



**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

1000 Dabney Drive  
Clifton Forge, VA 24422

Minutes Number 270

The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, March 18, 2019 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
William Hartsfield	Alleghany County
Rusty Ford	Rockbridge County
Tony McFaddin, Jr.	Rockbridge County

The following members were absent:

Dr. Glenn Sullivan	<b>City of Lexington</b>
Tammy Scruggs-Duncan	<b>City of Covington</b>

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
Joe Hagy	Director of Student Services
Jenny Wright	Project Director, AP220 grant
Shasta Robertson	Career Specialist, AP220 grant
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. Ford made a motion to approve the minutes of the December 5, 2018 meeting. Mr. Graham seconded the motion. All were in favor, and the motion carried.

3. *Presentation: AP220 Grant Update*- Ms. Wright and Ms. Robertson gave an overview and update on the **America's Promise Grant (AP220)**. Topics included: AP220 Goals, Program Highlights, Participants Served, Training Completion and Credential Attainment, Special Projects, Successes and Challenges. Dr. Worth and Dr. Rainone commended both ladies for their hard work and dedication to the students. It was noted that they have consistently exceeded enrollment goals and were recognized as an industry leader in leveraged funding management and asked to speak **to other America's Promise Grantees at the Department of Labor National Convening.**

4. ***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 reported that the credit Massage Therapy program will transition into a non-credit format. He stated students would then have access to FastForward dollars while still receiving the 500 in-class hours required by the Virginia Board of Nursing in order to sit for the Massage & Bodywork Licensing Examination (MBLEx). It will continue to be offered at the RRC and at the Roanoke Higher Education Center. He stated it would come before the board at the June meeting for approval. Dr. Worth stated classes would be available in the fall for the Non-Profit Management and Unmanned Aerial Systems Maintenance and Operations CSC.

Dr. Worth updated the board on the G3 (Get Skilled, Get a Job, Give Back) grant. He stated the focus was to align curriculum to allow for a student to move from a non-credit class into a short-term credit credential (CSC) and then into an associate degree.

Dr. Worth stated a new state level initiative, *Transfer Virginia*, was underway to streamline the transfer process from a VCCS institution to a four- **year university**. A **16 credit "passport"** is being mapped to allow students to transfer career requirements to a senior institution.

Dr. Worth updated the board on some new educational technology being used on campus. He stated a new learning management system, *Canvas*, is currently being piloted in some classes and will be exclusively used during the summer semester and going forward. It will replace Blackboard. He also stated a new video conferencing software (Zoom) is being utilized and is expected to be adopted at the system level. He noted that it was a strong platform that allowed students to see and interact with instructors and other students alike. It will be replacing compressed video.

Dr. Worth announced an open search was underway for a Business Head Faculty position. He encouraged board members that knew **of someone with a master's degree in Business that may be** interested to apply.

*ii. Institutional Advancement-* Mrs. Thompson stated the scholarship application for 2019-2020 had been closed. She noted there was not only an increase in number of applications received but also in the quality of the applications. She stated they were in the middle of the awarding process and she would have the data on the number of awards made and the scholarship amounts at the next meeting.

In marketing, Mrs. Thompson reported they were in the developmental phase for summer and fall enrollment ads. She stated the website will also be undergoing an update through funds from the G3 grant.

**Mrs. Thompson shared an invitation to the Chancellor's Leadership in Philanthropy Luncheon** to be held on April 16, 2019. She shared that Steve and Donna Vaughn would be recognized for their support of DSLCC.

Mrs. Thompson announced that Bubbles, Bands & Brunch has been set for Sunday, September 15, 2019 with cocktails beginning at 12:30 and lunch at 1:15 in the armory. She stated a formal invitation would be forthcoming for board members.

Mrs. Thompson updated the board on fundraising efforts for the athletics program at DSLCC. She stated that the first monetary donation to the athletics program had been acquired.

*iii. Student Services-* Mr. Hagy stated open registration for summer and fall will begin on April 1. He noted registration dates have been set at area high schools to enroll interested students.

Mr. Hagy announced an academic bridge program would be offered in the summer. It will allow students required to take developmental courses to complete them prior to the fall semester, be in alignment with the guided pathway, and graduate on time.

Mr. Hagy reported a reenrollment campaign is underway in the EAB navigate system. This will allow students to set up appointments with advisors more efficiently and allow better tracking of students.

*iv. Finance & Administration-* Mrs. Graham gave an update on the transition of services to the Shared Services Center (SSC). She stated beginning March 25 new employees will use an onboarding system to get setup with HR requirements and that payroll is expected to go live in October. She reported travel and

procurement has already transitioned to the SSC. It was noted that colleges are recommended to have one liaison remain on campus for each of these areas.

Mrs. Graham stated a tabletop exercise has been scheduled, but details have not been finalized. She noted these exercises are both functional and beneficial in preparing for emergency situations.

