

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

MONDAY, OCTOBER 8, 2018
5:30 P.M. - Wyatt Building Board Room

MINUTES NO. 243

The two-hundred and forty-third meeting of the Danville Community College Board was held on October 8, 2018, at 5:30 p.m. in the Wyatt Building Board Room. Originally, the meeting was scheduled for September 17, but because of inclement weather from Hurricane Florence, the meeting was rescheduled.

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
Mr. John Mead
Mr. Carlyle Wimbish

Board Members Absent: Dr. Frank Grogan
Mr. Ricky Hutcherson
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. Cory Potter, Director, Planning,
Effectiveness and Research
Mr. Bobby Roach, Public Relations and
Marketing

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Dr. Bruce Scism, President/Secretary
Ms. Elizabeth Spainhour, DCC Educational
Foundation Board Representative to
the College Board
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:** Mr. Wimbish thanked everyone for their cards, calls, and visits during his recent surgery and recuperation.
- D. **INTRODUCTION OF NEW BOARD MEMBER AND OTHERS:** Mr. Eastwood introduced Ms. Barbara Brown as the College's newest Board member. She is a retired educator last serving as principal of Tunstall High School. She fills the vacancy left by the resignation of Ms. Lisette Jordan. Also introduced were Mr. Bobby Roach, DCC's new Public Relations person, and Mr. Cory Potter, who has been employed as DCC's Director of Planning, Effectiveness and Research. This fills the vacancy left by the resignation of Mr. George Still.
- E. **PHONE CALL WITH CHANCELLOR GLENN DUBOIS AND DR. CHRIS LEE (*hand out attached*):** Dr. DuBois discussed with the Board the Presidential Selection Process. He stated that a vision exercise would need to be conducted to establish priorities for the next four to five years engaging the Board and the entire College community. This information will be used to create a national advertisement, as well as identify applicants that have the necessary skills. The Chancellor will appoint the Search Committee at the System level which will be chaired and co-chaired by VCCS presidents. The committee will also include three members of the College's local board: Mr. Chris Eastwood, Chair; Mr. John Mead; Mr. Telly Tucker, and Mrs. Elizabeth Spainhour, who serves as liaison to the College Board from the DCC Educational Foundation Board. They will be expected to make two trips to Richmond. In addition to other things discussed (*see attachment*), Dr. DuBois estimated the timeline to complete this process to be six to eight months from now. He will appoint an interim president noting that

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this individual cannot be considered for the position. This will occur around November 1.

F. ACTION ITEM

1. Approval of June 18, 2018, Minutes (copy attached): A motion was made by Mr. Mead, seconded by Ms. Baynes, that:

THE MINUTES OF THE JUNE 18, 2018, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous.

II. PRESIDENT'S REPORT

A. INFORMATION ITEMS

1. **Ribbon Cutting Ceremony for the Welding Building and Rededication of the Charles R. Hawkins Engineering and Industrial Technologies Building**: Board members were invited to this event to be held October 23 at 11:00 a.m. The ceremony will be brief and light refreshments will be served. Also tours of the buildings will be conducted. Dr. Scism advised that this is a \$13 million project funded through the legislature.
2. **Campus Climate Survey**: At the request of Ms. Baynes, the Campus Climate Survey was reviewed. Dr. Scism stated that the most serious problems are communication and morale. He advised that we have 35-40 positions less than five years ago namely through attrition. He noted that he met with faculty and staff in small groups last year and plans are to continue these types of meetings. This needs to be addressed as we move forward over the next few years. Dr. Scism noted that the dedication of the faculty and staff is unbound.
3. **New Positions**: Dr. Scism announced that FTES are down seven percent, and the largest decline is in dual enrollment. The on-campus enrollments are about flat, so revenues should be about in balance this year. Next fall plans are to have the Automation and Robotics Program ready to begin, as well as power substation training. A two-year program is being developed with a one-year option. New positions include:

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- a. A new instructor for the Cosmetology Program. The final licensing approval has not been received from the State. As a result, the program is starting late, but plans are to have a full-time cohort and a part-time cohort in the evening.
- b. Two new full-time nursing instructors. One has recently been employed and is certified in nursing training. The second full-time nursing position will be employed next year and will create pathways for students from the CNA program to the Bachelor's program. This will also allow the College to expand the number of nurses enrolled to 60.
- c. Welding enrollments are so strong that one instructor could not handle the program, so another instructor has been hired. He is AWS certified. Next fall, plans are to open the enrollment from 32 to 64 students.
- d. A full-time activities coordinator has been employed. Dr. Scism noted that the College exceeds the national norms in terms of our on boarding. Our application yield has increased to 37 percent. This new employee will focus on student engagement with clubs and students on and off campus.
- e. An outreach coordinator has been employed who primary responsibility will be to follow up on applicants. A difference should be seen as early as next fall.

