

DANVILLE COMMUNITY COLLEGE

MEETING OF THE COLLEGE ADVISORY BOARD

MONDAY, NOVEMBER 16, 2020
5:30 P.M. – FOUNDATION HALL
SILVERMAN AUDITORIUM

MINUTES NO. 254

The two-hundred and fifty-fourth meeting of the Danville Community College Advisory Board was held on November 16, 2020, at 5:30 p.m. in Silverman Auditorium.

I. OPENING

A. **CALL TO ORDER:** Mr. Carlyle Wimbish, 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
Ms. Ann Cassada
Mr. Robert David
Mr. John Mead
Ms. Kathryn Roberts
Mr. Kevin Shotwell
Ms. Toshia Waller
Mr. Carlyle Wimbish

Also Present: Mr. Bruce Cottrell, Associate Vice President
of Human Resources
Dr. Jacqueline Gill Powell,
President/Secretary
Mr. Shannon Hair, Vice President of
Institutional Advancement and
Development
Mr. Brian Jackson, Vice President of
Workforce Services
Mr. Bracken Jones, IT Support

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Ms. Faith O'Neil, Director of Marketing and Public Relations

Ms. Elizabeth Spainhour, Foundation Board Liaison

Mr. Jimmie Tickle, Assistant Vice President of Workforce Services and Technical Studies

Mr. Charles Toothman, Vice President of Financial and Administrative Services

Reporter from *Danville Register & Bee*

Absent: Mr. Cory Potter, Director, Planning, Effectiveness and Research
Ms. Connie Wann, Executive Assistant to the President

Others: Dr. Frank T. Grogan

C. **PUBLIC COMMENT:** None

D. **APPROVAL OF SEPTEMBER 21, 2020, MINUTES:** A motion was made by Mr. Mead, seconded by Ms. Baynes, that

THE MINUTES OF THE SEPTEMBER 21, 2020, MEETING BE APPROVED AS PRESENTED.

The motion passed unanimously.

E. **OTHER:** Dr. Gill Powell asked that everyone keep Ms. Wann and Mr. Potter in their thoughts as they are not well.

II. HUMAN RESOURCES

A. **POSITIONS:**

1. Mr. Cottrill reported the following:
 - a. Ms. Jamie Harrill has been hired as fiscal officer filling the vacancy left by the retirement of Ms. Lisa Johnson-Knight.
 - b. Three DoD project faculty have been hired: Brian Penny, Justin Owen, and Josh Worthley. There is a remaining DoD faculty position being advertised. Ms. Roberts asked if the DoD project would move forward if the final open position, additive manufacturing, could not be filled, and the answer

was yes. Mr. Mead asked if DoD salaries are covered by the DoD contract, and Mr. Cottrill answered yes.

- c. Ms. Dale Branch in Human Resources will be retiring January 1, 2021, and Ms. Ruth Whitt, Procurement Officer, retired November 1.
- d. The position of Vice President of Academic and Student Services is being advertised.
- e. There are several positions under consideration.

B. OTHER

1. Mr. Cottrill advised that he is implementing new technology platforms, specifically people admin, cardinal and enterprise readiness.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. PURCHASING/BUDGET

1. Mr. Toothman presented the process for making purchases in the State of Virginia using Eva and the Shared Services Center.
2. He presented financial oversight explaining the variety of regulatory agencies that oversee DCC finances.
3. He discussed the CARES Act and how the many portions of this large federal allocation has been distributed to the College and how those funds are being used in response to the pandemic.
4. Ms. Roberts asked how the HEERF funding has been spent at DCC requesting specific items that the money will be spent on. Mr. Toothman and Dr. Gill Powell explained that the money has not been spent, but must be applied for and drawn down and will be used for faculty salaries. Mr. Mead asked if the VCCS has given any guidelines about how the money can be spent and Mr. Toothman explained that this is still at the federal level. Mr. Wimbish asked whether or not paying faculty salaries with this money will free up money in the regular operating budget. Mr. Toothman confirmed that it will and indicated that the College has one year to submit data for reimbursement.
5. Mr. Toothman did a presentation on expenditures and indicated that the way tuition is collected impacts how the expenditures appear.

