

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

**MONDAY, SEPTEMBER 18, 2017
5:30 P.M. – Wyatt Building Board Room**

MINUTES NO. 239

The two-hundred and thirty-ninth meeting of the Danville Community College Board was held on September 18, 2017, at 5:30 p.m. in the Wyatt Building Board Room.

I. OPENING

A. **CALL TO ORDER:** Dr. Bruce Scism, Secretary, 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. Matt Leonard
Mr. John Mead
Mr. Carlyle Wimbish

Board Members Absent: Mr. Ricky Hutcherson
Mr. Telly Tucker

Also Present: Ms. Kimberly Buck, Public Relations and
Marketing Manager
Mr. Shannon Hair, Vice President of
Institutional Advancement and
Development

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Dr. Debra Holley, Vice President of
Academic and Student Services
Dr. Bruce Scism, Secretary and President
Mr. Troy Simpson, Director of Advanced
Manufacturing
Ms. Elizabeth Spainhour, DCC Educational
Foundation Board Representative to
the College Board
Mr. George Still, Director of Planning,
Effectiveness, and Research
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. INTRODUCTION OF NEW BOARD MEMBERS: Dr. Scism introduced Ms. Sheila Baynes and Mr. Carlyle Wimbish. Ms. Baynes, who represents the City of Danville, fills the vacancy left by Ms. Carrie Ashe, and Mr. Wimbish, who represents Halifax County, fills the vacancy left by Ms. Valdivia Hall.

D. PUBLIC COMMENT: None

E. ACTION ITEM:

1. **Election of Officers:** A motion was made by Mr. Leonard, seconded by Dr. Grogan, that:

MS. SHEILA BAYNES SERVE AS CHAIR AND MR. CHRIS EASTWOOD SERVE AS VICE CHAIR.

Board approval was unanimous.

F. INTRODUCTION OF NEW EMPLOYEES: Dr. Scism introduced:

1. **Mr. Jimmie Tickle**, who began the position of Assistant Vice President of Workforce Services and Technical Services on June 26. Prior to this, he served as the College's Dean of the Division of Business and Engineering Technologies.

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2. **Mr. Charles Toothman**, Vice President of Financial and Administrative Services, who fills the vacancy left by the retirement of Mr. Scott Barnes.
3. **Career Coaches:** Because the career coaches were attending a conference, Dr. Holley introduced them using a PowerPoint presentation: They are:
 - a. **Ed Motley – Lead High School Career Coach**
 - b. **FreAnda Glass – High School Career Coach for Gretna and Chatham High Schools**
 - c. **Megan Elgin – High School Career Coach for George Washington High School**
 - d. **Karl Staten – High School Career Coach for Halifax County High School**
 - e. **Fred Betts – Student Success Coach**
 - f. **Julie Owen – Student Success Coach**
 - g. **Erin Schlauch – Student Success Coach**
 - h. **Vivian Brooks – Scale-Up Coach**
 - i. **Vincentt Sutton – Scale-Up Recruitment Specialist**
 - j. **Carlene Wilson – Scale-Up Coach**
 - k. **Chadrick Younger – Workforce Services Career Coach**

Dr. Holley noted that the high school career coaches work as they have always done with students on their career paths. Student success coaches work with students are DCC who typically are considered at-risk or of dropping out. They have a caseload of 100 each. The Scale-Up Coach is supported by a short-term training grant with the Department of Social Services that focuses on helping individuals become independent. The Workforce Services Career Coach will work with workforce students. Once a week all the coaches will be on campus to orient them to programs and faculty and capture feedback on what they need to be successful. It is also an important part of our retention.

E. ACTION ITEM:

1. **Approval of June 19, 2017, Minutes (copy attached):** A motion was made by Mr. Eastwood, seconded by Mr. Mead, that:

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THE MINUTES OF THE JUNE 19, 2017, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous.

