update:** Mr. Toothman reported that:
 - a. the *Day to Engage* was rescheduled from the fall to the spring because of weather. September 26 is the date for the next *Day to Engage*. \$2,000 has been pledged for plants and t-shirts.
 - b. a \$200,000 grant has been awarded by the Tobacco Commission for the cyber security lab in the lower level of the Temple Building. A wall is being removed and a server room is being built with a glass divider separating it from the lab. Mr. Toothman noted that we have a first-rate program, and a top rated lab is needed to support it.
 - c. decisions are being made to move forward with the substation program design. Equipment is being donated by Dominion. The target date for completion is January 2020; however, it may be pushed to Summer 2020.
 - d. a \$100,000 grant has been received to update the Hill Building--\$50,000 this year and \$50,000 next year. Needs are being discussed with the lay advisory committees.
 - e. he is working with Mr. Roach to redesign the campus maps.
2. **Updates on 2018-19 and 2019-2020 Budgets:** Mr. Toothman advised that the College experienced an enrollment decline this year, but has received funding from the State not expected, and Workforce Services courses added to it. The challenge for the next fiscal year is that State support is tied to a three-year

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average which will be a 60/40 spread. This means that the College will receive \$143,000 less. Mr. Toothman stated that State employees will receive a *No Premium Holiday* in the fall, which will save the College money; however, no tuition increase this year will factor in. This year's budget will be tight.

B. ACTION ITEM:

1. **Approval of Proposed Local Funds Budget for FY 2019-2020 (copy attached):** Mr. Toothman reported that local funds have been stagnant for some years, and when the next budget cycle begins, the Board will need to request a ten percent increase from the localities.

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

**THE DCC LOCAL FUNDS BUDGET FOR FY 2019-2020
BE APPROVED AS PRESENTED.**

Board approval was unanimous.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEMS:

1. **Enrollment Report:** Dr. Holley discussed a handout distributed on the enrollment outlook. She noted that enrollment will continue to fluctuate. Enrollment for the Second Summer Session is down one percent. Ms. Cathy Pulliam, Coordinator of Admissions, Enrollment Management, and Students Services, will be reaching out to her contacts regarding area high school teachers not enrolling like they have in the past to receive the necessary credits for their teaching positions, and Mr. Roach will put information on Facebook. It was noted that faculty need to see the handout distributed.
2. **G3—Get Skilled, Get A Job, and Give Back:** Dr. Holley advised that this is Governor Northam's initiative, and DCC addresses the "Get Skilled" part. The College has received a grant to develop programs that are stackable. The idea is to complete 16 credits and get a job. Complete another 16 credits and get a better job. Complete another 16 credits and get a degree.

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There is available money for marketing and purchasing lap tops. A firm has been employed to video our stackable skills programs.

3. **Transition Team Activities for Dr. Jacqueline Gill Powell:** Dr. Holley discussed the onboarding process for the new president. She also reported that a number of appointments have been made with area citizens to familiarize her with names, faces, and places. Also, the Southern Virginia Higher Education Center employees are planning an event for July 31.

B. **ACTION ITEMS:**

1. **Approval of Student Government Association's Budget for 2019-2020:** Dr. Holley advised that the SGA receives \$4,000 annually. The handout in the agenda packet shows the 2018-19 budget and the 2019-2020 budget.

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

THE STUDENT GOVERNMENT ASSOCIATION'S BUDGET FOR 2019-2020 BE APPROVED AS PRESENTED.

Board approval was unanimous.

2. **Approval of Expenditure of Student Activities Fees:** Dr. Holley discussed the need for a Transfer Counselor noting that students were polled through a survey and agreed. A part-time person will be employed and his/her salary will be paid from these funds. This is the only change from last year's budget.

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

THE EXPENDITURE OF STUDENT ACTIVITIES FEES BE APPROVED AS PRESENTED.

A question was raised regarding Bookstore profits. Mr. Toothman advised that these funds are in the College's auxiliary accounts. It was noted that \$6,000 at the end of each fiscal year goes toward the College Board scholarships. Mr.

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Toothman also noted that the Bookstore has also taken on the Castle Café.

Board approval was unanimous.

3. **Approval of Lay Advisory Committees:** Dr. Holley advised that individuals who serve on these committees provide valuable input on courses, programs, and job opportunities. Ms. Roberts noted that her husband serves on the Building Trades Committee, and he thought the committee was defunct since there have been no meetings for a long time. Dr. Holley noted that courses in Building Trades are being offered in the prisons, but nothing on campus. She also stated that Electrical and Plumbing will be available in January.

