

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

**TUESDAY, NOVEMBER 19, 2019
5:30 P.M. -WYATT BUILDING BOARD ROOM**

***NOTE: Board members toured the campus from
3:00-5:00 p.m.***

MINUTES NO. 251

The two-hundred and fifty-first meeting of the Danville Community College Board was held on November 19, 2019, at 5:30 p.m. in the Wyatt Building Board Room.

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
Dr. Frank Grogan
Mr. John Mead
Ms. Kathryn Roberts
Mr. Kevin Shotwell
Mr. Telly Tucker (*arrived late*)
Mr. Carlyle Wimbish

Also Present: Mr. Doug Duncan, VCCS Interim Associate
Vice Chancellor for Human Resources
Dr. Jacqueline Gill Powell,
President/Secretary

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Mr. Shannon Hair, Vice President of
Development and Institutional
Advancement

Dr. Debra Holley, Vice President of
Academic and Student Services

Mr. Bobby Roach, Public Relations and
Marketing

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

Ms. Connie Wann, Executive Assistant to
the President

Mr. Chris White, IT Specialist

C. **PUBLIC COMMENT:** None.

D. **WELCOME NEW BOARD MEMBERS:** Ms. Ann Cassada, representing Pittsylvania County, advised that she has been in education for 39 years-20 years in the classroom and the remainder of the time she was an administrator. She felt honored to serve in this capacity. Mr. Kevin Shotwell, representing Halifax County, lives in Alton, Virginia. He has worked as an electrical engineer for ABB for the past 19 years. He is a 1989-1990 graduate from DCC.

E. **ACTION ITEM**

1. **Approval of Minutes of the September 30, 2019, Meeting:** **(copy attached):** A motion was made by Ms. Baynes, seconded by Mr. Mead, that:

**THE MINUTES OF THE SEPTEMBER 30, 2019,
MEETING BE APPROVED AS PRESENTED.**

Board approval was unanimous.

2. **Appointment of Presidential Evaluation Committee:** The following Board members were selected to serve on the Presidential Evaluation Committee: Mr. Telly Tucker, Chair; Dr. Tom Grogan, and Ms. Sheila Baynes.

II. PRESIDENT'S REPORT

A. DCC UPDATE

1. **Introduction of New Employee:** Mr. John Keatts has been employed as a welding instructor.
2. **Status on Revision of Vision/Mission Statements and College Goals:** Dr. Gill Powell advised that this revision has been put on hold and will be discussed at the upcoming Board Retreat. There is a committee working on this. The new versions will be used in the 2020-2021 Catalog.
3. **Recommendation(s) for Honorary Degrees (due to Chancellor by February 20, 2020):** Dr. Gill Powell advised that nominations can be made by any Board member or any others. She asked the Board to think about possible nominations and submit them to her.
4. **Follow-up on Chancellor's Retreat:** Ms. Roberts reported that the dual enrollment is a big issue. It was noted that DCC doesn't currently charge students for classes; however, other colleges do.

Mr. Wimbish noted that it is helpful to talk with others serving as chair of their boards. The breakout sessions were informative.

5. **College Board Retreat:** Dr. Gill Powell plans to hold a retreat for members of the College Board and the Executive Team in January 2020. More information will be provided when available.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. INFORMATION ITEM:

1. **Budget Update:** In Mr. Toothman's absence, Dr. Gill Powell reported that they are keeping an eye on the budget so we don't find ourselves in a budget crunch at the end of the year. The philosophy is do not cut, but increase. A breakdown of the

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General Fund Revenue and Expenses for FY 20 through October was reviewed.

2. **Grants:** The College has received the following since the last College Board meeting:
 - a. **Danville Regional Foundation: \$1,611,335**
IT/Robotics two-year grant to support robotics and IT. Match for the Go-Tee Grant.
 - b. **Haas Teach-The-Trainer: \$40,000**
Scholarships
 - c. **JTI: \$50,000** for Middle College
 - d. **Daly Unitrust: \$22,000**
 - e. **Dan River Inc. Endowment: \$18,500**
 - f. **Tobacco Commission (Robotics): \$443,715**
IT/Robotics: This was awarded in FY 18, but was not included in previous totals because it was contingent upon receipt of the ORF grant.

