The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, December 15, 2014 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

- Mr. Eddie Graham, Alleghany County
- Ms. Ramona Garcia, Bath County
- Mr. Steve Douty, City of Buena Vista
- Ms. Margaret Burks, City of Covington
- Mr. Kyle Keyser, City of Covington
- Dr. Glenn Sullivan, Rockbridge County
- Ms. Laura Hoofnagle, Rockbridge County

The following members were absent:

- Ms. Janet Nelson, Alleghany County
- Mr. Dan Collins, Botetourt County
- Mr. Bob Claytor, Rockbridge County

Members of the College administration/staff in attendance were:

- Dr. John J. Rainone, President
- Ms. Kathy Smestad, Recording Secretary

1. **CALL TO ORDER** - Board Chair, Mr. Steve Douty, called the meeting to order at 6:07 p.m.

2. **MINUTES** – Mr. Kyle Keyser made a motion to accept the minutes of the September 14, 2015 meeting. Dr. Glenn Sullivan seconded the motion. All were in favor, and the motion was carried.

3. **Welcome** – Matt McGraw, **Director of Student Services** – Mr. McGraw gave the board a presentation on the changes in the Student Services division designed to increase student success.
CHAIR'S REPORT

a. State Board/Chancellors Retreat Meeting – Mr. Steve Douty and Mr. Dan Collins attended the Annual State Board/Chancellor’s Retreat meeting in Roanoke with Dr. Rainone. This is the first time the Annual State Board meeting and the Chancellor’s Retreat were combined. Mr. Douty gave the Board a summary of the meeting.

b. Joint Board/Educational Foundation Dinner – Mr. Steve Douty gave the Board a report on the joint dinner. He pointed out that there was a flyer in their packets for The Lancaster Society, the planned giving society of the College.

4. PRESIDENT'S REPORT

a. Enrollment Update – Currently, enrollment is up two FTE’s, less than one percent, over last year at this time. The College is one of six colleges in the VCCS up in FTE’s this fall.

Dr. Rainone reported on the enrollment of the two new programs that started this fall. The Electrical and Instrumentation Technology has 14 students and Sustainable Agriculture has 12 students.

b. Major Gifts Campaign Update – The Board has a summary sheet in their packet on the Major Gifts Campaign. The gifts are currently at 2.8 million dollars with many gifts pending. The total with the pending gifts is approximately 3.2 million dollars. After the first of the year, the Campaign will focus on the community. A mailing of 6,000 newsletters will be mailed to the community the first week of January 2016.

The target date for the soft ending of the campaign is April 30. Pledges and gifts will be collected through June 30. A campaign celebration will be held in late May or early June.

c. VCCS Initiative: Workforce Credentials – The Board has a booklet on Workforce Credentials: The Pathway to Virginia’s New Middle Class. The VCCS six-year goal is to triple credentials offered and earned by individuals in the Commonwealth at the 23 community colleges. There are 1.5 million jobs that will need to be filled between now and 2022. Approximately 50 – 65 percent of these jobs will require a credential or skill other than a 4-year degree. Employers are looking for employees will who can demonstrate skills through national standardized credentials and certifications.
Virginia’s funding formula does not allow state dollars for short-term training. The Governor will announce a new budget on Thursday, December 17, 2015. It is hoped 20 – 25 million dollars will be budgeted to expand non-credit, workforce credentials in the State. If the funding is allocated, the colleges will receive funding according to the credentials they produce.

d. **VCCS Student Success Leadership Institute** – The VCCS is committed to creating a pathway approach to making informed decisions related to enrollment, retention, progression and completion. Each college had a team of five people that attended the VCCS Student Success Leadership Institute. The presidents were also invited.

The Student Success Leadership Institute is designed to train employees to evaluate student pathways to identify barriers to progression and intervention. The first Student Success Leadership Institute was held in November, a second will be held in February and the final session in April. Those attending the sessions will train other employees on campus.

e. **Personnel Report/Staffing Update** - Dr. Rainone advised the Board that the personnel report was in their folder.

f. **DLSCC In The News** – Dr. Rainone noted that each Board received an electronic copy of DSLCC in the News.

g. **Upcoming Events** - The remaining 2015 - 2016 board meetings and Commencement 2016 are listed at the bottom of the agenda. The College will be closed from December 23, 2015 – January 3, 2016.

h. **Other** – Dr. Rainone informed the Board that the March meeting will be held at the Rockbridge Regional Center in Buena Vista.

Mr. Steve Douty requested that the Board go into executive session after the committee reports.

5. **COMMITTEE REPORTS**

a. **Audit, Budget and Finance Committee** – In the Absence of Mr. Dan Collins, committee chair, Mr. Eddie Graham presented one item to the Board that required action.

Each Board member had a list of the requested write-offs for tuition and books in the amount of $19,999.63. Mr. Graham informed the Board, that although the request was made to write off the debts, the business office would still continue to try to collect the debts though the debt set-off program, a collection agency and special arrangements with students.
On behalf of the committee, Mr. Graham made the following recommendation:

**THAT THE BOARD APPROVE THE LISTING OF BAD DEBTS FOR WRITE OFF AS PRESENTED.**

All were in favor and the motion was carried.

b. **Facilities, Curriculum and Program Committee** – Mr. Kyle Keyser presented two items to the Board for action.

The first item Mr. Keyser presented to the Board was the acceptance of the new Career Studies Certificate – Electrical Wiring Fundamentals. The certificate is a stand-alone certificate that requires 26 credits. The program is an off-shoot of the Technical Studies in Electrical Instrumentation Technology associate degree that was implemented last year.

On behalf of the committee, Mr. Keyser made the following motion:

**THAT THE BOARD APPROVE THE CAREER STUDIES CERTIFICATES IN ELECTRICAL WIRING FUNDAMENTALS AS SUBMITTED.**

All were in favor and the motion carried.

The second items Mr. Keyser presented to the Board was the acceptance of the new Certificate – Sustainable Agriculture. The certificate is the next step of the Sustainable Agriculture Career Studies Certificate.

*Mr. Keyser noted that the Sustainable Agriculture Certificate still needs to go the DSLCC Curriculum & Instruction Committee for approval.*

On behalf of the committee, Mr. Keyser made the following motion:

**THAT THE BOARD APPROVE THE SUSTAINABLE AGRICULTURE CERTIFICATE AS SUBMITTED.**

All were in favor and the motion carried.

**EXECUTIVE SESSION** – Ms. Margaret Burks made a motion to adjourn to executive session. Mr. Kyle Keyser seconded the motion and all were in favor. The Board adjourned to executive session at 7:15 pm for the purpose of discussing personnel issues.
The Board returned to regular session at 7:50 pm. Everyone concurred that only personnel issues were discussed.

6. **ADJOURNMENT** - There being no further business, Ms. Laura Hoofnagle made a motion to adjourn. Dr. Glenn Sullivan seconded the motion. All were in favor, and the motion carried.

The meeting was adjourned at 7:55 pm.

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**Attachments:** Approved Minutes #255; Board/Committee Meeting Agenda; Personnel Report; Write-Off Request; Electrical Wiring – Career Studies Certificate information; Sustainable Agriculture – Certificate information