



**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

**Dabney S. Lancaster Community College  
Minutes Number 250**

The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, April 14, 2014 in the Ellis Board Room in Backels Hall.

The following members were present:

Mr. Eddie Graham	Alleghany County
Ms. Janet Nelson	Alleghany County
Ms. Ramona Garcia	Bath County
Mr. Robert (Dan) Collins	Botetourt County
Mr. Steve Douty	City of Buena Vista
Ms. Margaret Burks	City of Covington
Mr. Kyle Keyser	City of Covington
Mr. Lawrence Goodall	City of Lexington
Mr. Bob Claytor	Rockbridge County
Ms. Laura Hoofnagle	Rockbridge County

Members of the College administration/staff in attendance were:

Dr. John Rainone	President
Ms. Kathy Smestad	Recording Secretary
Ms. Rachael Thompson	Director of Institutional Advancement & Executive Director, DSLCC Educational Foundation

Mr. Dan Collins, Chair, called the meeting to order at 6:00 pm.

**Minutes.** Mr. Steve Douty made a motion to approve the minutes of the February 3, 2014 meeting. Mr. Kyle Keyser seconded the motion. All were in favor, and the motion carried.

#### **CHAIR'S REPORT**

- a. **Board Member Terms** – Mr. Collins noted that Janet Nelson, Ramona Garcia and his term on the board were expiring on June 30. All are eligible to serve an additional term and have agreed to accept if reappointed.
- b. **Proposed Meeting Schedule** – Mr. Collins presented the proposed 2014 – 2015 meeting schedule to the Board. Dr. Rainone explained the reason for changing the February meeting to March and the April meeting to May.

- c. **Educational Foundation Representatives.** Janet Nelson and Ramona Garcia have agreed to serve as representatives on the DSLCC Educational Foundation Board. They will serve for three years or until their appointment on the DSLCC Local Board expires.

## **PRESIDENT'S REPORT**

- a. **Welcome – Rachael Thompson, Director of Institutional Advancement & Executive Director, DSLCC Educational Foundation** – Dr. Rainone introduced Rachael Thompson to the Board. Ms. Thompson handed out the results of a Faculty & Staff Survey that she did to explore to possibility of launching a major gifts fundraising campaign. Ms. Thompson went over the survey and updated the Board on the future plans of the DSLCC Educational Foundation.
- b. **Strategic Enrollment Management Report.** The Strategic Enrollment Management Coordination Team consisted of over 60 people. Dr. Rainone reviewed the final report the team submitted by the team with the Board.
- c. **Reorganization Plans.**
  - i. **Appointment of Interim VP of Academic Affairs.** Dr. Michael Scott, Vice President for Academic Affairs will be retiring June 30. It has been decided not to hire a new Vice President but appoint an interim for a year. Ms. Lynn McAllister, director of nursing, will serve as the interim Vice President.

Currently, Occupational/Technical programs and Arts & Sciences programs are in separate divisions. The two divisions will be combined under Ms. McAllister for the next year with the exception of Advanced Manufacturing and Emergency Medical Services.

Mr. Gary Keener will focus on workforce services and non-credit classes.

Mr. Matt McGraw, Director of Student Services and Mr. Chris Orem, Director of Institutional Effectiveness, will report to Dr. Rainone.
- d. **Harvard Seminar for New Presidents.** Dr. Rainone advised the Board that he has been accepted to the *Harvard Seminar for New Presidents* which will be held in July at Harvard Graduate School of Education in Cambridge, MA. The DSLCC Educational Foundation has Awarded Dr. Rainone the Mr. & Mrs. W. B. Hammond, Sr. Faculty Development Grant for part of the tuition.
- e. **Canopy Renovation – Backels Hall.** The work of the canopy has been completed.
- f. **President's Inauguration.** The President's Inauguration will include a week of activities culminating with the ceremony on Friday, September 19. Ms. Gail Johnson and Ms. Rachael Garcia will serve as committee co-chairs. The Chairs are currently looking for sponsors to help fund the event.

Monday – *Donor reception at Dr. Rainone's home.*

Tuesday – *Activities will take place at the Rockbridge Regional Center - Picnic for students, late afternoon reception and will be hosting the Chamber of Commerce Business After Hours.*

Wednesday - *Picnic for students, late afternoon reception and will be hosting the Chamber of Commerce Business After Hours.*

Thursday – *Speaker in the library in the afternoon with a reception for alumni.*

Friday – *Faculty & staff tea and inauguration ceremony at 1:00 pm. Classes will be cancelled on Friday.*