It was also noted that 63 percent of our grants are public and 37 percent are private with a total amount of \$6,260,652.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEMS:

1. **Enrollment Report:** Dr. Holley reported the following:
 - a. **Student Full-time Equivalent (FTE) Comparison
Fall 2018 versus Fall 2019-5.03 percent increase
Fall 2018: 1631 Fall 2019: 1713***
 - b. **Student Full-time Equivalent (FTE) Comparison
Spring 2018 versus Spring 2019-5.14 percent
decrease
Spring 2018: 545 Spring 2019: 517***
 - c. **Student Headcount Comparison
Fall 2018 versus Fall 2019-0.53 percent decrease
Fall 2018: 2827 Fall 2019: 2812***
 - d. **Student Headcount Comparison
Spring 2018 versus Spring 2019-12.09 percent
decrease**

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Spring 2018: 736

Spring 2019: 647*

- e. **Dual Enrollment Headcount Comparison**
Fall 2018 versus Fall 2019-2.31 percent decrease
Fall 2018: 1082 Fall 2019: 1056*

* (as of November 18, 2019)

Dr. Holley advised that the goal of the Enrollment Management Team was to have 2023 students in 2023.

2. **New Initiative:** Dr. Holley advised that students in Precision Machining Diploma Program can double major in Dimensional Inspection. Funding has been secured to assist students with an initial donation to start the Dimensional Inspection Program.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. **INFORMATION ITEMS:**

1. **DCC Educational Foundation Golf Tournament Update:** Mr. Hair advised that this was the twenty-first year this tournament has been held. He noted the increase in minority participation. He also stated that the caricatures done of each team were extremely popular.
2. **Fundraising Updates:** Since September, the Foundation has notified of the following grants:
 - **The Community Foundation of the Dan River Region-\$25,000-Nursing Equipment: Notawarded**
 - **Daly Unitrust (\$10,000- Scholarships): Awarded**
 - **Power Substation Funding: Awarded \$6,500 (\$5,000-Scholarships, Professional Development and Equipment)**
 - **Haas Teach-The-Trainer Grant-Awarded (\$40,000-Training Grant)**
 - **Dan River Inc. Endowment-Awarded \$18,500 (\$10,000-Career Coach Program)**

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3. **Educational Foundation Data:** Dr. Gill Powell shared the following data with Board members:

(1) **2018-19 Events**

- 34 events hosted
- 21 events sponsored
- 62 percent of the events were sponsored.
- 450 is the approximate number of attendees at the Scholarship Reception.
- 2019 Golf Teams: 32 men's, 7 women's, and 1 mixed
- 13 advertisements in 4 publications were purchased for a total cost of \$13,275.

(2) **2018-19 Scholarships**

- 328 scholarships were awarded to 193 students for a total of \$557,532. The average amount per student recipient was \$2,888.79.
- 112 students were ineligible because of Financial Aid or grade point average.
- 10 scholarships were not awarded because no students met the criteria.
- Gender: Male 111 (58%); Female 82 (42%); Total 193

Race/Ethnicity	# Students	%
White	158	82%
Black	24	12%
Hispanic	3	2%
Multiple	3	2%
American Indian	2	1%
Asian	2	1%
<u>Unknown</u>	<u>1</u>	<u>1%</u>
Total	193	100%

(3) **Unmet Needs for FY2020**

Students not eligible for PELL	243	100%
<u>Students financial needs met</u>	<u>126</u>	<u>52%</u>
Students financial needs unmet*	117	48%

Unmet Need Analysis

117 students x \$15,000 per Fall/Spring= \$1,755,000

**Unmet need is defined as Cost of Attendance (including tuition, room and board, transportation, book expense, and personal expense) minus EFC plus other aid.*

VI. WORKFORCE SERVICES

A. INFORMATION ITEM:

1. **Project MFG, Next Generation Manufacturing Challenge:** Mr. Tickle reported on the Project MFG, Next Generation Manufacturing Challenge held November 13 through 15 at Danville Community College. Project MFG is the result of a collaborative effort between communities, educators, and industry partners rising to join the U.S. Department of Defense and the U.S. Industrial Base Analysis and Sustainment Program in a three-day skills challenge and program that fulfills important needs for individuals as well as entire communities. The Project MFG challenge included making a replica of a project including planning, designing, programming, machining, welding fabrication, assembly and quality inspection. The DCC team won the Virginia State First Place Award.

VII. CENTER FOR ORGANIZATIONAL EXCELLENCE AND DATA ANALYTICS

A INFORMATION ITEM:

1. **Update:** The College is in full-action mode on engaging with the 2019-2020 UKnighted Plan. All employees are reporting on progress in accomplishing the strategic plan from July 1 through November 30. Progress reports are due on December 13.