- B. ACTION ITEM:** Local funds budget requests were presented in the amount of \$27,000. A motion was made by Ms. Baynes, seconded by Mr. David, that

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THE LOCAL FUNDS BUDGET OF \$27,000 BE APPROVED AS PRESENTED.

The motion passed unanimously.

IV. EDUCATIONAL FOUNDATION

- A. Mr. Hair presented the following information:
 - 1. There has been \$250,000 new revenue since July, and \$800,000 growth in the endowment.
 - 2. The Foundation is planning to participate in Giving Tuesday to collect additional monies.
 - 3. He discussed the Knights to the Rescue Program which provides up to \$4,000 to 2019 and 2020 graduates. Ms. Roberts asked how she could get this information to Halifax, and Mr. Hair advised that Halifax chose not to participate.
 - 4. Mr. Hair then reported on the RVHI initiative that funded the three high school career coach positions.

V. ACADEMIC AND STUDENT SERVICES

- A. Dr. Gill Powell discussed the following:
 - 1. Headcount and dual enrollment comparison for Spring.
 - 2. Academic and student services activities including advising changes, One-Stop Shop, G3 Programs, class schedules, SSDL, professional development, the Vice President's search, and re-employing Virginia (REV).
 - a. Advising will continue for the first time ever through the holidays into January to boost enrollment. The One-Stop Advising Shop was discussed noting how having a one-stop location will aid with enrollment.
 - b. Single stop was discussed and how it provides social benefits to students through the VCCS. Ms. Baynes asked if the one-stop-shop is still being delayed or if it is ready to move forward. Dr. Gill Powell indicated that it is ready to move forward and will take some time.
 - c. G3 and REV and how these programs are being revitalized were discussed.
 - d. The academic schedule was noted and how its current state is a deterrent to students.

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- e. SSDL was discussed and how DCC has joined this initiative that allows DCC to share classes between colleges through this VCCS portal.
- f. The hiring process for the Vice President of Academic and Student Services is going well.
- g. REV was discussed and how these monies have been allocated to support students who are underemployed and have been impacted by COVID-19. All Board members were encouraged to be advocates for this program and carry this information out into the communities.
- h. Quality Matters as a professional development course for faculty will be offered to improve online instruction.
- i. REV inquiries stats and how DCC has been performing was presented.

B. ACTION ITEM: The 2021 Lay Advisory Committees were presented to the Board for review and approval. A motion was made by Ms. Baynes, seconded by Mr. David, that

THE 2021 LAY ADVISORY COMMITTEES BE APPROVED AS PRESENTED.

The motion passed unanimously.

VI. WORKFORCE SERVICES

- A.** Dr. Jackson discussed the following:
- 1. His involvement in two non-disclosure protected projects.
 - 2. Project Rebuild and how it will impact the City of Danville. Ms. Roberts asked about the credentials these students would receive. Dr. Jackson advised that the ten-day program will supply students with NCCER core training. Mr. David also commented on the program. Mr. Wimbish asked whether or not Project Rebuild will be specific to Danville, and Dr. Jackson answered that it would be.
 - 3. The SVHEC/Mid-Atlantic Broadband Internship Program that will offer internships to DCC IT students.
 - 4. The launch of NCCER, which provides short-term stackable trade credentials.
 - 5. The ATDM Program and DCC's role as a subcontractor to the IALR to provide curriculum development.

6. The new Robotics Program for Halifax County and the MOU with SVHEC that will bring a new academy to Halifax for students in the Halifax, Mecklenburg, and Charlotte Counties.
7. The different funding streams that feed Workforce Services and allow students to attend school for free.
8. Casino: Mr. Wimbish asked whether or not the casino is gearing up now that the referendum has passed. Dr. Jackson explained the various programs that DCC will offer to help with recruitment.