II. PRESIDENT'S REPORT

A. INFORMATION ITEMS:

1. **GO VA PROPOSAL: Virginia Initiative for Growth and Opportunity in Each Region:** Mr. Troy Simpson presented a PowerPoint presentation on this proposal that was submitted the week of September 11. Those who will be considered will be contacted by October 15, and if considered, we should know by December 25 whether or not we receive the funding. The Go Virginia was a legislative appropriation of \$25 million (*\$3 million per region*). The goal of the Region 3 proposal is to provide the resources necessary to increase the pipeline of skilled workers in identified industry clusters through a collaboration with K-12, community college, and higher education centers throughout the region. Program areas of focus include Precision Machining, Welding, IT/Cyber Security, Robotics and Automation, and Advanced Materials. Mr. Simpson explained the Regional Hub between DCC/IALR/K-12, Patrick Henry Community College/New College Institute/K-12, and Southside Virginia Community College/Southern Virginia Higher Education Center/K-12. He also discussed branding and educating the public. The program calls for a nine-week career exploration class for every middle school. Teachers are needed in all public schools, and training will be provided. This grant, which is a dollar-for-dollar match, eliminates duplication of programs and will be a multi-year effort. The IALR will probably be the fiscal agent. Board members requested that a copy of the presentation be sent to them.
2. **New Curricula Proposals:** Dr. Scism announced that in Fall of 2018 a manufacturing engineering degree should be offered in Danville. Through George Mason University, a degree in advanced manufacturing will be offered in Danville, as well as a four-year cyber security degree. In 2019, a four-year degree in machining and IT will be ready. A meeting is scheduled on October 9 with the Dean of Industrial Engineering from

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Virginia Tech. In 2019 or 2020, we should have Virginia Tech offering business, as well as manufacturing and engineering.

3. **Joint Legislative Audit & Review Committee (JLARC)**

Report: Dr. Scism presented a PowerPoint presentation on this report which cites DCC as one of the higher performing colleges in the system, not surprising since we know that our share of total state funding increased with respect to performance metrics. Dr. Scism reported that Wytheville Community College rates first based on graduation and transfer; Danville is second. DCC's transfer rate indicates that 95 percent of our students graduate from their four-year institution.

DCC is behind in online programs. The report indicated that DCC gained 3.3 percent in online enrollments. One of the most important things we can do this year is to get a number of programs completely online and market that opportunity. Dr. Holley is leading a group of faculty to do accomplish converting nine programs online by Fall 2019. Dr. Vince Decker's Project Management Program is online, and the College needs to begin marketing it nationally. Plans are to do the same with IT.

Dr. Scism stated that one complaint from students is that they cannot get courses needed when they need them. To address this, the College is moving forward with Competency Based Education which will allow a student to work at his/her own pace.

Dr. Scism reported that the VCCS is going to move to a new model for dual enrollment. He noted that currently the colleges that offer dual enrollment reimburse at different rates. Thirteen community colleges reimburse at 100 percent. The school pays the tuition for students, and the college pays the schools for use of their instructors and facilities, so usually it is a wash. The new model will require the parents to pay 30 percent of the tuition. The Chancellor will request stop gap funding to be used to assist parents who cannot pay the 30 percent fee. Danville has one of the largest dual enrollment programs, and dual enrollment students are more likely to complete their programs on time.

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More funding is needed to accomplish some of the Committee's recommendations, and colleges are urged to contact their legislators and request additional dollars.

4. **Chancellor's Report:** Mr. Still noted that there are only two substantive changes from last year. One is to study the impact of industry credentials and how it has impacted regional employment for students and partner employers. The second change involves working with lower income individuals to assist them in finding a pathway out of poverty. The new grant SCALE UP and career coaches are both two key initiatives that will meet this goal.

III. FINANCIAL AND ADMINISTRATIVE SERVICES

A. INFORMATION ITEM:

1. FACILITIES UPDATE:

- a. Mr. Toothman announced that December 17 was the date anticipated for completion of the EIT Building modifications. He stated that the confidence level for completion is 75 percent noting that the replacing the roof has been very slow and there has been a problem with the workers. Currently, the number of people working on the project has doubled. Bi-weekly meetings are held with contractors, inspectors, and they are well aware of our concern about moving in on time. Two contingencies are moving during Spring Break or at the end of the Spring Term. Cost is a concern because lease extensions will be necessary.
 - b. Mr. Toothman stated that they are 95-100 percent sure that the Welding Building will be completed on time.
2. **FY 16-17 BOOKSTORE FINANCIALS:** Mr. Toothman distributed copies of the 2016 Annual Report for the Bookstore. He noted that 21 of the 23 community colleges have out sourced their bookstores and now regret it. The DCC Bookstore is preparing to move back into the EIT Building when it is completed. The profit margin is 12 percent, and their net income is \$129,000. The Bookstore is covered under auxiliary services. A question was raised regarding renting books to students, and Mr. Toothman

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noted that renting the books would be beneficial to the students, but would lower the income. Dr. Holley also explained that students with financial aid have their books and supplies charged to the Bookstore, but would have to pay out of pocket if they purchased their books on Amazon, etc. Mr. Toothman also replied to a question about the use of the profit noting that it can be used by the College.