Dr. Scism noted that even with these new positions we still should be revenue neutral. He noted several short-term non-credit programs including truck driving which is a seven-week training program; welding classes for Amthor-85 percent of the students who took the class passed the certification; two small cohorts in CNA; electrical and plumbing trades-needs are big in the community now; option in IT-CompTia and Cisco certified center. The entry level needs to be compressed when the new president is employed. Dr. Scism discussed the transition program to robotics and IT that Mr. Butch Kendrick is doing which should increase enrollments at RCATT. MTI is being offered for the lower task person who can be put on a line and come back for more. IKEA has job openings right now. Mr. Kendrick will be invited to the next Board meeting to give a review of the work he is doing.

4. **Dual Enrollment:** Dr. Scism explained that dual enrollment is a VCCS initiative. In the past the College has not collected any fees, but effective this year, we return the tuition and keep the fees. This fall all schools will be obligated to charge \$50 per credit hour. This is one reason for the decline in dual enrollment. The Governor wants to offer a model of debt free college similar to what is being done in Tennessee. All student would apply for financial aid and the state would step in and pay the balance. This is probably two years away.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. **INFORMATION ITEM:**

1. **Cam pus Enhancement Day, October 19:** Mr. Charles Toothman announced that working with the Student Government Association and clubs, enhancements to the campus will be done including planting and cleaning up. New banners will be placed on the poles around campus, and those assisting will plant spots of colors starting on 86 South and then move to the Temple and Taylor Buildings. The event will start at 8:30 a.m. and conclude with a cookout for the workers. Board members were invited to attend and/or participate. Another one will be done in the spring.
2. **FY 18 Local Funds Budget Summary:** No action required. Information only.
3. **FY 2017-2018 Bookstore Financials:** Mr. Toothman reported that the net profits were lower than usual because money was expended to renovate and move the Bookstore from the Student Center back to the EIT Building. He also announced that the Bookstore has taken over the food service taking in \$200-\$300 per day in sales. DCC is the only college out of the 23 in the System that runs their own cafe, and only two colleges own their bookstores. Mr. Andre Jordan was complimented on his work.
4. **Bridge Closed:** The upper bridge is closed because of the danger of trees falling. Both bridges will be resurfaced in the sprmg.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEM:

1. **Enrollment Re port:** Dr. Holley reported that back in May members of the Enrollment Management Team(EMT) set a goal to enroll 2,023 students by the year 2023. Their first initiative is to match enrollment of Fall 2017, and they are 25 students from their goal which should be met with the enrollment of the Cosmetology students, targeted new students, and retention of last year's students. Faculty and staff make phone calls to students and reach out any way we can.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **Scholarsh ip Award Update:** Mr. Hair reported on the Annual Foundation Scholarship Reception held September 10 noting that over \$600,000 has been awarded in financial aid.
2. **Annual Foundation Golf Tournament:** Mr. Hair advised that weather may cause the cancellation of the tournament on October 11-12. If so, it will be held on October 18-19.
2. **Maio r Gifts Cam pai gn Update:** Mr. Hair distributed booklets on the Pathways to Regional Success. He reported that the goal has been set for \$10 million, and \$12.5 million has already been raised. More options will be available over the next six to eight months. The public phase starts after January 2019, and the campaign will end next summer.

VI. IMPORTANT DATES

- A. **Cam pus Enhancement Day: October 19:** Board members were invited to participate in this activity with faculty, staff, and students. It will begin at 8:30 a.m. and a cookout will conclude the event.
- B. **HOLIDAY CLOSING:** The College will close at 12:00 Noon on Wednesday, November 21, and remain closed November 22-23.

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C. NEXT MEETING: November 26, 2018

There being no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

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Bruce S. d. stn
President

Attachments

DRAFT

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

MONDAY, JUNE 18, 2018

5:30 P.M. - Wyatt Building Board Room

MINUTES NO. 242

The two-hundred and forty-second meeting of the Danville Community College Board was held on June 18, 2018, at 5:30 p.m. in the Wyatt Building Board Room.

