

# DANVILLE COMMUNITY COLLEGE

## MEETING OF THE COLLEGE ADVISORY BOARD

MONDAY, MARCH 21, 2022  
5:30 P.M. – SILVERMAN AUDITORIUM  
FOUNDATION HALL

### MINUTES NO. 259

The two-hundred and fifty-ninth meeting of the Danville Community College Advisory Board was held on March 21, 2022, 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:

Ms. Kimberly Agnor, Coordinator of  
Advanced Learning for Danville  
Public Schools  
Mr. Bruce Cottrill, Associate Vice President  
of Human Resources  
Mr. Shannon Hair, Vice President of  
Institutional Advancement and  
Development  
Dr. Cornelius Johnson, Vice President of  
Academic Affairs and Student  
Services

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Mr. Alonzo Jones, Physical Plant Facilities  
Manager  
Dr. Muriel Mickles, President/Secretary  
Ms. Faith O'Neil, Director of Marketing and  
Public Relations  
Mr. Wayne Peters, Director of Finance  
Mr. Cory Potter, Director, Planning,  
Effectiveness and Research  
Ms. Cathy Pulliam, Director of Enrollment  
Services/Registrar  
Mr. Calvin Sanson, Interim Vice President  
of Financial and Administrative  
Services  
Ms. Cheryl Terry, Dean of Workforce  
Services  
Ms. Connie Wann, Executive Assistant to  
the President

- C. **PUBLIC COMMENT:** None
- D. **APPROVAL OF NOVEMBER 15, 2021, MINUTES:** A motion was made by Ms. Baynes, seconded by Mr. Mead, that

**THE MINUTES OF THE NOVEMBER 15, 2021, MEETING BE APPROVED AS PRESENTED.**

The motion passed unanimously.

- E. **APPOINTMENT OF NOMINATING COMMITTEE FOR BOARD CHAIR AND VICE CHAIR:** Mr. Wimbish appointed the following Board members to this committee: Ms. Kathryn Roberts, Chair; Ms. Barbara Brown; and Ms. Sheila Baynes. They will present a slate of officers at the next meeting.

## II. EARLY COLLEGE PRESENTATION

- A. **EARLY COLLEGE PRESENTATION:** Ms. Kimberly Agnor, Coordinator of Advanced Learning for Danville Public Schools, introduced herself and discussed the early college proposal she and Ms. Cathy Pulliam of DCC are developing between DCC and Danville Public Schools. Ms. Agnor announced that acceptance letters went out today with 18 confirmations. Students apply in the tenth grade and will take classes on the DCC campus taught by DCC faculty their

junior and senior years. The Early College program will allow qualified high school juniors to opt into courses that provide both high school and college credit to satisfy their graduation requirements, completing their last two years of high school at DCC. Students who successfully complete the program will graduate high school with an advanced studies high school diploma and an Associate of Arts and Sciences Degree in Liberal Arts. To participate in this program, students in the Danville Public School System must complete an application that evaluates their grade point average, attendance, teacher recommendations, extracurricular activities, leadership roles, and other recognitions and awards. The Early College program is free of charge for all participating students and will give students a leg up on completing the process of attending college. Upon graduation, these students will only have to attend college for an additional two years to attain their baccalaureate degree. Not only are they completing their degree quicker, but they are also saving two years' worth of college tuition. Danville Public Schools will provide bus transportation, and students can drive. Students will be eligible to play sports and participate in other curricula activities. They will be at DCC until lunch and complete the fourth block in the afternoon at the high school. We are beginning with Danville Public Schools in the fall of 2022. DCC classes will start as usual, and plans are to hold a boot camp. Students must complete first year courses to move to second year courses, and will be enrolled as a cohort. It was noted that it depends on the institution students are transferring to if they will be accepted as juniors. Early College is about location. DCC offers dual enrollment classes in Pittsylvania County where students can earn an Associate Degree in Science. Southside Virginia Community College awards a degree in General Studies to students, and DCC works with them to decide who offers what courses.

### III. HUMAN RESOURCES

- A. **INTRODUCTION OF NEW EMPLOYEES:** Mr. Cottrill introduced Mr. Calvin Sanson who will be serving as the Interim Vice President of Financial and Administrative Services while the search continues for a permanent placement. He is retired, but participates in the Registry with Colleges and Executives receiving assignments once or twice a year. He will be with DCC until June 30. Mr. Wayne Peters was introduced as the College's new Director of Finance.
  
- B. **PRESIDENTIAL SEARCH:** Mr. Cottrill stated that the VCCS committee has met and selected the finalists to be interviewed. Prior

to releasing the names of the candidates to come to the College, these individuals will have a background check and be thoroughly vetted.

