The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, September 16, 2019 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

Stephanie Clark  
City of Covington
Rusty Ford  
Rockbridge County
Ramona Garcia  
Bath County
Eddie Graham  
Alleghany County
Bill Hartsfield  
Alleghany County
Tony McFaddin, Jr.  
Rockbridge County
Steve Vaughn  
Botetourt County
Andy Wolfe  
City of Buena Vista

The following members were absent:

Tammy Scruggs-Duncan  
City of Covington

Guests:

Marylin Alexander

Members of the College administration/staff in attendance:

Joe Hagy  
Director of Student Services
Dr. McGraw  
Associate VP of Institutional Effectiveness and Academic Services
David Shofsthall  
Apprenticeship Coordinator
Rachael Thompson  
Director of Institutional Advancement
Executive Director, Educational Foundation
Dr. Ben Worth  
VP, Academic Affairs
Dr. John J. Rainone  
President
Phyllis Bartley  
Recording Secretary

1. **Call to Order** - Mr. McFaddin, Board Chair, called the meeting to order at 4:04 p.m. Dr. Rainone introduced new board member Stephanie Clark, who is replacing Kyle Keyser. She will represent the City of Covington. And, Marylin Alexander who is expected to be appointed to the board within the week to replace Dr. Glenn Sullivan. She will represent the City of Lexington.
2. **Approval of Minutes** – Mr. Ford made a motion to approve the minutes of the June 17, 2019 meeting. Ms. Garcia 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 shared with the board two discontinuances that are the result of name changes to existing programs. Child Care will be renamed Early Childhood Development and Arts Management will be renamed Non-Profit Management. He also stated that an audit from the VCCS showed that Computer & Electronics Technology, Associate of Applied Science degree, had no record of discontinuance. He stated board members would be asked to vote on this later in the meeting. Dr. Worth announced there are some curricular changes to G3 programs forthcoming in several short-term credentials. They include welding, E&I, criminal justice, cybersecurity, and an Amazon Web Services pilot program. Dr. Worth noted some technology updates being implemented on campus. They include: Canvas- the new on-line learning platform, Zoom- video conferencing, and tutor.com to allow for 24/7 accessibility to a tutor. This service will not replace on ground tutoring but will be an additional resource for students. Dr. Worth gave an overview of the role Advisory Committees play in program development and curriculum alignment with industry needs. Members were emailed copies of the 2019-2020 advisory committees that have been approved by program heads and Dr. Worth. He stated board members would be asked to approve the lists later in the meeting.

   ii. **Institutional Advancement**– Ms. Thompson stated the Bubbles, Bands and Brunch event was held on September 15, 2019 with over 200 guests in attendance. The theme focused on the new athletic program. The next scheduled event will be the Donor Scholar Reception on October 25. This allows Donors, Local Board members, and Educational Foundation Board members to meet scholarship recipients. Ms. Thompson stated there are 136 recipients for the 2019-2020 academic year. This represents a 50% increase the past 5 years.
In marketing, Ms. Thompson reported that the Spring 2020 enrollment campaign will soon begin. It will consist of a marketing mix that has been used in the past.

Ms. Thompson reported that the DSLCC website will soon have a new look. Funding for the redesign was provided by the G3 (Get Skilled, Get a job, Give Back) grant. It is expected to be more student friendly with a simple, fresh, and modern look. The completion deadline is set for October 31.

iii. Student Services- Mr. Hagy was pleased to report new student orientation was well attended and the Fall 2019 semester is off to a great start. He stated dual enrollment classes offered and enrollment had increased at all four high school locations.

Mr. Hagy gave a personnel report for his area. He stated two new College Success Coaches have been hired and one Career Coach. The new Career Coach will be in the Rockbridge school division to assist high school and middle school students. He noted DSLCC is the only Community College in the state providing career coaching to middle school students. This was made possible through funding from Rockbridge County and a matching grant at the state level. Recruitment for three additional positions are underway. DSLCC has received, for the seventh-year, funding from the Chancellor’s College Success Coach Initiative. Seven positions are fully or partially funded through the grant.

Mr. Hagy stated proactive initiatives are in place to aid student success. Once an instructor notes a student is struggling, they are contacted within five days to be offered support services. Mr. Hagy is in the process of building an Enrollment Management Plan by working collectively with faculty for program specific recruitment. It is expected to be complete by the end of the month.

Mr. Hagy noted that the addition of the men’s basketball team has brought 12 new full-time students to DSLCC. The first game is scheduled for November 2 at Mid-Atlantic Christian University. He is hopeful there will be enough interest for a women’s team next year.

iv. Finance & Administration- In Ms. Grahams’ absence, Dr. Rainone reviewed the annual Financial Statements Local Funds report for fiscal year ending June 30, 2019. He opened the floor for any questions.

Dr. Rainone stated the Virginia Department of Forestry has requested an equipment storage shed be located on the Clifton campus behind the sawmill. The building will be 1250 square feet and house the Department of Forestry emergency response equipment.
v. Institutional Effectiveness- Dr. McGraw stated two reports had recently been submitted to the Southern Association of Colleges and Schools (SACS). They are the 5th year interim report and a report on new off-site locations. An on-site visit is scheduled for October 28-30. Initial feedback is expected at the conclusion of the visit with a formal report expected by January.

