

DANVILLE COMMUNITY COLLEGE

MEETING 01' THE BOARD

**MONDAY, SEPTEMBER 30, 2019
5:30 P.M. - WYATT BUILDING BOARD ROOM .**

MINUTES NO. 250

The two-hundred and fiftieth meeting of the Danville Community College Board was held on September 30, 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
Mr. Carlyle Wimbish

Also Present:

Dr. Jacqueline Gill Powell,
President/Secretary
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
Ms. Elizabeth Spainhour, Liaison for DCC
Educational Foundation Board

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

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

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 June 17, 2019, Meet in g: (copy attached):** A motion was made by Ms. Baynes, seconded by Mr. Mead, that:

THE MINUTES OF THE JUNE 17, 2019, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous. Mr. Tucker abstained because he did not attend the meeting.

II. PRESIDENT'S REPORT

A. **DCC UPDATE**

1. **Introduction of New Employees:** Using a PowerPoint presentation, the following new employees were recognized:
 - a. Sahrash Akram, Transfer Counselor (Part-time)
 - b. Mary Lou **Dunn**, Assistant Professor of Nursing
 - c. Megan Elgin, Student Success Coach

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- d. Dr. Violeta Howard, Tutoring Center Coordinator
- e. Jay Jennings, Facilities Manager
- f. Robin Mitchell, Dental Hygiene Program Coordinator
- g. Justin Nichols, Research Analyst and Assessment Coordinator
- h. April Rigney, Cashier
1. Kamesha Townes, Financial Aid Support Specialist

2. Board Relations

- a. **President's Requests:** Dr. Gill Powell advised that she wants DCC to be a 21st century college-inside and outside with state-of-the-art technology. A question was asked about aging equipment. Dr. Gill Powell noted that VHS players are in the classrooms, lockers in some of the buildings, as well as blackboards. These things leave an impression on students that we cannot train them for whatever they need.
- b. **Board Contact:**
 - (1) **DCC email:** Dr. Gill Powell emphasized that Board members could not use their private email accounts for College business. Mr. Chris White, IT Technician, attended the meeting to assist Board members in setting up their DCC email accounts.
 - (2) **Official Communications:** Dr. Gill Powell advised that all official communication would come from the President or her executive assistant. This ensures that everyone is on the same page using the same language.
 - (3) **Media Protocol:** Dr. Gill Powell asked that Board members notify her immediately if they are contacted by the media. Also, any print media, social media, and broadcast media should be referred to DCC's Public Relations and Marketing Officer.
 - (4) **Campus Visits:** Dr. Gill Powell asked that Board members notify her or her assistant when they are on campus.
 - (5) **Invitations from the College:** Dr. Gill Powell advised that when Board members receive material from the College, it will probably come from the President's office.

3. Cam pus Activities: The following were noted:

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- a. **Welcome Back Event** held August 22, the first day of classes.
- b. **2019 DCC Scholarship Reception** held September 9 at the IALR.
- c. **Fall Festival** held September 10 for students, faculty, and staff.
- d. **Constitution Day-Roundtable Discussion on Cyber Security** held September 17 was a hands-on conversation with Dr. Paul Fox, Dean of Arts, Sciences and Business; Mr. John Wilt, Professor Emeritus; Mr. Steven Carrigan, Assistant Professor of Information Systems Technology and Program Director for DCC Cyber Center; Ms. Paulette Keen, Adjunct Faculty; Mr. Chad Bailey, Instructor of Developmental English; and, Ms. Ana Ruis-Fodor, Associate Professor of History.
- e. **Elected Officials on Campus:**
 - (1) **DMV Connect:** Governor Northam visited the campus to support ending the counterproductive practice of suspending Virginians' driving privileges for failure to pay court fines and costs. Also attending the event were Danville Mayor Alonso Jones, Senator Bill Stanley, Delegate Danny Marshall and Danville Councilman Sherman Saunders.
 - (2) **Workforce Development Listening Tour:** Northam's visit to Danville was part of his statewide workforce development listening tour. Its purpose was to hear from Virginians about the needs of workers and employers in communities throughout the state. More than 100 people attended the event at DCC's Student Center.
- f. **Website:** Dr. Gill Powel advised that we are working to change the website to make it more searchable, more dynamic and user friendly.
- g. **Grants:** The College receives 85.7 percent public grants and 14.3 percent private grants. The grand total in dollars is \$4,115, 113.