- C. **RESIGNATION OF MR. BRUCE COTTRILL:** Mr. Cottrill announced that he has accepted a position at Elon University, and his last day at DCC is April 15. He begins there on April 19. He advised that the consultant working on the policy manual has completed the work. It now needs to be reviewed. He discussed a draft document on hiring processes and noted that it is near completion. He has finalized a new contract for the compensation review for all DCC jobs.

#### IV. FINANCIAL AND ADMINISTRATIVE SERVICES

- A. **DEPARTMENT FUNCTION REVIEW:** Mr. Sanson announced that this review has been finalized. A financial management plan has been created to identify areas at risk, areas that need work, and/or are performing well. Budgets by department will be distributed and should help considerably with spending. A comprehensive budget policy and procedures will be built and reviewed with staff. An accountant was recently employed and another is needed. Once employed, the Finance Department will be properly staffed.
- B. **FACILITIES UPDATE:** Mr. Alonzo Jones, Facilities Manager, reported as follows:
1. Wyatt Building
    - i. Painting: First and second floor halls and stairways; some offices upstairs and downstairs; First Floor: 101, 109, 111, 112 and 113; Second Floor: 209, 211, 212, and 213
    - ii. New Lactation Room: 209A
    - iii. Furniture and partitions are being selected for rooms 101, 111, and 113
    - iv. New flooring is being selected for 101, 111, and 113
  2. Hill Building
    - i. Lockers removed
    - ii. Installation of tiles behind water fountains
    - iii. Installation of hands-free water fountains
    - iv. Installation of new lab sinks
    - v. Installation of new VTC flooring in the hallway
    - vi. Stripping, sanding, and resealing concrete floors in Labs 117 and 125

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- vii. Painting hall, labs, classrooms and offices
  - viii. Ordered new furniture (*goal is to dispose of all cloth chairs and replace them with ones that can be sanitized*)
  - ix. Sent out RFP for roof replacement
3. Temple Building
- i. RFP sent out for roof replacement
  - ii. Cyber Lab build-out

### V. DCC EDUCATIONAL FOUNDATION

- A. **FUNDRAISING:** Mr. Hair announced that over \$1 million have been raised since the last meeting. \$500,000 is tied to the HVAC Program.
- B. **SCHOLARSHIPS:** Mr. Hair stated that 83 students have applied for scholarships as of today which is lower than in years past at the same point in time. He advised that he has visited the high schools and sent text messages to let students know that funds are available. Applications will continue to be accepted until all funds are awarded.
- C. **GOLF TOURNAMENT:** The October 2021 tournament has been rescheduled for May 20 at Danville Golf Club. More information is forthcoming. Another golf tournament will be held on October 7.
- D. **SUDS, SWINE, SIPPIN' & SONG EVENT:** This event is scheduled for August 5.

### VI. ACADEMIC AFFAIRS AND STUDENT SERVICES

- A. **DISCONTINUANCE OF PROGRAMS:** Dr. Johnson reported that the Curriculum Committee was recommending to the Board the discontinuance of the following programs resulting from no student enrollments:
- 1. **Applied Engineering Technology (*formerly General Engineering Technology*) Associate of Applied Science Degree:**  
A motion was made by Ms. Baynes, seconded by Mr. Mead, that

**THE APPLIED ENGINEERING TECHNOLOGY  
(FORMERLY GENERAL ENGINEERING  
TECHNOLOGY) ASSOCIATE OF APPLIED SCIENCE  
DEGREE BE DISCONTINUED AS RECOMMENDED.**

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The motion passed unanimously.

2. **Computer-Aided Drafting and Design Technology Certificate:** A motion was made by Ms. Brown, seconded by Mr. David, that

**THE COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

3. **Auto Body Mechanics Certificate:** A motion was made by Mr. Mead, seconded by Ms. Roberts, that

**THE AUTO BODY MECHANICS CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

4. **Drafting Technology Certificate:** A motion was made by Mr. David, seconded by Ms. Baynes, that

**THE DRAFTING TECHNOLOGY CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

5. **Alternative Energy Technologies Career Studies Certificate:** A motion was made by Ms. Baynes, seconded by Mr. Mead, that

**THE ALTERNATIVE ENERGY TECHNOLOGIES CAREER STUDIES CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

6. **Introduction to Integrated Systems Technology Career Studies Certificate:** A motion was made by Ms. Brown, seconded by Ms. Roberts, that

**THE INTRODUCTION TO INTEGRATED SYSTEMS TECHNOLOGY CAREER STUDIES CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

7. **Motorsports Technology Career Studies Certificate:** A motion was made by Mr. Mead, seconded by Ms. Waller, that

**THE MOTORSPORTS TECHNOLOGY CAREER STUDIES CERTIFICATE BE DISCONTINUED AS RECOMMENDED.**

The motion passed unanimously.

