

# DRAFT

## DANVILLE COMMUNITY COLLEGE

### MEETING OF THE BOARD

MONDAY, OCTOBER 8, 2018

5:30 P.M. – Wyatt Building Board Room

### MINUTES NO. 243

The two-hundred and forty-third meeting of the Danville Community College Board was held on October 8, 2018, at 5:30 p.m. in the Wyatt Building Board Room. Originally, the meeting was scheduled for September 17, but because of inclement weather from Hurricane Florence, the meeting was rescheduled.

#### I. OPENING

A. **CALL TO ORDER:** Mr. Chris Eastwood, 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  
Mr. Chris Eastwood  
Mr. John Mead  
Mr. Carlyle Wimbish

Board Members Absent: Dr. Frank Grogan  
Mr. Ricky Hutcherson  
Mr. Matt Leonard  
Mr. Telly Tucker

Also Present: Mr. Shannon Hair, Vice President of  
Institutional Advancement and  
Development  
Dr. Debra Holley, Vice President of  
Academic and Student Services

## Board Minutes, October 8, 2018

---

Mr. Bobby Roach, Public Relations and Marketing  
Dr. Bruce Scism, President/Secretary  
Ms. Elizabeth Spainhour, DCC Educational Foundation Board Representative to the College Board  
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. **PUBLIC COMMENT:** Mr. Wimbish thanked everyone for their cards, calls, and visits during his recent surgery and recuperation.
- D. **INTRODUCTION OF NEW BOARD MEMBER AND OTHERS:** Mr. Eastwood introduced Ms. Barbara Brown as the College's newest Board member. She is a retired educator last serving as principal of Tunstall High School. She fills the vacancy left by the resignation of Ms. Lisette Jordan. Also introduced were Mr. Bobby Roach, DCC's new Public Relations person, and Mr. Cory Potter, who has been employed as DCC's Director of Planning, Effectiveness and Research. This fills the vacancy left by the resignation of Mr. George Still.
- E. **PHONE CALL WITH CHANCELLOR GLENN DUBOIS AND DR. CHRIS LEE (*handout attached*):** Dr. DuBois discussed with the Board the Presidential Selection Process. He stated that a vision exercise would need to be conducted to establish priorities for the next four to five years engaging the Board and the entire College community. This information will be used to create a national advertisement, as well as identify applicants that have the necessary skills. The Chancellor will appoint the Search Committee at the System level which will be chaired and co-chaired by VCCS presidents. The committee will also include three members of the College's local board: Mr. Chris Eastwood, Chair; Mr. John Mead; Mr. Telly Tucker, and Mrs. Elizabeth Spainhour, who serves as liaison to the College Board from the DCC Educational Foundation Board. They will be expected to make two trips to Richmond. In

## Board Minutes, October 8, 2018

---

addition to other things discussed (*see attachment*), Dr. DuBois estimated the timeline to complete this process to be six to eight months from now. He will appoint an interim president noting that this individual cannot be considered for the position. This will occur around November 1.

### F. ACTION ITEM

1. **Approval of June 18, 2018, Minutes (copy attached):** A motion was made by Mr. Mead, seconded by Ms. Baynes, that:

**THE MINUTES OF THE JUNE 18, 2018, MEETING BE APPROVED AS PRESENTED.**

Board approval was unanimous.

## II. PRESIDENT'S REPORT

### A. INFORMATION ITEMS

1. **Ribbon Cutting Ceremony for the Welding Building and Rededication of the Charles R. Hawkins Engineering and Industrial Technologies Building:** Board members were invited to this event to be held October 23 at 11:00 a.m. The ceremony will be brief and light refreshments will be served. Also tours of the buildings will be conducted. Dr. Scism advised that this is a \$13 million project funded through the legislature.
2. **Campus Climate Survey:** At the request of Ms. Baynes, the Campus Climate Survey was reviewed. Dr. Scism stated that the most serious problems are communication and morale. He advised that we have 35-40 positions less than five years ago namely through attrition. He noted that he met with faculty and staff in small groups last year and plans are to continue these types of meetings. This needs to be addressed as we move forward over the next few years. Dr. Scism noted that the dedication of the faculty and staff is unbound.
3. **New Positions:** Dr. Scism announced that FTES are down seven percent, and the largest decline is in dual enrollment.