h. Presidential Pinnacles:

- (1) Governor visits: August 1 and September 4
- (2) Governor Appointment to A. L. Philpott
Manufacturing Extension Partnership
(GENEDGE)
- (3) Board Appointments:
 - (i) Virginia Council of Presidents
 - (ii) Southern Virginia Higher Education Center
 - (iii) Institute for Advanced Learning and
Research
- (4) Dinner hosted by the AKA, Deltas, and Links on
August 9 on campus in Oliver Hall
- (5) Community Welcome Reception hosted by the
Southern Virginia Higher Education Center on
July 31

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. INFORMATION ITEMS:

1. Facilities Update: Mr. Toothman reported that:

- a. **Electrical Utilities and Substation Technician Program:** This will be a new academic program for Fall 2020. The architectural drawing is complete and construction is **in** progress. Hopefully, the project will be completed in December.
- b. **Cyber Security Lab:** Plans are to move this lab from the Taylor Building to the lower level of the Temple Building. It is currently in the design state with plans for a server room separated from the classroom. Funding for this project is provided by the Tobacco Commission.
- c. **Automation and Robotics Program:** This program is a revision of the Electrical/Electronics Servicing Equipment Program taught at the Regional Center for Advanced Technology and Training (RCATT).
- d. **Bookstore:** DCC is one of two colleges in the System that runs their bookstore, and the only one in the System with food service. A question was raised regarding how

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profits from the bookstore are currently being administered. Mr. Toothman advised that this money can be used for the College if needed including the operation of the College. A suggestion was made to look into purchasing a CD to get a return on the money. Dr. Gill Powell will follow up with the Board as more information becomes available.

- e. **RCATT:** Mr. Toothman advised that areas are being painted and cleaned up.
2. **Local Funds Budget Update:** Mr. Toothman advised that local funds totaling of \$27,000 are received annually from the City of Danville, Halifax and Pittsylvania Counties. \$19,075 were carried forward.
3. **Financial Strategy:** Mr. Toothman reviewed a chart of expenditures by category for FY 19 noting that 69 percent of the budget is spent on salaries and benefits. He advised that special requests are funded through the General Assembly or the Virginia Community College System. The LRC is on the capital building plans which lists which buildings receive improvements. The LRC is seventeenth on this list. He also stated that performance measures affect money coming from the State, and currently, we are gaining from the funding model.

Other fiscal strategies noted were:

- (a) Review of programs for efficiency;
- (b) Create a process improvement team to examine cost-savings;
- (c) Review space utilization and scheduling efficiencies to maximize resources allocations
- (d) Tie resource allocations to Strategic Plan goals; and,
- (e) Develop grant strategies to identify funding opportunities that complement College goals.

DCC earned an overall efficiency score of 95 percent for FY 2019.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEMS:

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1. **Enrollment Report**: Dr. Holley reported that enrollment varies depending on the day, but as of September 11, 2019, compared to Fall 2018:
 - a. **Headcount**: DCC's enrollment was up 2.22 percent.
 - b. **FTE (Full-time Equivalent) Students**: DCC's FTES were up 6.23 percent.
 - c. **Dual Enrollment Headcount** was up only 0.96 percent. The drop in this number is the result of some programs that have been discontinued at Halifax County High School. The superintendent of Halifax County Public Schools supports AP programs over dual enrollment.

Dr. Holley reported that DCC was in the top three VCCS colleges in growth. Other colleges were down three to four percent on average. Our accomplishment was the result of letters sent to students, multiple types of events, and identifying target populations.