I. OPENING

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

B. ROLL CALL

Board Members Present: Ms. Sheila Baynes
Mr. Chris Eastwood
Dr. Frank Grogan
Ms. Lisette Jordan
Mr. John Mead
Mr. Telly Tucker

Board Members Absent: Mr. Ricky Hutcherson
Mr. Matt Leonard
Mr. Carlyle Wimbish

Also Present: Ms. Kimberly Buck, Director of Public Relations and Marketing
Mr. Rich Gross, Campaign Council
Mr. Shannon Hair, Vice President of Institutional Advancement and Development

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Dr. Debra Holley, Vice President of
Academic and Student Services
Ms. Lisa Johnson-Knight, Business Office
Manager for Mr. Charles Toothman,
Vice President of Financial and
Administrative Services
Dr. Bruce Scism, President/Secretary
Ms. Elizabeth Spainhour, DCC Educational
Foundation Board Representative to
the College Board
Mr. Jimmie Tickle, Assistant Vice President
of Workforce Services and Technical
Studies
Ms. Connie Wann, Executive Assistant to
the President
Mr. Peter Mason, Reporter from *Chatham
Star-Tribune*

C. **PUBLIC COMMENT:** None

D. **ACTION ITEMS**

1. Approval of March 19, 2018, Minutes (copy attached): A motion was made by Mr. Eastwood, seconded by Mr. Mead, that:

THE MINUTES OF THE MARCH 19, 2018, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous.

2. **Election of Officers:** The Nominating Committee (*Dr. Grogan and Mr. Wimbish*) presented a slate of officers: Mr. Chris Eastwood, Chair, Mr. Matt Leonard, Vice Chair. Ms. Baynes asked if there were nominations from the floor, and there were none.

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

NOMINATIONS BE CLOSED AND APPROVAL OF THE SLATE OF OFFICERS PRESENTED: MR. CHRIS EASTWOOD, CHAIR, AND MR. MATT LEONARD, VICE CHAIR.

Board approval was unanimous.

Dr. Scism announced that Ms. Lisette Jordan would be leaving the College Board to relocate, and this would be her last meeting. He expressed his appreciation for her service.

II. PRESIDENT'S REPORT

A. INFORMATION ITEMS

1. College Update and Plans for Academic Year 2018-2019:

Dr. Scism announced that enrollment is up seven percent for the summer, and with all indications, should be up in the fall. This also could be an indication that our early registration process is working. He advised that:

- a. A cosmetology program will begin this fall and will be located in the lower level of the Learning Resource Center. This will be DCC's program as the former cosmetology program has closed.
- b. Mr. Hair has secured endowed funding for a nursing instructor. This full-time nursing faculty will create pathways for students from the CNA program to the Bachelor's program. There is a high demand for these programs from employers and students.
- c. The green light has been given to secure a location for the Truck Driving Program. This program will be shared with Patrick Henry Community College, and a great deal of interest is expected.
- d. The GO TEC Project (*labs in middle schools*) was the only one approved for Region 3. The energy is building throughout the region in scale and scope in Advanced Manufacturing, Engineering, and IT. Local schools may add health.
- e. The old welding equipment will be given to George Washington High School to start a program by Fall 2019. Equipment will also be given to GWHS for an automation and robotics program.
- f. Nine programs **will** be online Fall 2018. It was noted that State funding is the same for online courses. The Project Management Program has shown a lot of interest from out-of-state students as a result of national and international marketing. The Criminal Justice

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Program will also be online and hopefully will increase enrollment in this program.

- g. The Cyber Security Program, which has been recognized by the Department of Homeland Security and National Security Agency, has created interest.
 - h. Faculty are looking at offering the Metrology Program in a compressed format to reduce the length of time to complete the program.
 1. The Electronics faculty are working to establish a substation training program targeted to begin either in the fall or in January 2019. Dominion Power is very interested in this program and may donate equipment to DCC for the program.
2. **Major Gifts Campaign:** Dr. Scism introduced Mr. Rich Gross, who is working with Mr. Hair on our next campaign. He advised that funding from the State has declined to about forty percent, and as a result, the College needs to look in the long run at additional revenue in the private sector. Our first campaign, with over \$7 million raised, was very successful. For this campaign, a series of community summits were conducted: one each in Pittsylvania County, Danville, and Halifax County. Also a series of one-on-one interviews was conducted, and the feasibility study indicated that we could possibly raise \$10 million. Mr. Gross stated that the two goals are (1) Revenue Goal which will help DCC fulfill its vision for workforce and quality of life; and (2) Building Relationships with business and industry, community organizations, and individuals. The campaign is generally run in three phases: (1) Lead Gifts--\$50,000 payable in three years from individuals, corporate, and foundations--currently underway; (2) Major Gifts--\$5,000 and above payable from one to five years to begin late fall or early 2019; and, (3) Public Phase--\$5,000 and below--begin 2019 late winter or early spring. The campaign will be completed by June 2019. The Board will receive updates as they become available.
3. **2018 College Board Scholarship Recipients:** Board members reviewed a list of this year's recipients of the College Board Scholarships, as well as several thank you notes from these students.