- B. ENROLLMENT MANAGEMENT:** Dr. Johnson stated that the enrollment for Spring Semester was **-5.26** percent. The VCCS average is **-5.10** percent. There are only two colleges in the System that are in the black. DCC rates tenth out of the 23 colleges.
- C. DIRECT ENROLLMENT:** On July 1, 2022, DCC will join other VCCS colleges implementing direct enrollment. Direct enrollment and the self-informed placement process helps students decide which college-level math and English courses to start with. It will allow students that feel ready to take a college-level class. DCC is in the last wave of this initiative. Other colleges are reporting good data.
- D. OPEN HOUSE AND SPRING FLING—APRIL 21 AND SPIRIT WEEK:** Dr. Johnson reported on these upcoming activities. Activities will be held daily Monday through Friday to retain current students and recruit new students. DCC ROCKS begins in April and continues through August.
- E. AD ASTRA:** The Ad Astra Information System is a web-based system that keeps track of all related room scheduling for courses and events occurring in academic classrooms of all room types on campus and will be launched fall 2022. It will be the sole tool to assign classes to classrooms, as well as reserving facilities for outside users. There was some discussion on charging outside users for the use of our facilities.
- F. MAXIENT:** Maxient is the software of choice for managing behavior records at colleges and universities across North America. The centralized reporting and record keeping helps institutions connect the dots and prevent students from falling through the cracks. DCC will use

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it for reporting Title IX incidents, complaints, and issues with conduct. Individuals can report incidents anonymously or with their name. This will provide the College with better reporting for the Southern Association of Colleges and Schools (SACS). Any cases submitted can also be tracked.

- G. **GRADUATION—MAY 14:** Dr. Johnson announced that on Saturday, May 14, DCC will be hosting its first in-person graduation ceremony since the beginning of the pandemic on Daly Field at the Frank R. Campbell Stadium at Averett University's North Campus. The ceremony will begin at 10 a.m. Dr. B. Carlyle Ramsey, President Emeritus, will be this year's speaker.

### VII. WORKFORCE SERVICES

- A. **NEW EMPLOYEES:** Ms. Cheryl Terry reported that Mr. Daniel Dalton, instructor of Industrial Maintenance, and Ms. Tiffany Graham, instructor of Graphic Imaging Technology, were employed last month. She noted that recruiting is heavy, so more adjuncts will need to be hired.
- B. **COMMONWEALTH CYBER FUSION 2019:** Ms. Terry reported that students in Cybersecurity competed with 17 different schools in CTF events like Cryptography, Wireless Cracking, and Reconnaissance at the Virginia Military Institute in Lexington, Virginia. One of DCC's teams placed third in the Open Challenges. On October 7, CyberKnights hosted a Showdown on the college campus.
- C. **NON-CREDIT SERVICES UPDATE:** Ms. Terry reported as follows:
1. Accelerated training in Defense Manufacturing (ATDM): Cohort 2 graduated on March 11 and a new cohort will begin April 18 with 48 students.
  2. Weekend Welding Graduation: This event will be held March 21.
  3. CAN, CDL, and Manufacturing Technician (MT1) training are ongoing.
  4. Maintenance Mechanics training for Hitachi Energy (*formerly ABB*) is ongoing.
  5. Industrial Maintenance training will begin in May for Tyson Foods.



**VIII. CENTER FOR ORGANIZATIONAL EXCELLENCE AND DATA ANALYTICS (COEDA)**

- A. **SACSCOC FIFTH YEAR INTERIM REPORT UPDATE:** Mr. Potter advised that the Five-Year Report has been received by SACSCOC and returned to the College requesting more examples for evidence of senior employees and wording changes to an accreditation statement that had been changed by SACSCOC.
  
- B. **ONGOING ASSESSMENT AND STRATEGIC PLANNING WORKSHOPS:** Mr. Potter advised that the fifth workshop in a series has been held to help faculty with the assessment process. More information will be made available at the June College Advisory Board meeting.

**IX. MARKETING AND PUBLIC RELATIONS**

- A. **SECOND EIGHT-WEEK MARKETING:** Ms. O'Neil reported that these classes began March 14, and 27,143 potential students were reached through our advertising. There were 3,377 engagements with the ad (*click throughs*).
  
