



**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

1000 Dabney Drive
Clifton Forge, VA 24422

Minutes Number 269

The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, December 3, 2018 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

Eddie Graham	Alleghany County
Kyle Keyser	City of Covington
Andy Wolfe	City of Buena Vista
Steve Vaughn	Botetourt County
Ramona Garcia	Bath County
Dr. Glenn Sullivan	City of Lexington
William Hartsfield	Alleghany County
Rusty Ford	Rockbridge County
Tammy Scruggs-Duncan	City of Covington

The following members were absent:

Tony McFaddin, Jr.	Rockbridge County
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Members of the College administration/staff in attendance were:

Angela Graham	VP, Financial & Administrative Services
Dr. Matt McGraw	Associate VP Institutional Effectiveness and Academic Services
Rachael Thompson	Director of Institutional Advancement Executive Director, Educational Foundation
Dr. Ben Worth	VP, Academic Affairs
Gary Keener	VP, Workforce Solutions and Community Education
Joe Hagy	Director of Student Services
Dr. John J. Rainone	President
Phyllis Bartley	Recording Secretary

1. *Call to Order* - Mr. Keyser, Board Chair, called the meeting to order at 4:00 p.m.
2. *Approval of Minutes* – Mr. Graham made a motion to approve the minutes of the September 18, 2018 meeting. Dr. Sullivan seconded the motion. All were in favor, and the motion carried.

3. **President's Report-**

a. *College Updates-* Dr. Rainone opened the floor to allow members of the Executive Team to address the board directly to give them updates on their respective areas.

i. *Academic Affairs-* Dr. Worth stated changes were being made to the credentials that stack in the Electrical and Instrumentation Associates of Applied Science Degree. This is in part due to the changes the curriculum underwent in its transition from a Technical Studies degree to the Associates of Applied Science degree.

Dr. Worth announced the Arts Management Career Studies Certificate was undergoing some minor changes and would be rebranded as Non-Profit Management. It is set to launch in Fall 2019.

Dr. Worth stated that new general education competencies are expected to be approved and become Virginia Community College System (VCCS) policy. Workgroups at DSLCC are being formed to ensure professional readiness across discipline lines. This includes the lines between general education and occupational / technical programs.

Dr. Worth explained that a new **Get Skilled, Get a Job, Give Back (G3) initiative by Governor Northam's office** is expected to be implemented in Fall 2020. He explained it will provide an opportunity for Virginians to earn a workforce training credential or an associate degree in select programs. It is aimed at helping Virginians earn an annual minimum salary of \$27,000.00.

ii. *Institutional Advancement-* Mrs. Thompson stated that marketing efforts were being made to promote spring enrollment. She noted that marketing outlets have been diversified to reach those in our service area.

She stated the Foundation Scholarship platform had been opened for the 2019-2020 academic year. The deadline to apply will be February 25, 2019.

Mrs. Thompson reminded the board that the Joint Board Holiday dinner was scheduled for December 6, 2018 at 5pm. She encouraged those whose scheduled allowed to attend.

iii. *Student Services-* Mr. Hagy updated the board **on DSLCC's Expressive Activity Policy** that went into effect as a result of **Virginia's Constitutionally protected speech** law. Under this law, public institutions of higher education are required to fulfill several requirements. Mr. Hagy briefly explained the requirements to the board.

Mr. Hagy stated that plans are underway to offer a summer academic bridge program starting in summer 2019. The program would allow students required to take developmental courses to complete them prior to the fall semester. Students would then be in alignment with the guided pathway for their chosen curriculum. Mr. Hagy also noted that invoices were being sent out to students registered for spring classes and office hours were being extended to allow students extra time to meet the deadlines.

- iv. *Finance & Administration*- Ms. Graham explained she and Dr. Rainone have recently been placed on a VCCS committee to look at the funding model used to formulate appropriations to the 23 community colleges. She explained it is currently 80% enrollment and 20% performance based.
 - v. *Institutional Effectiveness*- Dr. McGraw updated the board on substantive changes that had been submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). He was pleased to report the Unmanned Aircraft (Drone) Program, the off-campus location for the Welding CSC, the reclassification of the Administration of Justice, and online learning had been approved without follow-ups or edits. Dr. McGraw stated the SACSCOC five-year interim report for accreditation has begun. It is due in September of 2019. He expects to have a full update for the board at the March meeting.
 - vi. *Workforce Solutions/Continuing Education*- Mr. Keener gave a brief overview of the FastForward program. He stated since July 2016 DSLCC has served 240 participants. Mr. Keener gave an update on the HVAC classes being held at the Rockbridge High School. He stated level 1 will soon finish and level 2 will begin in January 2019. He also announced a second cohort will begin in January 2019. Mr. Keener stated a partnership is underway with Jackson River Technical Center for a machinist program. The goal is for area high school students to take classes during the day (through the **technical center**) and adults will have access to it through DSLCC's workforce development department. The first class is tentatively set for January 9th.
 - vii. *Human Resources*- Dr. Rainone went over the personnel report. Each member received a copy.
- b. *Fall Enrollment*- Dr. Rainone stated that enrollment was down for Fall 2018 in both regular classes and dual enrollment. Being roughly 3 weeks into the Spring 2019 registration period he felt it is too early to predict spring

enrollment. He noted that work had been done to the schedule to eliminate class conflicts and be more student centered. Advisors have also been provided a chart to show incoming full-time students what their schedule could be for the entire academic year.