VII. CENTER FOR ORGANIZATIONAL EXCELLENCE DATA ANALYTICS

- A. INFORMATION ITEMS:** Dr. Gill Powell presented information in this regard in Mr. Potter's absence. She recapped the activities being worked on including:
1. The SACSCOC Fifth Year Review;
 2. Data integrity;
 3. SIS upgrade;
 4. Transfer VA data; and,
 5. Aligning pathways.

VIII. PUBLIC RELATIONS AND MARKETING

- A. INFORMATION ITEMS:** Ms. O'Neil updated the Board on the following items:
1. Media mentions;
 2. Public Relations Campaigns; and
 3. Social media updates.

Ms. Roberts asked why she was not seeing these items in the Halifax area, and Ms. O'Neil explained that the articles are targeted at specific groups of people who the program/project might be interested and receive some benefit from enrolling.

IX. PRESIDENT’S REPORT

A. INFORMATION ITEMS: Dr. Gill Powell updated the Board on the following items:

1. Faculty and Staff Highlights
2. Board Member Highlights
3. COVID-19 Update: Only five students and four staff members have been infected.
4. SACS Five-Year Interim Involvement
 - i. QEP
 - ii. Vision and Mission Statements Review
5. Building Names Report
6. Retreat Planning
7. VCCS Initiatives and Updates
8. College Initiative and Updates

X. EXECUTIVE SESSION—REAL ESTATE

At 7:18 p.m., Ms. Baynes made the following motion, seconded by Ms. Brown:

MR. CHAIR, IN ACCORDANCE WITH SECTION 2.2-3711(A) (3) OF THE CODE OF VIRGINIA, I MOVE THAT THE DANVILLE COMMUNITY COLLEGE ADVISORY BOARD CONVENE IN CLOSED SESSION TO DISCUSS MATTERS RELATING TO REAL ESTATE.

ROLL CALL:

Shelia Baynes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Barbara Brown	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ann Cassada	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Robert David	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
John Mead	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Kathryn Roberts (left before session began)	Yes	<input type="checkbox"/> No
Kevin Shotwell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Toshia Fitzgerald Waller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Carlyle Wimbish	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

At 7:54 p.m., Ms. Baynes made the following motion, seconded by Ms. Cassada:

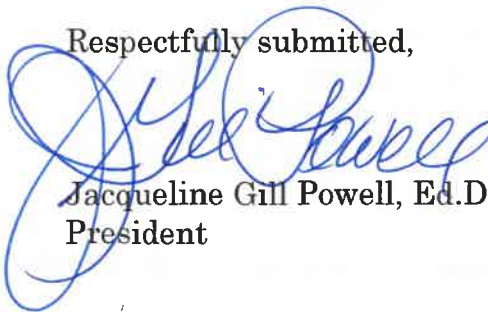
MR. CHAIR, THE ADVISORY BOARD OF DANVILLE COMMUNITY COLLEGE HAS CONCLUDED ITS CLOSED SESSION AND IS HEREBY IN OPEN SESSION. WE WILL NOW TAKE A ROLL CALL VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM 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 ADVISORY COLLEGE BOARD.

ROLL CALL:

Shelia Baynes	<u> X </u> Yes	<u> </u> No
Barbara Brown	<u> X </u> Yes	<u> </u> No
Ann Cassada	<u> X </u> Yes	<u> </u> No
Robert David	<u> X </u> Yes	<u> </u> No
John Mead	<u> X </u> Yes	<u> </u> No
Kathryn Roberts (left before session began)	Yes	<u> </u> No
Kevin Shotwell	<u> X </u> Yes	<u> </u> No
Toshia Fitzgerald Waller	<u> X </u> Yes	<u> </u> No
Carlyle Wimbish	<u> X </u> Yes	<u> </u> No

There being no further business, the meeting adjourned at 8:00 p.m.

Respectfully submitted,



Jacqueline Gill Powell, Ed.D.
President