## Board Minutes, October 8, 2018

---

The on-campus enrollments are about flat, so revenues should be about in balance this year. Next fall plans are to have the Automation and Robotics Program ready to begin, as well as power substation training. A two-year program is being developed with a one-year option. New positions include:

- a. A new instructor for the Cosmetology Program. The final licensing approval has not been received from the State. As a result, the program is starting late, but plans are to have a full-time cohort and a part-time cohort in the evening.
- b. Two new full-time nursing instructors. One has recently been employed and is certified in nursing training. The second full-time nursing position will be employed next year and will create pathways for students from the CNA program to the Bachelor's program. This will also allow the College to expand the number of nurses enrolled to 60.
- c. Welding enrollments are so strong that one instructor could not handle the program, so another instructor has been hired. He is AWS certified. Next fall, plans are to open the enrollment from 32 to 64 students.
- d. A full-time activities coordinator has been employed. Dr. Scism noted that the College exceeds the national norms in terms of our on boarding. Our application yield has increased to 37 percent. This new employee will focus on student engagement with clubs and students on and off campus.
- e. An outreach coordinator has been employed who primary responsibility will be to follow up on applicants. A difference should be seen as early as next fall.

Dr. Scism noted that even with these new positions we still should be revenue neutral. He noted several short-term non-credit programs including truck driving which is a seven-week training program; welding classes for Amthor—85 percent of the students who took the class passed the certification; two small cohorts in CNA; electrical and plumbing trades—needs are big in the community now; option in IT—CompTia and Cisco certified center. The entry level needs to be compressed when the new president is employed. Dr. Scism discussed the transition program to robotics and IT that Mr. Butch Kendrick is doing which should increase enrollments at RCATT. MT1 is being offered for the lower task person who can be put on a line

## Board Minutes, October 8, 2018

---

and come back for more. IKEA has job openings right now. Mr. Kendrick will be invited to the next Board meeting to give a review of the work he is doing.

4. **Dual Enrollment:** Dr. Scism explained that dual enrollment is a VCCS initiative. In the past the College has not collected any fees, but effective this year, we return the tuition and keep the fees. This fall all schools will be obligated to charge \$50 per credit hour. This is one reason for the decline in dual enrollment. The Governor wants to offer a model of debt free college similar to what is being done in Tennessee. All student would apply for financial aid and the state would step in and pay the balance. This is probably two years away.

### III. FINANCIAL AND ADMINISTRATIVE SERVICES

#### A. **INFORMATION ITEM:**

1. **Campus Enhancement Day, October 19:** Mr. Charles Toothman announced that working with the Student Government Association and clubs enhancements to the campus will be done including planting and cleaning up. New banners will be placed on the poles around campus, and those assisting will plant spots of colors starting on 86 South and then move to the Temple and Taylor Buildings. The event will start at 8:30 a.m. and conclude with a cookout for the workers. Board members were invited to attend and/or participate. Another one will be done in the spring.
2. **FY 18 Local Funds Budget Summary:** No action required. Information only.
3. **FY 2017-2018 Bookstore Financials:** Mr. Toothman reported that the net profits were lower than usual because money was expended to renovate and move the Bookstore from the Student Center back to the EIT Building. He also announced that the Bookstore has taken over the food service taking in \$200-\$300 per day in sales. DCC is the only college out of the 23 in the System that runs their own café, and only two colleges own their bookstores. Mr. André Jordan was complimented on his work.

## **Board Minutes, October 8, 2018**

---

4. **Bridge Closed:** The upper bridge is closed because of the danger of trees falling. Both bridges will be resurfaced in the spring.

### **IV. ACADEMIC AND STUDENT SERVICES**

#### **A. INFORMATION ITEM:**

1. **Enrollment Report:** Dr. Holley reported that back in May members of the Enrollment Management Team(EMT) set a goal to enroll 2,023 students by the year 2023. Their first initiative is to match enrollment of Fall 2017, and they are 25 students from their goal which should be met with the enrollment of the Cosmetology students, targeted new students, and retention of last year's students. Faculty and staff make phone calls to students and reach out any way we can.

### **V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT**

#### **A. INFORMATION ITEMS:**

1. **Scholarship Award Update:** Mr. Hair reported on the Annual Foundation Scholarship Reception held September 10 noting that over \$600,000 has been awarded in financial aid.
2. **Annual Foundation Golf Tournament:** Mr. Hair advised that weather may cause the cancellation of the tournament on October 11-12. If so, it will be held on October 18-19.
2. **Major Gifts Campaign Update:** Mr. Hair distributed booklets on the Pathways to Regional Success. He reported that the goal has been set for \$10 million, and \$12.5 million has already been raised. More options will be available over the next six to eight months. The public phase starts after January 2019, and the campaign will end next summer.

## Board Minutes, October 8, 2018

---

### VI. IMPORTANT DATES

- A. **Campus Enhancement Day: October 19:** Board members were invited to participate in this activity with faculty, staff, and students. It will begin at 8:30 a.m. and a cookout will conclude the event.
- B. **HOLIDAY CLOSING:** The College will close at 12:00 Noon on Wednesday, November 21, and remain closed November 22-23.
- C. **NEXT MEETING:** November 26, 2018

There being no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Bruce Scism  
President

Attachments