B. ACTION ITEM:

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1. **Approval of Professor Emeritus Status for Ms. Martha Tucker, Associate Professor of Early Childhood and Reading:** Dr. Scism discussed the recommendation for Professor Emeritus status for Ms. Tucker. The interview process for this position is underway.

A motion was made by Ms. Jordan, seconded by Mr. Tucker, that:

MS. MARTHA TUCKER, ASSOCIATE PROFESSOR OF EARLY CHILDHOOD AND READING, BE AWARDED THE PROFESSOR EMERITUS STATUS AS RECOMMENDED.

Board approval was unanimous.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. **INFORMATION ITEM:**

1. **Facilities Update:** In Mr. Charles Toothman's absence, Mr. Jimmie Tickle reported that:
 - a. We have been in the Welding Building since March 21, and summer classes are going on now. He advised that the aluminum welding ten-week program is almost completed, and plans are in place to hire a second instructor for welding.
 - b. Since March 27, programs have been back in the EIT Building. Final work is being done-landscaping, railings installed, etc. He noted that it has been a challenge for the Automotive Analysis and Repair faculty and students to find a place for all the equipment.
 - c. The Cosmetology Program will be housed in the lower level of the LRC. New tile has been installed, and new plumbing and electrical are scheduled to begin. Six-eight applicants have applied for the instructors' positions. There will be a night program to accommodate working students; however, it will take a little longer to complete the program at night.
 - d. Plans are underway for the power utility and substation program. The program will begin spring or fall of 2019. Dominion Power and Danville Utilities are excited about partnering in this program.

B. **ACTION ITEMS:**

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1. **Approval of Proposed Local Funds Budget for FY 2018-2019 (copy attached):** In Mr. Toothman's absence, Ms. Johnson-Knight presented the proposed budget for approval noting that the amount was the same as last year.

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

THE PROPOSED LOCAL FUNDS BUDGET FOR FY 2018-2019 BE APPROVED AS PRESENTED.

Board approval was unanimous.

2. **Approval of Signatures for Bank Signature Cards (copy attached):** Ms. Johnson-Knight explained that this change is necessary as a result of Ms. Nancy Reynold's retirement, since her signature is one of four signatures for DCC's local checking accounts. Dr. Scism noted that the two employees whose names are requested to be added to the signature cards-Ms. Ann Taylor, Human Resources Analyst, and Mr. Howard Graves, Assistant Professor and Coordinator of Counseling-have a lengthy record with the College.

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

MS. NANCY REYNOLDS NAME BE REMOVED FROM THE SIGNATURE CARDS.FOR THE BOOKSTORE, FEDERAL, AND LOCAL FUNDS ACCOUNTS AT AMERICAN NATIONAL BANK AND THAT MS. ANN TAYLOR AND MR. HOWARD GRAVES' NAMES BE ADDED.

Board approval was unanimous.

IV. ACADEMIC AND STUDENT SERVICES

A. **INFORMATION ITEM:**

1. **Enrollment Report:** Dr. Holley reported that:
 - a. As an initiative of Betsy DeVos, Secretary of Education, Pell grants were awarded for the summer noting that this could be one of the reasons for the increase in enrollment. Also,

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College employees are being assertive in reaching out to students. Plans are to continue this as time goes on.

