



**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

1000 Dabney Drive
Clifton Forge, VA 24422

Minutes Number 271

The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, June 17, 2019 at the Rockbridge Regional Center.

The following members were present:

Rusty Ford	Rockbridge County
Eddie Graham	Alleghany County
Kyle Keyser	City of Covington
Tony McFaddin, Jr.	Rockbridge County
Steve Vaughn	Botetourt County
Andy Wolfe	City of Buena Vista

The following members were absent:

Ramona Garcia	Bath County
William Hartsfield	Alleghany County
Tammy Scruggs-Duncan	City of Covington
Dr. Glenn Sullivan	City of Lexington

Members of the College administration/staff in attendance were:

Angela Graham	VP, Financial & Administrative Services
Gary Keener	VP, Workforce Solutions & Community Education
Dr. Ben Worth	VP, Academic Affairs
Dr. John J. Rainone	President
Phyllis Bartley	Recording Secretary

1. *Call to Order* - Mr. Keyser, Board Chair, called the meeting to order at 4:02 p.m.
2. *Approval of Minutes* – Mr. Vaughn made a motion to approve the minutes of the March 18, 2019 meeting. Mr. Graham 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 updated the board on the G3 (Get Skilled, Get a Job, Give Back) grant. He stated it is **Virginia's** answer to free Community College Education set forth by the Governor. The goal is to provide pathways for students to earn short-term credit credentials (CSC) that lead to an associate degree. As part of the grant, efforts are underway to align VCCS degree programs. Dr. Worth noted that the G3 initiative has played a part in DSLCC bringing back a CSC formerly known as Childcare that has been renamed Early Childhood Development. It will be available for enrollment Fall 2019. The G3 planning grant will end in October.

Dr. Worth noted a state level initiative, *Transfer Virginia*, was underway among the VCCS to help students transition to a four-year university more efficiently. The goal would be for the VCCS to offer a single Virginia transfer degree. He stated the new EAB Navigate software could incorporate additional resources for students between Virginia Community Colleges and four-year institutions.

Dr. Worth gave an update on the search for a new Program Head for Business. He stated the Search Committee had not been able to locate a strong enough candidate to offer the position. The search has been placed on hold and will resume in the fall.

Dr. Worth stated he is developing a proposal to the Department of Education to develop a Comprehensive Training Program to serve students with cognitive and intellectual disabilities. The program will allow students who have less than a standard diploma to audit DSLCC courses. Students will complete a course of study that will provide them with skills for employment. There are no age limits on students, but they must be able to work independently.

- ii. *Institutional Advancement-* In Mrs. Thompson's absence, Dr. Rainone updated the Board on the Educational Foundation. He stated a rise in applications were received for the 2019-2020 academic year, and scholarships have been awarded. In regards to the Dabney Promise program, Dr. Rainone stated for the first time more eligible applications were received than money to award. A waitlist has been set-up in the event the amount assigned to the students is less than what will be needed.

- iii. *Student Services-* In Mr. Hagy's absence, **Dr. Rainone updated the Board on Student Services.** He stated an open registration night has been scheduled on July 16 from 4-8 pm in the Library. Representatives from Financial Aid, Admissions, the Achievement Center and Talent Search will be on hand to assist students.

Dr. Rainone reported there were more eligible Nursing students than seats available for them. DSLCC will advertise for a temporary full-time instructor to accommodate the overage.

Dr. Rainone stated the number of students not yet registered, that are eligible/expected to return, is lower than what it typical for this time of year. He noted reenrollment campaigns are underway to encourage those students to register for Fall classes.

Dr. Rainone briefly went over the proposed 2019-2020 Student Activities Budget. He noted the changes made from the previous **year's budget.**

- iv. *Finance & Administration-* Mrs. Graham report the annual tabletop exercise, held in conjunction with various community resources, was conducted on May 21. The incident in which the participants were asked to respond to was a hypothetical chemical fire. At the conclusion of the exercise, several suggestions for improvements were made that Ms. Graham will follow-up on.

Ms. Graham shared with the Board how the Shared Services Center (SSC) is expected to bill DSLCC for purchase orders beginning in FY 2021. She stated the cost is lower than she had originally been notified it would be, but overall considerably more than when it was done in-house. The goal is to achieve state Level Two purchasing. The earliest that is expected to happen would be 2023.

- v. *Institutional Effectiveness-* **In Dr. McGraw's absence, Dr. Rainone** updated the Board on Institutional Effectiveness. He stated Dr. McGraw is continuing work on the fifth year SACSCOC report. The visiting team will be on campus the last week of October. They are expected to visit off campus site locations that have been added since their last visit.

Dr. Rainone updated the Board on several community service projects Dr. McGraw is organizing for fall. They include *Miles for Meals* (to benefit the Cubby Closet) and a *Day of Service* (working with non-profit organizations in Rockbridge, Alleghany, and Botetourt.)

Dr. Rainone stated the Prison Program, setup through Augusta Correctional Center, is on track to run a College Success Class and a general education course during the summer. Approximately thirty inmates are expected to take part. Second Chance Pell, through Federal Financial Aid, may be a funding option for some inmates. Since the Correctional Center is in Blue Ridge **Community College's district, an agreement has been reached that FTE's and** tuition will be split 50/50.

- vi. *Workforce Solutions/Continuing Education-* Mr. Keener gave an update on the FastForward program. He stated plans are underway to offer an electrical program beginning in Fall 2019, soft skills training will be embedded in programs, and approval had been received for the Certified Nurse Aide (CNA) program.