B. ACTION ITEM:

1. **APPROVAL OF PROPOSED LOCAL FUNDS BUDGET FOR FY 2017-2018**: Mr. Toothman explained that \$27,000 is given annually by the localities (*Danville, Pittsylvania County, and Halifax/South Boston*) for discretionary funds. He also noted that site improvements would have to be paid out of these funds.

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

THE FY 2017-2018 LOCAL FUNDS BUDGET BE APPROVED AS PRESENTED.

Board approval was unanimous.

2. **APPROVAL OF SIGNATURE AUTHORITY FOR MR. CHARLES TOOTHMAN FOR COLLEGE FINANCIALS**: A motion was made by Mr. Leonard, seconded by Mr. Wimbish, that:

SIGNATURE AUTHORITY BE APPROVED FOR MR. CHARLES TOOTHMAN FOR COLLEGE FINANCIALS.

Board approval was unanimous.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEM:

1. **ENROLLMENT UPDATE**: Dr. Holley announced that as of today the enrollment was down 5.9 percent, but there still are some classes to be added. She advised that approximately 30 of

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our programs are up in enrollment. We did well in enrolling new students, but not so well in retaining students. Enrollment in the new programs is still building up, but not significantly. Culinary Arts will start in the spring, but the Cosmetology Program is on hold while we work through some issues.

B. ACTION ITEMS:

1. CURRICULA:

a. CULINARY ARTS CAREER STUDIES

CERTIFICATE: Dr. Holley reported that the Board had approved a certificate in Culinary Arts which included English and math courses. This required students to take the Placement Test which resulted in many having to take developmental classes. The VCCS suggested that the certificate be changed to a career studies certificate, and the general education courses could be deleted from the program eliminating students having to take the Placement Test. This would replace the Culinary Arts Certificate and would be offered Fall of 2019.

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

**THE CULINARY ARTS CAREER STUDIES
CERTIFICATE BE APPROVED AS
RECOMMENDED.**

Board approval was unanimous.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **SCHOLARSHIP RECEPTION RECAP:** Mr. Hair reported that Ms. Baynes and Ms. Jordan attended representing the College Board, and Ms. Elizabeth Spainhour attended representing the Foundation Board. There were 250 recipients who received \$600,000 in scholarship funds, and 600 people attend. First Citizens Bank was the sponsor.

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2. **FOUNDATION ANNUAL GOLF TOURNAMENT:** Mr. Hair advised that this year's tournament would be held at Tuscarora Country Club on Friday, October 6, beginning at 8:00 a.m. Expected are 30-40 teams noting that the profits are used for scholarships. Mr. Hair stated that he would be sending Board members information about being a hole sponsor and asked for volunteers to help with the tournament.

3. **PATHWAYS TO REGIONAL SUCCESS—MAJOR GIFTS CAMPAIGN UPDATE:** Mr. Hair reported that the community summits and feasibility study have been completed. The goal is \$10 million, and we will push hard over the next 18 months. The campaign specifically ties to the needs of the community. The seven co-chairs are Mr. Budge Kent, Lead Chair; Mr. Eddie Herndon; Ms. Elizabeth Spainhour; Mr. Jessie Barksdale; Ms. Doris Wilson; Ms. Valdivia Hall; and, Ms. Shelby Irving. Newspaper ads have been done featuring Dr. Scism and Mr. Hair. This week Mr. Kent will be featured. After that, alumni will be featured. Mr. Hair also advised that there would be events occurring over the next 18 months to which the Board would be invited.

VI. IMPORTANT DATES

- A. **NEXT MEETING:** Because the original meeting date falls during the week of Thanksgiving, it was suggested that the meeting date be moved to either November 23 or 27. It was the consensus of the group that the meeting be moved to November 27 at 5:30 p.m. in the Wyatt Building Board Room.

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

Respectfully submitted,

Bruce Scism
President

Attachments