- b. The process for registration now allows students to complete the process in one trip to campus.
- c. Student performance for those whom the placement test was waived was better than those taking the test.
- d. The College is up 16.9 FTES and 13 percent in headcount as compared to the same date last year. This is the first time in six years that there has been an increase in summer enrollment.
- e. The State Board for Community Colleges approved in May a tuition increase of \$2.25 per credit hour. Of the \$2.25, \$2.00 is designated for outreach by the colleges. The other \$0.25 will be used by the VCCS for marketing the value of the community college.
- f. The College's Enrollment Management Team has set a goal of 2,023 students by the year 2023 and has developed strategies to reach this goal. The final plan should be ready to present to the College Board at the September meeting.

B. ACTION ITEMS:

1. Approval of Student Government Association Budget FY 2018-2019 (copy attached): Dr. Holley advised that the proposed budget is made possible from vending and noted that the amount was the same as last year.

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

**THE PROPOSED STUDENT GOVERNMENT
ASSOCIATION BUDGET FOR FY 2018-2019 BE
APPROVED AS PRESENTED.**

Board approval was unanimous.

2. Approval of Expenditure of Student Activities Fees (copy attached): Dr. Holley stated that these funds are paid by students per credit hour. With the retirement of Mr. John Bailey, the baseball coach, and the elimination of the baseball team, more dollars are available for other things. It was noted that the majority of students on the baseball team were not local, and students were not attending the games. Dr. Holley elaborated on the following items:

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- a. The Intramural Program will be offered which will give all students an opportunity to participate in some sport.
- b. A full-time activities coordinator can be employed. Currently, the individual in this position is half-time and also serves as transfer counselor.
- c. The first event will be Fall Fest, and there will be some competitions between faculty/staff vs. students.
- d. The \$5,000 designated for the student handbook will cover the printing costs.
- e. Reinstate:
 - 1) Something with the arts since the Celebration of the Arts is no longer being done.
 - 2) Chili Fest that used to be held in December.
 - 3) Halloween Trunk or Treat for children of students
 - 4) Easter Egg Hunt

Dr. Holley noted that a park in the area is closing and the College has been contacted to participate in some activities with them. Mr. Tucker stated that he will follow up on this to identify the park closing. It was also noted that College Board members are invited to attend and/or participate in any activities scheduled. The *Knightly News*, the student newspaper, will be emailed to Board members to keep them informed about happenings on and off campus.

A motion was made by Dr. Grogan, seconded by Ms. Jordan, that:

APPROVAL BE GIVEN FOR THE EXPENDITURE OF STUDENT ACTIVITIES FEES AS PRESENTED.

Board approval was unanimous.

3. **Approval of Lay Advisory Committees:** Dr. Holley advised that members of these committees are selected at program level. Faculty who are responsible for these programs reach out to individuals in the community.

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

THE LAY ADVISORY COMMITTEES BE APPROVED AS PRESENTED.

Board approval was unanimous.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **Scholarship Award Update:** Mr. Hair advised that \$235,000 has been awarded to students. Scholarships are awarded monthly starting in January. We still have June and July to go, but Mr. Hair expects to reach \$600,000 in awards. He stated that this averages out to be approximately 300 students receiving \$2,500 each annually. This amount will probably be increased based on the award from the Tobacco Commission.

2. **Major Gifts Campaign Update:** Mr. Hair advised that over 50 percent of the goal, \$5 million, has been raised in the last five months. \$1 million has been secured for an endowed position for the nursing program. This should increase student population by 20 percent. He also noted that in the process he has finalized the paperwork with the health care organization. An announcement will be made in the next 30-45 days, and we may wait until the faculty return in August.

VI. IMPORTANT DATES

- A. **HTEC 2018-DANVILLE-CNC EDUCATORS 12TH ANNUAL TRAINING CONFERENCE: JULY 23-27:** Dr. Scism advised that this is a national conference, and approximately 200 people from around the country are expected to attend. Mr. Tucker advised that staff are working with DCC to show visitors the downtown River District and put together some events. They are helping with transportation and coordinating guided tours for spouses and children as well. Mr. Tucker will send information in this regard to Ms. Wann to forward to College Board members as it becomes available.

- B. **FALL SEMESTER CLASSES BEGIN AUGUST 22, 2018**

- C. **NEXT MEETING: September 17, 2018**

- D. **SAVE THE DATE: VCCS Chancellor's Retreat: October 10-11, Founder's Inn, Virginia Beach, VA:** Ms. Baynes advised that she attended last year's retreat and learned a lot.