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 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. G3 Programs include Early Childhood Development, Networking and Cyber Security, Welding, Electrical Utilities/Substation and Metrology/Quality Control. Dr. Holley also discussed that the Electrical/Electronics Equipment Servicing Program was submitted to the VCCS proposed course changes and program title change to Electrical Utilities and Substation Technician. The CIP Code (*Classification of Instructional Programs*) greatly varies between the two programs. Dr. Dan Lewis, VCCS Director of Educational Programs and Policy, recommended that a new Technical Studies Program for the Electrical Utilities and Substation Technician be submitted in lieu of the name change and course changes. This also allows the College to maintain the Electrical/Electronics Equipment Servicing Diploma Program. DCC will submit request for a new Technical Studies Program and as indicated by the VCCS, the

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College will maintain the existing Electrical/Electronics Equipment Servicing Diploma Program.

3. **New Initiatives:** Dr. Holley reported that:
 - a. **Streamline the Student Advising Processes:** Consultants will beat the College in October to conduct process mapping.
 - b. **Proposed Early Childhood Dual Enrollment Program:** DCC personnel will be meeting with Danville City Schools, and Pittsylvania and Halifax County Schools. Students would complete the requirements for a Career Studies Certificate while in high school and then do the pathway to James Madison University's program. The Department of Social Services and Project Pathfinders each pay for two classes per semester. Both will pay for dual enrollment.

V. WORKFORCE SERVICES

A. **INFORMATION ITEMS:**

1. **FastForward Update:** FastForward is a short-term workforce credential program to train students for top, in-demand jobs. Most take 6-12 weeks and are scheduled to allow students to get their education while they work. Students pay a third of the tuition at the beginning, the State pays the second third when the program is completed, and the final third when the credential is awarded. The programs are non-credit; however, the decision was made by the College that our courses would remain for credit, so students could receive financial aid which will pay the entire tuition. Mr. Tickle reported that 52 Fast Forward credentials have been awarded : Nursing Assistant-6; CDL-A-5; Welding-25; and Manufacturing-16. He advised that he is working on adding additional welding courses.

Industry Credentials awarded through Credit programs were: 92 ASE - Automotive; 63 S/P2 Safety & Pollution - Automotive; 5 Metrology; 180 NIMS-Precision Machining; and, 131 AWS - Welding

Students are required to have a high school diploma or a GED.

Plumbing is tentatively scheduled to begin Spring 2020 and Electrical in Fall 2020 as FastForward programs.

2. **New Initiatives:** Mr. Tickle announced the following new initiatives:
 - a. Automation Robotics Program Associate of Applied Science Degree to begin Fall 2020.
 - b. Electrical Utilities and Substation Technician Diploma Program to begin Fall 2020.

VI. CENTER FOR ORGANIZATIONAL EXCELLENCE AND DATA ANALYTICS

A. **INFORMATION ITEMS:**

1. **Strategic Planning:** The 2019-20 Strategic Plan is titled



The five priorities are:

- a. Strategic Priority 1: Student Success and Academic Support Services
- b. Strategic Priority 2: Enrollment Stabilization and Growth
- c. Strategic Priority 3: Organizational Excellence and Continuous Improvement
- d. Strategic Priority 4: Financial Sustainability and College Resource Stewardship
- e. Strategic Priority 5: Strategic Communications and Marketing

The planning process for the next five years will begin in January 2020.

2. **Innovative Ideas Incubator (1³):** The purpose of the Innovative Ideas Incubator is to capture innovative ideas on how to improve something, whether a process, service, program or student.
 - Initiate new ideas to solve DCC's challenges
 - Develop and implement the best innovations

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- Evaluate and identify new directions or opportunities
- Activate stellar implementation strategies
- Sustain successes and excellence by improved processes

In the Spring of 2020, the President's Executive Cabinet will present awards for the Innovation of the Year and two runner-up innovations based on quality, efficiency, usefulness, creativity, and impact.