Mrs. Graham gave an overview of maintenance reserve improvements on campus. They included: updated lighting and ventilation in the welding lab, new HVAC units for Scott Hall, and a new roof for McCarthy Hall. She stated an additional HVAC unit **is needed for Warren Hall's 424 but to date that has not been approved.**

- v. *Institutional Effectiveness*- Dr. McGraw shared with the board the result of data collections that ran for several weeks during the fall semester. The survey questions were narrative in nature and asked responders such things as reason for success as well as positive and negative campus experiences. There were 110 respondents. Dr. McGraw stated he saw a clear connection between these responses and those collected from other surveys, process mapping exercises, and feedback from employee rounding.

Dr. McGraw reported the results were in from the College Readiness Report. He stated it gave a great snapshot of incoming high school students. With the document being several hundred pages in length he stated if Board Members were interested in seeing the specific data, he would be happy to email a PDF copy. Dr. McGraw has been in contact with high schools in the service area and offered to share the results with them as well.

Dr. McGraw updated the board on the 5<sup>th</sup> year interim report for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). He stated several external reviewers have been identified to review the draft report. The final report will be mailed in August and a site visit is expected in October. The visit will focus on Dual Enrollment and external sites that have been added since their previous visit.

Dr. McGraw reported there are two surveys that are currently live. They include the Graduate Exit Survey and the Great Colleges to Work for Survey. He will give a report on those at the next meeting.

- vi. *Workforce Solutions/Continuing Education*- In Mr. Keener absence, Dr. Rainone gave an update on the FastForward program. He stated plans are underway to add Industrial Maintenance Mechanic, Machining, and an Electrical program for the 2019-2020 academic year. Soft-skill training will be embedded into all FastForward programs.

- vii. Human Resources-* Dr. Rainone went over the personnel report. Each member received a copy.
- b. Enrollment-* Dr. Rainone stated summer and fall enrollment will begin on April 1. He is hopeful the numbers will increase from spring.
- c. Medallion of Merit Schedule-* Dr. Rainone asked board members for input on the Medallion of Merit schedule and the way in which they wanted to recognize the recipient. After some discussion, it was decided to send out a press release in March to solicit nominations with a deadline in May and a special awards luncheon to be held in June. Dr. Rainone asked for volunteers to serve on an ad hoc committee to review nominations and select recipient. Ms. Garcia, Mr. Ford, and Mr. Wolfe will serve on the committee.
- d. Athletics Update-* Dr. Rainone announced the basketball coaches for both men and women have been hired and are excited about the start-up of a new athletics program. Both have experience coaching at the high school level. He stated fundraising efforts are underway and the first donation had recently been acquired. To date, nine games have been scheduled.
- e. Professional Development Day Recap-* Dr. Rainone stated the second annual Professional Development Day held on February 22, 2019 was a success. Reviews from the event were very positive and the scavenger hunt was a hit. Planning for the 2020 Professional Development Day will begin soon.

*5. Updates- Dr. Rainone*

- a. Rockbridge Regional Center Status-* Dr. Rainone reported DSLCC had responded to a request by the VCCS to submit proposals for building/renovation needs. He stated DSLCC had requested a larger Rockbridge Regional Center be built. It did not make the project list for consideration for the 2020-2026 timeframe. He stated he will continue talks to discuss various options for expansion in that area.
- b. Other-* Dr. Rainone gave a legislative update. Topics included: employee raises, additional funding for FastForward programs and Financial Aid, and proposed incentives if tuition or fees did not increase for public higher education for the 2019-2020 academic year. Dr. Rainone stated the proposed SACS Dual Enrollment policy that was discussed at the December meeting had been withdrawn and mixed classes are acceptable.

**6. Chair's Report-**

- a. *Board Members Terms Update-* **Dr. Rainone stated that Mr. Keyser's term will be up at the end of June and is not eligible for reappointment. Dr. Sullivan's** first term will also be up at the end of June; however, he is eligible for reappointment.
- b. *Succession Plan for 2019-2020 Vice Chair Discussion-* Dr. Sullivan currently serves as Vice-Chair for the Local Board. If he agrees to serve a second term, he will be the new Chair. A new Vice-Chair will need to be selected prior to the June meeting.

**7. Approvals-** *(No approvals were necessary)*

- 8. Other-** Dr. Rainone reported that the outdoor pole lights around the Clifton Campus had been replaced with LED bulbs. This was funded by student parking fees. Dr. Rainone stated he had been asked to join an AACC Commission on Apprenticeships. He will serve a three-year term. Dr. Rainone announced DSLCC was the focus of the fourth book in the Allegheny Highlands series entitled ***What's Your Story***. It gives an account from students (past and present), previous presidents, and community members. It also contains the history, general information and role of the college. A story-telling event has been scheduled for April 3, 2019 at 6:30 p.m. to celebrate the book publication. Books will be available for purchase at the event and in various locations around the community afterwards.

**9. Informational Items**

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

- 10. Adjourn-** There being no further business, Mr. Ford made a motion to adjourn. Ms. Garcia seconded the motion. Mr. Keyser declared the meeting adjourned at 6:42 p.m.

Mr. Kyle Keyser  
Board Chair

Dr. John J Rainone  
Secretary to the Board

Attachments: Approved Minutes #269; March 18, 2019 Board Meeting Agenda; Personnel Report; DSLCC in the News

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