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VII. EXECUTIVE SESSION: President's Evaluation

At 7:00 p.m., Mr. Mead made a motion, seconded by Dr. Grogan, that

MS. CHAIR, I MOVE THAT THE BOARD CONVENE IN CLOSED SESSION TO DISCUSS THE ANNUAL EVALUATION OF THE PRESIDENT OF DANVILLE COMMUNITY COLLEGE PURSUANT TO THE PERSONNEL EXEMPTION AT SECTION 2.2-371(A)(I) OF THE *CODE OF VIRGINIA*.

ROLL CALL:

Sheila Baynes	<u> X </u>	Yes	<u> </u>	No
Chris Eastwood	<u> X </u>	Yes	<u> </u>	No
Frank Grogan, III, DDS	<u> X </u>	Yes	<u> </u>	No
*Richard C. Hutcherson, Jr.	<u> </u>	Yes	<u> </u>	No
Lisette Jordan	<u> X </u>	Yes	<u> </u>	No
*Matt Leonard	<u> </u>	Yes	<u> </u>	No
John Mead	<u> X </u>	Yes	<u> </u>	No
Telly Tucker	<u> X </u>	Yes	<u> </u>	No
*Carilyle Wimbish	<u> </u>	Yes	<u> </u>	No

***These Board members did not attend the Board meeting .**

At 7:30 p.m., Mr. Mead made a motion, seconded by Dr. Grogan, that

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:

Sheila Baynes	<u> X </u>	<u> </u>	Yes	<u> </u>	No
Chris Eastwood	<u> X </u>	<u> </u>	Yes	<u> </u>	No
Frank Grogan, III, DDS	<u> X </u>	<u> </u>	Yes	<u> </u>	No
*Richard C. Hutcherson, Jr.	<u> </u>	<u> </u>	Yes	<u> </u>	No
Lisette Jordan	<u> X </u>	<u> </u>	Yes	<u> </u>	No

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John Mead	<u> X </u> <u> </u>	Yes	-	-	-	No
Telly Tucker	<u> X </u> <u> </u>	Yes	-	-	-	No
*Carlyle Wimbish	<u> </u>	Yes	-	-	-	No

*These Board members did not attend the Board meeting .

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

**THE COLLEGE BOARD WANTS TO ACKNOWLEDGE
THAT THE FULL BOARD REVIEWED THE LETTER OF
COMPLAINT ABOUT DR. SCISM, AND A FULL
INVESTIGATION HAS BEEN DONE BY THE VCCS. WE
FULLY SUPPORT DR. SCISM IN HIS ROLE AS
PRESIDENT OF DANVILLE COMMUNITY COLLEGE.**

Board approval was unanimous.

There being no further business, a motion was made by Mr. Mead, seconded by Ms. Jordan, that the meeting be adjourned. The motion passed unanimously, and the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Bruce Scism
President

Attachments

Virginia's

Community Colleges

Presidential Selection Process Overview

There are few institutional activities that are more important than selecting the right leadership. Therefore, participating in the selection of a new president is one of the most important responsibilities of a Local College Board. The process that is designed and executed within the Virginia Community College System (VCCS) is a time-tested, collaborative, professional, inclusive, and effective process. The timeframe for selection is about four to six months in length. There is an emphasis on quality outcomes in deference to a speedy search. The selection process consists of the following steps:

- | | | | |
|------|-----------------------------|-------|---------------------------------|
| I. | Vacancy Announcement | VI. | Certification |
| II. | President Interim | VII. | Campus and Community Interviews |
| III. | Initiating the Search | VIII. | Announcement of Selection |
| IV. | Recruiting and Interviewing | IX. | Closing the Search |
| V. | Systems-Level Interviews | | |

I. Vacancy Announcement: A search is initiated when the Chancellor of the VCCS announces the departure of a College president. The State Board for Community Colleges delegates the authority and responsibility to carry out the presidential selection process to the Chancellor. The Chancellor will meet with and charge representatives of the Local College Board. This act starts the official selection process as the Chancellor establishes the expectations for the conduct of the search.

II. President/Interim President: The Chancellor determines and communicates to the State Board for Community College if an interim president is needed while the presidential search is being undertaken. Interim presidents are not allowed to become applicants for the position of president where they serve as an interim. Neither the departing president nor the interim president of the college has a formal role in the selection and screening process. The president can **provide** assistance by facilitating the Local Board's involvement in the process. The president provides the office of the Associate Vice Chancellor for Human Resources access to campus personnel who will participate in the selection process. The president also will designate a Staff Assistant who will provide campus-based administrative and logistical support for the search.