Dr. McGraw stated classes have begun at the Augusta Correctional Center. This partnership with Washington and Lee University and Blueridge Community College will provide inmates the opportunity to earn a credential while incarcerated. Dr. McGraw stated several large data collections will occur during the 2019-2020 academic year. They include the Real College Survey, Great Colleges to Work For, and the Community College Survey for Student Engagement.

Dr. McGraw noted this is a grant year for Trio Student Support Services. Submission for the grant is in November.

vi. Workforce Solutions/Continuing Education- In Mr. Keener's absence, David Shofstahl gave an update on the FastForward program. He stated Industrial Maintenance Mechanic and Massage Therapy programs were approved as FastForward programs and are now eligible for Workforce Credentials Grant funding. New programs that started Fall 2019 include the Industrial Maintenance Mechanic and NCCER Electrical-Level 1 program. He stated Massage Therapy will begin soon at the RRC and the Roanoke Higher Education Center.

Mr. Shofstahl stated DSLCC received an American Association of Community Colleges (AACC) Expanding Community College Apprenticeships (ECCA) grant for $140,000. It will focus on expanding skilled trades apprenticeships that include new programs in Electrical, Industrial Maintenance Mechanic, Machining, Plumbing, and Carpentry.

vii. Human Resources- Dr. Rainone reviewed the Personnel report that had previously been distributed to members.

4. Presentation: AACC Apprenticeship Grant- David Shofsthal, DSLCC Apprenticeship Coordinator, gave an overview of the ECCA initiative that is being led by AACC. He noted over the next 3 years 98 colleges are expected to train 16,000 apprentices. DSLCC will receive $140,000 in an effort to produce 150 registered apprentices. The primary focus will be on manufacturing and construction craft. DSLCC will explore sponsorship opportunities for local employers who do not have the capacity to manage their own apprenticeships.

5. Updates-
a. **Enrollment**- Dr. Rainone stated that late starting classes, dual enrollment, and Augusta Correctional students are almost all entered. He is cautiously optimistic that enrollment will be the same as last fall or even a marginal increase.

b. **Board Committees Discussion**- For new members that were unfamiliar with board committee processes, Dr. Rainone gave a brief overview. He then asked members if they wanted to continue in this fashion or if they would prefer something different. The consensus of members was that there was no need to meet separately since the Executive Team explains in detail to everyone, at the same time, what will need to be voted on. Going forward, committees will form as necessary to address needs as they arise.

c. **VCCS Audit for Year Ending June 30, 2018**- Dr. Rainone stated the Auditor of Public Accounts (APA) recently selected 1/3 of VCCS colleges for review. Of those colleges, 80 management recommendations were made. DSLCC was cited with only one infraction as a result of how the college had been instructed to report to the National Student Loan System. Dr. Rainone stated the issue had been corrected by the time the APA’s report had been published.

d. **Workforce Center in Buena Vista**- Dr. Rainone announced a prospective donor had been identified that may be interested in helping DSLCC acquire a building to develop a Workforce Center in the Buena Vista area. He stressed it would not replace the Rockbridge Regional Center. It would, however, allow for expansion of workforce programs in the Rockbridge area. Dr. Rainone is expecting a decision from the prospective donor in the upcoming weeks.

e. **VCCS Six-Year Plan**- Dr. Rainone reviewed with the Board the VCCS Six-Year Plan. He noted each of the priorities and gave a brief overview. The floor was opened for questions.

f. **Athletics Update**- Dr. Rainone stated there was not enough interest this year for a woman’s team. The men’s schedule has been set and members received a copy. He noted other sports teams will likely be added in coming years.

6. **Chair’s Report**

7. **Approvals and Recommendations**

   a. **2019-2020 Program Advisory Committees**

      Mr. Wolfe made the following motion:

      THAT THE BOARD APPROVE THE 2019-2020 ADVISORY BOARD COMMITTEE LISTS AS PRESENTED.
Mr. Hartsfield seconded the motion. All were in favor and the motion carried.

b. **Program Discontinuance**

Mr. Vaughn made the following motion:

**THAT THE BOARD APPROVE THE DISCONTINUANCE OF CHILD CARE AND ARTS MANAGEMENT CAREER STUDIES CERTIFICATES, AND COMPUTER & TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE.**

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

c. **2018-2019 Local Funds Financial Statements**

Mr. Ford made the following motion:

**TO ACCEPT THE 2018-2019 LOCAL FUNDS FINANCIAL STATEMENT REPORT AS WRITTEN.**

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

d. **Department of Forestry Ground Lease**

Mr. Hartsfield made the following motion:

**TO RECOMMEND TO THE STATE BOARD APPROVAL OF THE DEPARTMENT OF FORESTRY GROUND LEASE.**

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

8. **Other**

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. Vaughn made a motion to adjourn. Ms. Clark seconded the motion. Mr. McFaddin declared the meeting adjourned at 6:32 p.m.
Mr. Tony McFaddin, Jr.  
Board Chair  

Dr. John J Rainone  
Secretary to the Board

Attachments:  Approved Minutes #271; September 16, 2019 Board Meeting Agenda; Personnel Report; DSLCC in the News; Financial Statements Local Funds ending June 30, 2019; Department of Forestry Ground Lease Information; 2019-2020 Advisory Committee Lists; Discontinuances of Programs Memo from Dr. Worth

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