Minutes Number 259

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

The following members were present:

- Mr. Eddie Graham
- Mr. William Hartsfield
- Ms. Ramona Garcia
- Mr. Dan Collins
- Mr. Steve Douty
- Mr. Kyle Keyser
- Ms. Tammy Scruggs-Duncan
- Dr. Glenn Sullivan
- Mr. Bob Claytor

Allegany County
Allegany County
Bath County
Botetourt County
City of Buena Vista
City of Covington
City of Covington
City of Lexington
Rockbridge County

The following member was absent:

- Ms. Laura Hoofnagle
  Rockbridge County

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 4:05 p.m.

   a. Welcome Tammy Scruggs-Duncan – Mr. Douty welcomed new Board member Tammy Scruggs-Duncan to the Board. Ms. Scruggs-Duncan is representing the City of Covington.

   b. 2016 – 2017 Board Member Rosters – The new Board Member Roster was handed out for review.
2. **Approval of Minutes*** – Mr. William Hartsfield made a motion to approve the minutes of the March 21, 2016 meeting. Mr. Kyle Keyser seconded the motion. All were in favor, and the motion carried. It was noted that all actions mentioned in the minutes were also adopted by the approval of minutes.

3. **Approval of Minutes*** - Mr. Eddie Graham made a motion to approve the minutes of the June 6, 2016 meeting. Mr. William Hartsfield seconded the motion. All were in favor, and the motion carried.

4. **Welcome**- Angela Graham, Vice President Financial & Administrative Services-

   a. **Emergency Operations Plan**- Ms. Graham opened up the floor to questions since the Emergency Operations Plan had been previously emailed to the board. She explained how the information is relayed to those that will need to implement it as well as how students are exposed to it. Mr. Keyser made a motion to approve the Emergency Operation Plan. Mr. William Hartsfield seconded the motion. All were in favor, and the motion carried.

   b. **Local Funds Financial Statements**- Ms. Graham gave board members an opportunity to ask questions about the Local Funds Financial Statements they had previously received. She stated the only notable change from previous years was the absence of a bookstore account since it has been outsourced to Follett. There was some discussion on collections procedures and ways to improve it. Ms. Graham stated with the implementation of the shared services center they will assume responsibility of it.

   Dr. Rainone pointed out that grants account for $1.8 million of the overall budget. This includes funding for some positions. When a grant ends funding would need to be appropriated for the position or it may be eliminated.

   Mr. Bob Claytor made a motion to approve the Local Funds Financial Statement. Dr. Glenn Sullivan seconded the motion. All were in favor, and the motion carried.

5. **Educational Foundation Representative**- Dr. Rainone opened up the floor for nominations to fill the vacant position left by Margaret Burks on the Educational Foundation Board. He stated Mr. Eddie Graham expressed interest in the position. With no other nominations, Mr. Bob Claytor made a motion to close the nominations. Mr. William Hartsfield seconded the motion. All were in favor, and Mr. Graham agreed to serve.

6. **2016 – 2017 Program Advisory Committees**- Dr. Rainone stated the advisory committee lists were in their packets for review. It was noted how
imperative it is to include representation from all localities and area businesses. Ms. Tammy Scruggs- Duncan made the motion to approve the advisory committee lists. Mr. Kyle Keyser seconded the motion. All were in favor, the motion carried.

7. **Discussion of Term of Board Chair**- Mr. Eddie Graham proposed a one-year term for the position of local board chair. The purpose is to allow more members to serve in the position to represent different localities. Members will take it under consideration and will vote on it at the December meeting.

**President’s Report**

a. **Start of the School** – Dr. Rainone reported we are off to a great start to the Fall 2016 semester. The three orientation sessions netted the largest attendees in the College’s history. Enrollment is up 11% (as of today) over last fall.

b. **Final Approval of President’s Results, 2015 – 2016**- Dr. Rainone stated the full results were sent to the board members for review prior to the meeting and will be posted on the website.

c. **Final Approval of President’s Goals, 2016 – 2017**- The Chancellor approved the goals set forth by the local board in the Spring. Discussions followed as to what can be done to help meet the goals. Dr. Rainone stated that changes and improvements have been implemented but may take additional time and resources to complete.

d. **Rockbridge Regional Center Plan Discussion**- The Rockbridge Area Feasibility Study will be pushed to the next meeting because it is incomplete at this point. It is expected to be done by October 2016. Grimm & Parker are conducting the study. Dr. Rainone did update the board on what has been released to him at this point.

e. **Marketing Plan Presentation**- Dr. Rainone showed a PowerPoint presentation from the Ivy Group showing some items that have been suggested to update DSLCC’s marketing materials. Part of a grant from The Alleghany Foundation will cover expenses associated with this.

f. **Personnel Report** – Dr. Rainone went over the Personnel Report in their folder.
g. **DSLCC in The News** – The Board was emailed a digital copy of DSLCC in The News.

h. **Upcoming Events** – The upcoming events are listed on the agenda.

i. **Other** - Discussion was held about changing the board meeting time to 4pm. The consensus of the board was that the earlier time would work for all.

Dr. Rainone reminded the Board he would be on vacation and out of the county beginning September 15 and would return to work on September 29, 2016. He stated Dr. Ben Worth, Vice President of Academic Affairs, would be the officer in charge during his absence.

5. **Adjournment** - There being no further business, Mr. Steve Douty, chair, declared the meeting adjourned.

The meeting was adjourned at 6:00p.m.

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**Attachments:** Approved Minutes #257; Approved Minutes #258; Board/Committee Meeting Agenda; Personnel Report; Financial Statements for Local Funds for Year Ended June 30, 2015; Emergency Operations Plan; DSLCC Advisory Committee Members