III. Initiating the Search: The Local College Board holds a critical role in the selection of a president. After the Chancellor's charge to the Board, the Local College Board leads the community in defining three to five institutional priorities for the community college's future years. Input is gathered from the entire campus and college community. These goals describe the college's priorities, challenges, and opportunities, as well as they help to establish a strategic direction for the college. This information is used to attract and inform community college leaders during a nationally advertised search. The advertising and recruitment process will usually generate as many as 100 candidates. Sufficient time is allowed for a nationwide search, an evaluation of candidates, a minimum of two levels of interviews, and an extensive reference and background check process.

IV. Recruiting and Interviewing: The position description and salary range is posted in multiple venues suitable to attract the credentialed talent necessary for filling this presidential position. The Chancellor, the VCCS HR department, fellow college presidents, and others also undertake a comprehensive recruitment campaign to identify proven leaders within higher education. *Key factors in the recruitment effort includes diversity recruitment. An external search firm is sometimes engaged to*

assist with the cultivation of candidates to extend our recruiting efforts. The selection criteria typically are derived from the responsibilities of College presidents in the VCCS policy manual, the priorities established by the Local College Board, elements noted in the advertisement, past practice, and any guidance provided by the Chancellor in his or her charge to the Presidential Screening Committee. Much of the work in this process will occur with the Associate Vice Chancellor for Human Resources working in concert with the Chancellor and the Presidential Screening Committee Chair. The Associate Vice Chancellor for Human Resources is a non-voting, ex-officio member of all presidential committees who serves as the secretary to the Committee and facilitates the conduct of the search process.

The Chancellor will appoint a Presidential Screening Committee which will consist of approximately ten members representing a broad constituency within VCCS. The chair of the Presidential Screening Committee will be a VCCS president and the co-chair will be a second VCCS president. Three members of the College's Local Board will be members of the committee and should preferably be the Board's Chair, Vice Chair, and one other member-such as a past chair. The Chair of the Local College Board serves as the liaison between the Local Board and the Presidential Screening Committee. The Chair works with the Presidential Screening Committee Chair and the Associate Vice Chancellor for Human Resources to ensure the search and selection process is conducted in a professional manner.

The committee is charged with assisting the Chancellor in the selection of semifinalists for the position. The Screening Committee evaluates all applicants' written material, and meets in Richmond to deliberate and reach consensus on as many as 12 candidates who will be invited for System-level interviews.

V. System-Level Interviews: Eight to Twelve candidates will normally be invited for System-level interviews which are held over a 2-day interview period. The Chancellor, the Chancellor's Cabinet, and the Presidential Screening Committee will conduct 3 separate interviews with candidates. In addition to a slate of questions, the Presidential Screening Committee will typically require each candidate to make a presentation to the committee. The topic will be typical of that which would be expected of a president. The Presidential Screening Committee and the Chancellor's Cabinet each will recommend candidates for further consideration. The Chancellor will then select semi-finalists.

Next, the Chancellor engages an outside firm to conduct a thorough reference and background check on semi-finalist. This includes as many as 12-20 references, criminal history search, verification of degrees and licensures, and related investigations. The results of the candidates' background check will be used to determine which candidates should be considered further. The Chancellor will typically recommend two to four candidates to the State Board for certification as finalists.

VI. Certification: Each candidate certified by the State Board for Community Colleges is eligible to be chosen for the presidency. Upon certification, the Chancellor is delegated the authority to select from among the finalist the chosen candidate and to negotiate a contract for employment with consideration and recommendations from the Local College Board.

VII. Campus and Community Interviews: The Local Board Chair will lead and is responsible for the entire campus interview process. With direction from the Local College Board, representatives from faculty, administration, support staff, and students will participate in campus interviews of the finalists and will provide input about the finalists to the Local College Board. Campus interviews should include structured public town hall meetings, meetings with community leaders, college educational foundation members, and various other college constituencies. Nonetheless, since the Local College Board interview is a part of the College governance process, their interview is restricted to Local College Board members only. At the conclusion of campus and community interviews, the Local Board will recommend to the Chancellor their preferred candidate for selection.

VIII. Announcement of Selection: After the Chancellor has selected a finalist and negotiated a contract, a press release will be published announcing the name of the next president.

IX. Closing the Search: Official records of the search will be collected and maintained by the Associate Vice Chancellor for Human Resources including documents from the campus interviews which are compiled and forwarded as appropriate.