Mr. Keener also stated he had received notice of an \$140,000 award for the American Association of Community Colleges (AACC) Expanding Community Colleges Grant Program.

vii. Human Resources- Dr. Rainone went over the personnel report. Each member received a copy.

b. Enrollment- Dr. Rainone stated spring enrollment was down. He felt this was in part due to a decline in dual enrollment students, a decline in population in several service areas, and a low unemployment rate.

4. Presentation: Year in Review- Dr. Rainone gave an overview of the 2018-2019 academic year. Key highlights included: DSLCC awarded over 600 degrees, certificates, and industry credentials; G3 grant provided funding to explore clearer pathways to credentials; **America's Promise grant**, AP 220, is leading the three colleges involved in outcomes and results; two additional members have been added to the Lancaster Legacy Society; Dabney Promise scholarships increased; accreditations for both RN and PN programs were successful; athletics program to begin Fall 2019; 97% of 2019 graduates reported they would recommend DSLCC to friends and family.

Dr. Rainone also stated the biggest challenge faced was decrease in enrollment. He noted areas of focus moving forward include: advising and retention; emphasis on pathways from high school to program completion; implementation of new academic and workforce programs; review current academic programs; establish employee recognition; and continue to provide excellent customer service.

5. Updates-

a. 2019-2020 Institutional Goals Review and Discussion- Members received a copy of the Institutional Goals for the upcoming academic year. Dr. Rainone stated the format had changed slightly from previous years to show how **the focus areas tied to the DSLCC's Strategic Goals and the Chancellor's new goals**. He gave an overview of all areas and opened the floor for questions. He also reviewed the results of last year's goals.

b. Medallion of Merit Committee Update- Dr. Rainone stated the Medallion of Merit Committee (Ms. Garcia, Mr. Wolfe, and Mr. Ford) met, reviewed the nominations, and unanimously agreed on the recipient for 2019. The brunch is scheduled for August 13 at 11:00 am. Previous winners, current recipient and family, Local Board, Executive Team, and Education Foundation will be invited.

c. Local Funds Budget- Dr. Rainone presented 2019-2020 Local Funds / **President's Budget**. There were no changes from the previous year.

6. Chair's Report

a. Board Members Term Update- Dr. Rainone reviewed Board **member's** terms and stated Mr. Keyser has termed out and Dr. Sullivan would need to be **reappointed if he was to continue as the City of Lexington's representative on the board**.

- b. *Executive Session- **President's Annual Review***- Mr. Graham made a motion to adjourn to executive session. Mr. Vaughn seconded the motion, and all were in favor. The Board adjourned to executive session at 5:56 pm for the purpose of discussing personnel issues.

The Board returned to regular session at 6:14 pm. Everyone concurred that only personnel issues were discussed.

7. *Approvals*

- a. *Approval of Board Slate for 2019-2020-*

Mr. Wolfe made the following motion:

THAT TONY MCFADDIN SERVE AS BOARD CHAIR FOR 2019-2020.

Mr. Ford seconded the motion. All were in favor, Mr. McFaddin accepted the position, and the motion carried.

Mr. Graham made the following motion:

THAT STEVE VAUGHN SERVE AS VICE CHAIR FOR 2019-2020.

Mr. Ford seconded the motion. All were in favor, Mr. Vaughn accepted the position, and the motion carried.

- b. *Medallion of Merit Recipient-*

On behalf of the Medallion of Merit committee, Mr. Ford made the following motion:

THAT MR. EDDIE GRAHAM BE THE RECIPIENT OF THE 2019 MEDALLION OF MERIT AWARD.

All were in favor, and the motion carried.

- c. *2019-2020 Draft Institutional Goals*

Mr. Graham made the following motion:

THAT THE BOARD APPROVE THE 2019-**2020 PRESIDENT'S GOALS**

Mr. Vaughn seconded the motion. All were in favor and the motion carried

d. Student Activities Budget Approval

Mr. Vaughn made the following motion:

THAT THE BOARD APPROVE THE 2019-2020 STUDENT ACTIVITIES BUDGET AS PROPOSED.

Mr. Ford seconded the motion. All were in favor and the motion carried.

e. Local Funds Budget Approval

Mr. McFaddin made the following motion:

THAT THE BOARD APPROVE THE 2019-2020 LOCAL FUNDS BUDGET AS PROPOSED.

Mr. Ford seconded the motion. All were in favor and the motion carried.

8. Other

- a. Recognition-* Dr. Rainone presented Mr. Keyser with an engraved Jefferson cup and gavel. He thanked him for his years of service and dedication to the Board.

9. Informational Items

- a. DSLCC in the News-* The Board was emailed a digital copy of *DSLCC In the News*.
- b. Adjourn-* There being no further business, Mr. Graham made a motion to adjourn. Mr. Ford seconded the motion. Mr. Keyser declared the meeting adjourned at 6:52 p.m.

Mr. Tony McFaddin, Jr.
Board Chair

Dr. John J Rainone
Secretary to the Board

Attachments: Approved Minutes #270; June 17, 2019 Board Meeting Agenda; Personnel Report; Draft 2019-20 Institutional Goals; Results of 2018-19 Presidential Goals; 2019-20 Local Funds Budget; Student Activities Budget 2019-2020; DSLCC in the News

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