Because of incorrect or lack of information on these committees, the topic was tabled until the September meeting.

V. CENTER FOR ORGANIZATIONAL EXCELLENCE AND DATA ANALYTICS

A. INFORMATION ITEM:

1. **Strategic Planning:** Mr. Potter discussed the following handouts: *Strategic Plan Progress Report 2014-2019*, and the *Five-Year Data Trends: Supplement to the Strategic Plan Progress Report 2014-19*. He advised that the College would be looking at the new formula for program feasibility for 2019-2020 and get our programs in order. There will be strategies to increase online programs. The next phase is looking at compliance. Anyone with questions should contact Mr. Potter (cory.potter@danville.edu).

VI. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **DCC Educational Foundation Tobacco Commission Reception Update:** Mr. Hair reported that approximately 150 people attended and faculty gave tours of the EIT Building and the Welding Building. He noted that this was the first time the

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Commission held a reception at the community college in its 20-year history.

2. **Fundraising Updates:** Mr. Hair distributed a handout listing funding received by the Foundation from July/August 2018 to June 2019. The total funds raised for the AY 2018-2019 is \$1,489,034.93
3. **Upcoming Welcome Events with Dr. Jacqueline Gill Powell:** Mr. Hair announced that the following events are being planned:
 - a. Ms. Bobbye Raye Womack is planning a reception at her home with the date to be determined. Mr. Rick Barker wants to do something as well.
 - b. Mr. Buddy Rawley at Averett has discussed the possibility of showcasing students and the arrival of Dr. Gill Powell—date to be determined.
 - c. On August 9, a reception is planned hosted by The Links, the Deltas and the Alpha Kappa Alpha Sorority in Oliver Hall.
4. **Capital Campaign Update:** Mr. Hair advised that the campaign will end in December 2019. When 80 percent of the money has been raised, the campaign will go public.

VII. IMPORTANT DATES

- A. Fall Semester Classes begin August 22, 2019.
- B. Next Meeting: September 16, 2019

VIII. EXECUTIVE SESSION—INTERIM PRESIDENT'S EVALUATION

At 7:55 p.m., Ms. Baynes made the following motion, seconded by Ms. Brown:

MR. CHAIR, IN ACCORDANCE WITH SECTION 2.2-3711(A) (1) OF THE CODE OF VIRGINIA, I MOVE THAT THE BOARD CONVENE IN CLOSED SESSION TO DISCUSS THE INTERIM PRESIDENT'S EVALUATION.

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ROLL CALL:

Shelia Baynes	<u> X </u> Yes	<u> </u> No
Barbara Brown	<u> X </u> Yes	<u> </u> No
Chris Eastwood, Chair	<u> X </u> Yes	<u> </u> No
Frank Grogan, III, DDS	<u> X </u> Yes	<u> </u> No
Richard C. Hutcherson, Jr.	<u>_absent_</u> Yes	<u> </u> No
John Mead	<u> X </u> Yes	<u> </u> No
Kathryn Roberts	<u> X </u> Yes	<u> </u> No
Telly Tucker	<u>_absent_</u> Yes	<u> </u> No
Carlyle Wimbish	<u> X </u> Yes	<u> </u> No

At 8:25 p.m., Mr. Eastwood made the following motion, seconded by Ms. Baynes:

MR. CHAIR, THE BOARD OF DANVILLE COMMUNITY COLLEGE HAS CONCLUDED ITS CLOSED SESSION AND IS HEREBY IN OPEN SESSION. WE WILL NOW TAKE A ROLL CALL VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THE FREEDOM OF INFORMATION ACT AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED WERE HEARD, DISCUSSED, OR CONSIDERED IN THE MEETING BY THE COLLEGE BOARD.

ROLL CALL:

Shelia Baynes	<u> X </u> Yes	<u> </u> No
Barbara Brown	<u> X </u> Yes	<u> </u> No
Chris Eastwood, Chair	<u> X </u> Yes	<u> </u> No
Frank Grogan, III, DDS	<u> X </u> Yes	<u> </u> No
Richard C. Hutcherson, Jr.	<u>_absent_</u> Yes	<u> </u> No
John Mead	<u> X </u> Yes	<u> </u> No
Kathryn Roberts	<u> X </u> Yes	<u> </u> No
Telly Tucker	<u>_absent_</u> Yes	<u> </u> No
Carlyle Wimbish	<u> X </u> Yes	<u> </u> No

There being no further business, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Betty Foster, Ed.D.
Interim President