VIII. ACTION ITEMS

- A. **Approval of New Programs:** Dr. Holley presented the following new programs for approval:
 1. Technical Studies Electrical Utilities and Substation Technician Associate of Applied Science Degree
 2. CNC Field Service Technician: Electrical Career Studies Certificate
 3. Digital Drawing and Illustration Career Studies Certificate
 4. Advanced Early Childhood Development Career Studies Certificate

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Following discussion, a motion was made by Ms. Baynes, seconded by Dr. Grogan that:

THE TECHNICAL STUDIES ELECTRICAL UTILITIES AND SUBSTATION TECHNICIAN ASSOCIATE OF APPLIED SCIENCE DEGREE, THE CNC FIELD SERVICE TECHNICIAN: ELECTRICAL CAREER STUDIES CERTIFICATE, THE DIGITAL DRAWING AND ILLUSTRATION CAREER STUDIES CERTIFICATE, AND THE ADVANCED EARLY CHILDHOOD DEVELOPMENT CAREER STUDIES CERTIFICATE BE APPROVED AS PRESENTED.

Board approval was unanimous.

B. Approval of Program Discontinuances: Dr. Holley presented the following programs to be discontinued:

1. Brewing, Distillation and Fermentation Career Studies Certificate (221-760-03)
2. Food Service Management Trainee Career Studies Certificate (221-241-65)
3. Hospitality and Food Service Career Studies Certificate (221-241-64)
4. Instrument (Guitar) Building Craft Career Studies Certificate (221-780-01)
5. Metal Arts Career Studies Certificate (221-597-03)

Following discussion, a motion was made by Mr. Mead, seconded by Mr. Wimbish that:

THE BREWING, DISTILLATION AND FERMENTATION CAREER STUDIES CERTIFICATE (221-760-03), THE FOOD SERVICE MANAGEMENT TRAINEE CAREER STUDIES CERTIFICATE (221-241-65), THE HOSPITALITY AND FOOD SERVICE CAREER STUDIES CERTIFICATE (221-241-64), THE INSTRUMENT (GUITAR) BUILDING CRAFT CAREER STUDIES CERTIFICATE (221-780-01), AND THE METAL ARTS CAREER STUDIES CERTIFICATE (221-597-03) BE DISCONTINUED AS RECOMMENDED.

Board approval was unanimous.

XIV. IMPORTANT DATES

- A. Annual Holiday Luncheon: December 19, 12:30 p.m., Oliver Hall

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- B. College Closed December 23, 2019-January 1, 2020
- C. Spring Semester Classes Begin January 8, 2020
- D. Next Meeting: March 16, 2020

VIII. EXECUTIVE SESSION

At 6:40 p.m., Dr. Grogan, made the following motion, seconded by Mr. Mead:

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 MATTERS RELATING TO SPECIFIC PERSONNEL MATTERS.

ROLL CALL:	<u> X </u>		<u> </u>
Shelia Baynes		Yes	<u> No</u>
Barbara Brown	<u> X </u>	Yes	<u> No</u>
Ann Cassada	<u> X </u>	Yes	<u> No</u>
Frank Grogan, III, DDS	<u> X </u>	Yes	<u> No</u>
John Mead	<u> X </u>	Yes	<u> No</u>
Kathryn Roberts	<u> X </u>	Yes	<u> No</u>
Kevin Shotwell	<u> X </u>	Yes	<u> No</u>
Telly Tucker, Vice Chair	<u> X </u>	Yes	<u> No</u>
Carlyle Wimbish, Chair	<u> X </u>	Yes	<u> No</u>

At 8:45 p.m., Dr. Grogan made the following motion, seconded by John Mead:

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> No</u>

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Barbara Brown

Yes

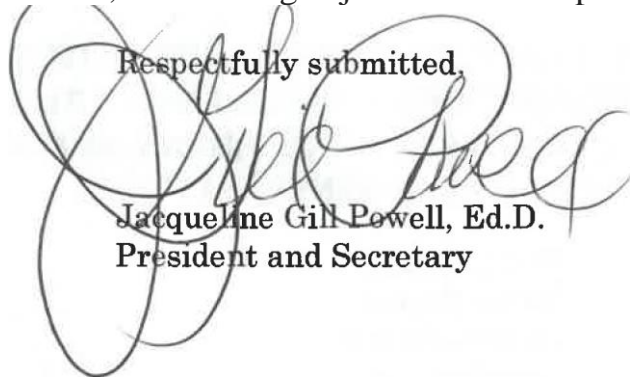
No

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Ann Cassada	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Frank Grogan, III, DDS	<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
Telly Tucker, Vice Chair	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Carlyle Wimbish, Chair	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

There being no further business, the meeting adjourned at 9:46 p.m.

Respectfully submitted,



Jacqueline Gill Powell, Ed.D.
President and Secretary

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