3. **SACSCOC Update:** Mr. Potter stated that he would be attending a workshop on Alignment with Updated Principles of Accreditation. He reminded Board members of the following importation dates for the Fifth-Year Interim Report:
 - October 15, 2020: Receive notice from SACSCOC President
 - September 15, 2021: Fifth-Year Interim Report Due
 - December 2021: Review by the Committee on Fifth-Year Interim Reports
4. **2018-2019 Fast Facts:** Mr. Potter briefly reviewed this information and advised that it is available on the College's website.

VII. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. **INFORMATION ITEMS:**

1. **DCC Major Gift Campaign:** In Mr. Hair's absence, Dr. Gill Powell reported that \$6.5 million has been raised to date. He has a year-end goal of \$7.5 million with an overall goal of \$10 million.
 2. **Fundraising Updates:** Since July, the Foundation has submitted grants for the following:
 - **The Community Foundation of the Dan River Region** (\$25,000 - Nursing Equipment)
 - **Shelton Short Trust** (\$50,000- Non-Stem-H Scholarships)
 - **Daly Unitrust** (\$10,000 - Scholarships)
 - **Power Substation Funding** (\$5,000 - Scholarships, Professional Development and Equipment)
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3. **New Initiatives:** Mr. Hair will be working to secure monies for the FastForward Workforce Initiative and unrestricted monies for the College. He will also begin the **U** **E** Campaign with a goal of 100 percent giving by the DC employees, College Board, and Educational Foundation Board.

VIII. ACTION ITEMS

- A. **Approval of Lay Advisory Committees:** A motion was made by Ms. Baynes, seconded by Dr. Grogan that:

THE LAY ADVISORY COMMITTEES BE APPROVED AS PRESENTED.

Board approval was unanimous.

- B. **Date for November Board Meeting:** Following discussion, noting that Dr. Gill Powell has a meeting that she must attend on the regular meeting date, it was agreed to move the next Board meeting to Tuesday, November 19.

IX. OTHER

- A. **Board Comments:** Mr. Wimbish stated that it would be helpful to allow Board members to bring up any items at the meetings that they would like to discuss as a group and suggested adding **Board Comments** to the end of each agenda. He also discussed added to each agenda Executive Session to use if needed. Dr. Gill Powell stated that we would research the possibility of adding a blanket Executive Session statement to every agenda.
- B. **Retreat:** Dr. Gill Powell announced that she is planning a retreat which will include a tour of the campus. More information will be available at the November meeting.
- C. **Meeting with Chair and Vice Chair:** Dr. Gill Powell stated that she would like to begin meeting with the Board's chair and vice chair on a regular basis.

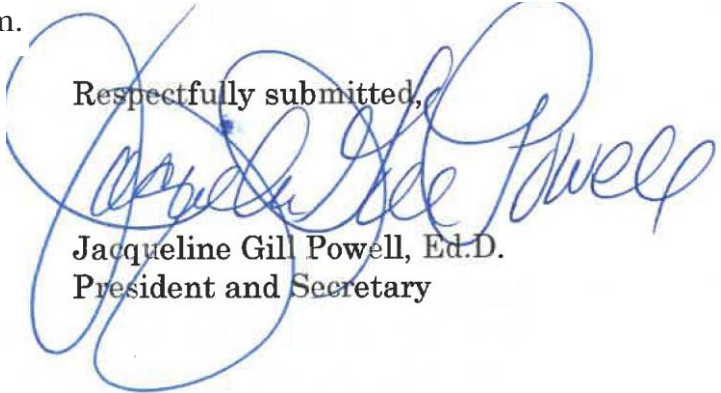
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X. IMPORTANT DATES

- A. DCC Educational Foundation Golf Tournament, October 10-11,
Tuscarora Golf Course
- B. Meeting of the Board and Chancellor's Retreat, October 15-17
- C. Governor's Visit, November 1, 2019
- D. Annual Holiday Luncheon, December 19 (*tentative*)

There being no further business, a motion was made by Ms. Baynes, seconded by Mr. Mead, that the meeting be adjourned. Approval was unanimous. The meeting adjourned at 7:30 p.m.

Respectfully submitted,



Jacqueline Gill Powell, Ed.D.
President and Secretary