



**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

1000 Dabney Drive  
Clifton Forge, VA 24422

**Minutes Number 260**

The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, December 12, 2016 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

Mr. Eddie Graham	Alleghany County
Mr. William Hartsfield	Alleghany County
Ms. Ramona Garcia	Bath County
Mr. Steve Douty	City of Buena Vista
Mr. Kyle Keyser	City of Covington
Ms. Tammy Scruggs-Duncan	City of Covington
Dr. Glenn Sullivan	City of Lexington
Mr. Bob Claytor	Rockbridge County

The following member was absent:

Mr. Dan Collins	Botetourt County
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Members of the College administration/staff in attendance were:

Dr. John J. Rainone	President
Phyllis Bartley	Recording Secretary

1. **Call to Order** - Board Chair, Mr. Steve Douty, called the meeting to order at 4:10 p.m.
2. **Approval of Minutes** - Dr. Glenn Sullivan made a motion to approve the minutes of the September 12, 2016 meeting. Mr. Kyle Keyser seconded the motion. All were in favor, and the motion carried.
3. **Resignation of Board Member**- Dr. Rainone reported he had received word that Laura Hoofnagle, Rockbridge County representative, had resigned her seat on the board. He stated he had been in contact with Mr. Spencer Suter, County Administrator, and that a new member would be appointed.

#### **4. President's Report-**

- a. Fall Enrollment-** Dr. Rainone distributed a handout outlining Fall 2016 FTE enrollment, headcount, dual enrollment FTE, and dual enrollment headcount compared to Fall 2015. DSLCC had increased in all areas from the previous year. Dr. Rainone stated he was proud and excited about the results. It was also noted that DSLCC had moved from second smallest to third smallest in FTE enrollments in the state.
- b. Budget Discussion-** Dr. Rainone stated that the Governor has asked all higher education institutions to prepare for a 7.5% decrease in funding for the 2017-2018 fiscal year. He stated that discussions with the Executive Team are underway to identify where budget cuts could be made and that several ideas had been generated. A conference call between the Chancellor and all VCCS Presidents has been scheduled for Monday, December 19<sup>th</sup>.
- c. DOL Promise Grant-** Dr. Rainone announced that DSLCC has been included in two of the 23 grants awarded by the U. S. Department of Labor. The first is the West Virginia Higher Education Policy Commission. The grant covers three colleges in three states (Virginia, West Virginia, and Maryland). The \$3.6 million will be split among the schools and DSLCC can expect to receive between \$800-850 thousand over 4 years. It will cover tuition and expenses for individuals in the health care and manufacturing fields. The second is New River Mount Rogers Workforce Investment Area Consortium. The \$6 million will be divided among five or six VCCS schools in Virginia. More details to come once Mr. Gary Keener, Vice President - Workforce Solutions and Community Education, attends an upcoming meeting.
- d. Armory/National Guard-** Dr. Rainone announced that the National Guard will be moving out of the Armory. A decommissioning ceremony will take place, most likely in May, where the keys and flag will be handed over to DSLCC. At that time, DSLCC will be responsible for 100% of expenses. In an effort to offset the expense, Armory space may be rented to various community partners.
- e. Customer Service Training-** At the January In-Service meetings, mandatory customer service training will be offered of all employees in an effort to provide the utmost service to all. It will be taught by a facilitator who has taught non-credit classes on this topic previously at DSLCC.
- f. Chancellor's Visit-** DSLCC was asked to identify a best practice that could be shared with a team from the system office, including the Chancellor. The Quality Enhancement Plan (QEP) that was established for reaccreditation was chosen as the topic. Three years' worth of stats highlighted student success. The presentation will be showcased into five minutes and presented

at the New Horizons conference. Dr. Rainone thanked Professor Tondalaya Van Lear and Library and QEP Director Nova Wright.


- g. *Rockbridge Regional Center Plan Presentation-*** Dr. Rainone discussed a Power Point presentation from Grimm & Parker outlining the findings from the recent study on the RRC. They found a clear need for an increased presence in the Rockbridge area and that additional square footage was needed for the facility. It is estimated that cost will be between \$10-\$14 million. DSLCC is competing with 22 other schools for funding to cover the cost associated with this. The proposal to the state will be submitted in January along with Grimm & Parker's findings as backup documentation.
- h. *Personnel Report/ Staffing Update-*** Dr. Rainone briefly went over the personnel report. Each member received a copy in their folder.
- i. *DSLCC in the News-*** Emailed to members prior to meeting.
- j. *Upcoming Events-*** Dr. Rainone went over the upcoming events listed on the agenda.

## **5. Approvals**

- a. *Student Activity Fee Approval-*** Dr. Rainone stated an increase in student activity fees had not occurred since 2010. The additional income would be used to offset budget cuts with the coordinator's salary and increase services for students. It was noted when presented to the DSLCC Student Senate they approved the increase. On behalf of the Board, Mr. Bob Claytor made a motion to increase the activity fee by \$ .5 0 per credit hour. Ms. Tammy Scruggs-Duncan seconded the motion. All were in favor, and the motion carried.
- b. *December 31 Write-Offs-*** Each member had a list of tuition and library write-offs that totaled \$8,122.19. It was noted that even once written-off collection procedures would continue. Mr. Kyle Keyser made a motion to approve the listing of bad debts for write off as presented. Mr. Eddie Graham seconded the motion. All were in favor, and the motion carried.
- c. *Local Board / President's Budget-*** Due to personnel changes, the President's budget for fiscal year 2016-2017 was not approved in June. Dr. Rainone stated there were minor changes in the budget to allow for retiring VCCS president's gifts. Dr. Sullivan made the motion to accept the proposed budget. Ms. Scruggs-Duncan seconded the motion. All were in favor, and the motion carried.

- 6. Discussion of Term of Board Chair-** The board revisited the ideas of having terms for Chair and Vice-Chair reduced to one year and implementing a rotation schedule to allow for all localities to have the opportunity to serve as Chair. Mr. Graham suggested if the board did approve the new one-year term it should begin after the current Vice-Chair moves up to Chair and new Vice Chair serve their two- year term before changes take place. It would be June 2019 before it would become effective. The idea was tabled until the March meeting before a vote would take place.
- 5. Adjournment-There** being no further business, Mr. Steve Douty, chair, declared the meeting adjourned.

The meeting was adjourned at 6:10p.m.



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Dr. John J Rainone  
Secretary to the Board



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Mr. Steve Douty  
Board Chair

**Attachments:** Approved Minutes #259; Personnel Report; DOL Promise Grant handout; December 31 Write-Offs; Local Board / President's Budget