- B. **UPDATES TO INTERIOR OF BUILDINGS:** Ms. O'Neil reported that the baseball trophies that were enclosed in glass on the first floor of the Wyatt Building have been removed and replaced with a display of items available in the DCC Bookstore. She is working on another display in the Hill Building.
  
- C. **OUTDOOR SIGNS:** These are still being prepared.
  
- D. **LOOKING AHEAD TO SUMMER AND FALL:** Ms. O'Neil advised that a direct mail piece will be done, as well as print advertising in local papers and a social media push.
  
- E. **VIDEOS ON YOUTUBE:** Eleven two-minute videos were filmed of faculty talking about their programs. These will be cut down for television. River City TV is seen by a lot of people and makes a great impression. These videos should draw attention to course offerings. They also do a lot of live streaming.

**X. PRESIDENT'S REPORT**

**A. UPDATE ON VACANT POSITIONS: Dr. Mickles reported that**

- 1. Vice President of Workforce Services:** The Selection Committee is working on this and should have something available in the next two or three weeks.
- 2. Dean of Student Services:** This position is being advertised.

**B. APPROVAL OF CONTINUITY PLAN (COOP): Dr. Mickles stated that this plan is reviewed annually to be used in the case of an emergency. A tabletop exercise will also be done. Selected employees received emergency training last week. A motion was made by Ms. Baynes, seconded by Mr. Mead, that**

**THE CONTINUITY PLAN (COOP) BE APPROVED AS RECOMMENDED.**

The motion passed unanimously.

**C. APPROVAL OF PROFESSOR EMERITUS TITLE FOR MS. SHERRY GOTT: Dr. Mickles advised that Dr. Paul Fox, Dean of the Division of Arts, Science, and Business, has recommended Ms. Sherry Gott, Associate Professor of English, for the title of Professor Emeritus. Ms. Gott retired January 1, 2022, and meets all the requirements for this title. A motion was made by Ms. Cassada, seconded by Ms. Baynes, that**

**THE TITLE OF PROFESSOR EMERITUS BE AWARDED TO MS. SHERRY GOTT AS RECOMMENDED.**

The motion passed unanimously.

**D. ENDORSEMENT OF RESOLUTION FOR DR. GLENN DUBOIS: College Advisory Board members reviewed a resolution to be presented to Dr. DuBois, who is retiring as Chancellor on July 1, 2022. A motion was made by Ms. Baynes, seconded by Mr. Mead, that**

**THE RESOLUTION FOR DR. GLENN DUBOIS BE APPROVED AS PRESENTED.**

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The motion passed unanimously.

- E. **NEXT MEETING:** The next regular scheduled Advisory Board meeting is scheduled for Monday, June 20; however, that day is a holiday and the College will be closed. Everyone agreed to move the meeting date to the next Monday, June 27.
- F. **COVID UPDATE/CARES ACT FUNDING:** Dr. Mickles noted that the web address to access information about the CARES Act funding was printed on their agendas (<https://danville.edu/heerf-grant-eligible-students#CARES-act>). She also advised that employees were working to keep the College sanitized; i.e., purchasing chairs that can be wiped clean, replacing water fountains.
- G. **MOMENT OF SILENCE AT GRADUATION:** Dr. Mickles advised that in lieu of the invocation at this year's ceremony, it has been suggested to observe a moment of silence. No one volunteered to announce the moment of silence.
- H. **RESIGNATION OF MR. ROBERT DAVID:** Dr. Mickles advised that she had received Mr. Robert David's resignation from the College Advisory Board effective June 30, 2022.

### XI. EXECUTIVE SESSION

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

**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:**

1. REAL ESTATE MATTERS; AND,
2. PERSONNEL MATTERS—President's Evaluation.

#### ROLL CALL:

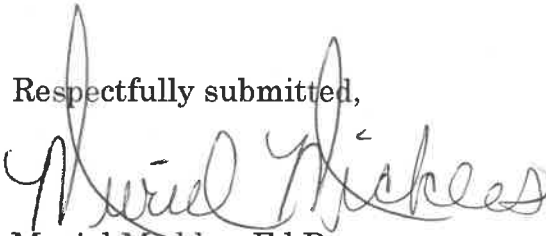
Shelia Baynes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Barbara Brown	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ann Cassada	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Robert David	Absent	
Toshia Waller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
John Mead	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Kathryn Roberts	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Kevin Shotwell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



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There being no further business, the DCC Advisory Board meeting adjourned at 7:45 p.m.

Respectfully submitted,  
  
Muriel Mickles, Ed.D.  
Interim President