- c. *Medallion of Merit*- Dr. Rainone reported he had recently been asked if the Medallion of Merit award was still being awarded by the local board. He explained with its discontinuance prior to his arrival he had to do some research on it. He handed out a summary of the award for members who may have been unfamiliar with it along with a list of past recipients. He proposed the board reinstate the award for 2019.
- d. *Sonny Side Café*- Dr. Rainone was pleased to announce that after 10.5 years a cafeteria is now open on campus. It is called the Sonny Side Café and is being run by a former DSLCC Culinary graduate.
- e. *Professional Development Day*- Dr. Rainone stated the second annual Professional Development Day will take place on February 22, 2019. Faculty and staff will participate in interactive activities aimed at promoting community.

4. *Committee Reports / Approvals*

a. *Facilities, Curriculum and Programs*

- i. *Curriculum Additions and Changes*- Being brought forward from the committee, Dr. Worth gave an overview of the changes proposed to the Administration of Justice degree. He explained by changing it from an Associate of Applied Science to an Associate of Arts and Science General Education Degree with a specialization in Administration of Justice it will be more transferrable for students looking to earn a higher credential.

Mr. Hartsfield made the following motion:

TO TERMINATE THE ADMINISTRATION OF JUSTICE
ASSOCIATE OF APPLIED SCIENCE DEGREE.

All were in favor and the motion carried.

Mr. Wolfe made the following motion:

TO DISCONTINUE THE ADMINISTRATION OF JUSTICE
WITH SPECIALIZATION IN FORENSIC SCIENCE
ASSOCIATE OF APPLIED SCIENCE DEGREE.

All were in favor and the motion carried.

Mr. Hartsfield made the following motion:

TO APPROVE THE PROPOSED ASSOCIATE OF ARTS
AND SCIENCE GENERAL EDUCATION DEGREE WITH
A SPECIALIZATION IN ADMINISTRATION OF
JUSTICE.

All were in favor and the motion carried.

b. Audit, Budget & Finance-

- i. Write-offs-* Mr. Vaughn stated members of the board had received a copy of the proposed write-offs for the period of July 1, 2018 through December 31, 2018.

Dr. Sullivan made the following motion:

THAT THE BOARD APPROVE THE JULY 1, 2018
THROUGH DECEMBER 31, 2018 WRITE-OFFS AS
PRESENTED.

Ms. Garcia seconded the motion. All were in favor and the motion carried.

- ii. Change to Write-Off Policy-* Dr. Rainone stated that other community colleges do not require board approval of write-offs. In addition, the College is obligated to collect this debt, regardless of board approval, by the Attorney General. It was also noted that debt collection will be transferred to the Shared Services Center within the next year.

Mr. Ford made the following motion:

**CHANGE THE POLICY TO ELIMNATE THE
BOARD APPROVAL OF WRITE-OFFS.**

Ms. Scruggs-Duncan seconded the motion. All were in favor and

the motion carried.

c. Medallion of Merit Award-

Mr. Ford made the following motion:

**TO REINSTATE THE AWARDING OF
THE MEDALLION OF MERIT.**

Ms. Garcia seconded the motion. All were in favor and the motion carried.

5. Presentation: Open Discussion on Board Topics

- a. Dual Enrollment Pricing / SACSCOC Policy-* Dr. Rainone explained the Joint Legislative Audit and Review Commission (JLARC) report recommended a statewide tuition rate policy for dual enrollment. He stated the rate had not yet been set and the issue had been tabled for another year. Dr. Rainone plans to offer dual enrollment classes at the six local high schools for free in the upcoming 2019-2020 academic year.
Dr. Rainone also outlined a proposed policy set forth by SACSCOC in regard to classes containing AP students, dual enrollment students and students not enrolled in either. At this time no decision has been reached but is expected to be brought forward as the next SACSCOC meeting.
- b. Rockbridge Regional Center Status-* Dr. Rainone stated talks are still underway with Rockbridge/Lexington/Buena Vista to discuss various options for expansion in that area. He hopes to have a plan in place by June 2019.
- c. Employee Rounding-* Dr. Rainone stated a new initiative is underway at DSLCC for employees to give individual feedback. He outlined the process and gave a few examples of topics that had surfaced during initial round of talks.
- d. Athletics-* Dr. Rainone updated the board on the progress with the athletic program. **He expects an employment offer for the men's basketball coach in the upcoming days. Interviews will continue for the women's coach.**
- e. Other-* Mr. Wolfe shared that a former intern of his and DSLCC graduate, Erika Cummings, has illustrated a new book entitled *Ruby at the Gate* that is doing very well through his publishing company, Mariner Publishing, on Amazon.

6. Chair's Report-

- a. *Local Board Representation on Educational Foundation Board-* Mr. Keyser stated the board needed to appoint two members to the Education Foundation board for 2019. Ramona Garcia and Eddie Graham were nominated. The board unanimously voted to appoint them, and both accepted.
- b. *Joint Local Board / Educational Foundation Dinner-* Dr. Rainone reminded the board of the upcoming joint holiday board dinner on December 6, 2018. He encouraged members to attend if their schedule permitted.

7. Information Items-

- a. *DSLCC in the News-* The board was emailed a digital copy of *DSLCC in the News*.

8. *Adjournment-* There being no further business, Ms. Garcia made a motion to adjourn. Dr. Sullivan seconded the motion. Mr. Keyser declared the meeting adjourned at 6:26 p.m.

Mr. Kyle Keyser
Board Chair

Dr. John J Rainone
Secretary to the Board

Attachments: Approved Minutes #268; December 3, 2018 Board Meeting Agenda; Personnel Report; DSLCC in the News; Medallion of Merit Summary and List of Past Recipients; Write-Off Request; Collections Report

Signed minutes are on file in the President's Office. Please contact us at (540) 863-2824 for additional information.