- g. Personnel Report/Staffing Update.** Dr. Rainone pointed out that the Board had a copy of the Personnel Report in their packets. He briefly went over the report.
- h. DSLCC in The News.** Dr. Rainone noted that a digital copy of *DSLCC In The News* was emailed to the Board.
- i. Senator Tim Kaine's Visit. We hosted Senator Kaine's visit when he was touring the area. The event was by invitation only. About 20 people were present.
  - ii. Forestry Woodmen's Event. The DSLCC Forestry Department hosted the annual Mid-Atlantic Collegiate Qualifier for Stihl Timbersports Series on Saturday, April 5.
  - iii. Educator of the Year – Lynn McAllister. The Alleghany Highlands Chamber of Commerce and Tourism has named Lynn McAllister as one of the Educators of the Year for 2013. She was recognized at the 35<sup>th</sup> Annual Dinner Meeting held at the Omni Homestead Resort on March 22.
  - iv. Distinguished Educator – Cynthia Boteler. Cynthia Boteler received the Distinguished Educator award at the 25<sup>th</sup> Virginia Community College Association Black Concerns Commission Conference on February 27 in Charlottesville, VA.
- i. Upcoming Events.** Commencement will be held on Tuesday, May 13, 2014 in the Armory Convocation Center. Ms. Elizabeth Creamer, Advisor for Workforce Development in the Office of the Secretary of Commerce and Trade will be the commencement speaker.
- The LPN program will have its pinning ceremony at Rockbridge County High School on Wednesday, May 7 at 6:00 pm.
- The RN program will have its pinning ceremony on Thursday, May 8 at 7:00 pm in the Armory/Convocation Center.
- j. Other.** Dr. Rainone had nothing further to add.

## COMMITTEE REPORTS

- a. **Facilities, Curriculum & Programs Committee** – Ms. Janet Nelson had two items to present to the Board for action.

The first item Ms. Nelson presented to the Board was the acceptance of the three new Career Studies Certificates: *Baking and Pastry Arts, Instrumentation Technology Fundamentals, and Renewable Energy Technology Fundamentals*. Baking and Pastry Arts articulates to our Culinary Arts Degree, Instrumentation Technology Fundamentals, and Renewable Energy Technology Fundamentals articulate to the Advanced Manufacturing Degree.

On behalf of the committee, Ms. Nelson made the following motion:

**THAT THE BOARD APPROVE THE CAREER STUDIES CERTIFICATES IN BAKING AND PASTRY ARTS, INSTRUMENTATION TECHNOLOGY FUNDAMENTALS, AND RENEWABLE ENERGY TECHNOLOGY FUNDAMENTALS AS SUBMITTED.**

All were in favor and the motion carried.

The second item Ms. Nelson presented to the Board was the acceptance of the Comprehensive Master Plan. The Comprehensive Master Plan was revised in January 2013.

**THAT THE BOARD APPROVE THE COMPREHENSIVE MASTER PLAN AS SUBMITTED.**

All were in favor and the motion carried.

- b. **Audit, Budget and Finance Committee** – Mr. Bob Claytor, presented four items to the Board. All items required action.

The first item Mr. Claytor presented to the Board was the Local Board/President's Budget for 2014 - 2015. The budget request is for \$22,200. This is slightly higher than the amount requested last year because of the additional funds allocated for the President's Inauguration.

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

**THAT THE BOARD APPROVE THE 2014 – 2015 LOCAL BOARD/PRESIDENT'S BUDGET AS PRESENTED.**

All were in favor and the motion carried.

The second item Mr. Claytor presented to the Board was the proposed student activities budget for 2014 - 2015. Mr. Claytor reviewed the budget with the Board. The amount of the request is \$39,000.

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

**THAT THE BOARD APPROVE THE 2014 - 2015 STUDENT ACTIVITIES BUDGET AS PROPOSED.**

All were in favor and the motion carried.

The third item Mr. Claytor presented to the Board for action was the request for debt write-off. Each Board member had a list of the requested write-offs for tuition, books and library in the amount of \$28,875.03. Mr. Claytor informed the Board, that although the request was made to write off the debts, the business office would continue to try to collect the debts through the debt set-off program, a collection agency and special arrangements with students.

Mr. Claytor informed the Board that the total collections for the fiscal year 2013 – 2014 are approximately \$21,000.

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

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

All were in favor and the motion was carried.

The final item Mr. Claytor presented to the Board was the Parking Plan.

Mr. Claytor went over the proposed Auxiliary Reserve Plan for College Parking for FY 2016. Fifty cents per credit hour from the student activity fee goes to the parking plan. The projected 2015 reserve balance will be carried over to 2016. Also, the Auxiliary Reserve Plan will double from 50 cents to \$1.00 per credit hour.

On behalf of the committee, Mr. Claytor made the following recommendation:

**THAT THE BOARD ACCEPT THE AUXILIARY RESERVE PLAN FOR COLLEGE PARKING FACILITIES AS SUBMITTED.**

All were in favor and the motion was accepted.

- c. **Personnel and Planning Committee** – Mr. Lawrence Goodall, chair, presented to the Board Dr. Rainone's *goals for 2014 – 2015*. Dr. Rainone reviewed his goals with the Board.

On behalf of the Committee, Mr. Goodall made the following motion:

**THAT THE BOARD APPROVE A DRAFT OF DR. RAINONE'S GOALS FOR 2014 — 2015 AS PRESENTED. FINAL GOALS WILL BE APPROVED AT THE SEPTEMBER MEETING ONCE THE CHANCELLOR'S GOALS HAVE BEEN RECEIVED.**


All were in favor, and the motion carried.

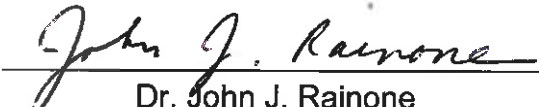
**EXECUTIVE SESSION** – Mr. Steve Douty made a motion to adjourn to executive session. Mr. Kyle Keyser seconded the motion and all were in favor. The Board adjourned to executive session at 7:25 pm for the purpose of discussing personnel issues.

The Board returned to regular session at 7:40 pm. Everyone concurred that only personnel issues were discussed.

**ADJOURNMENT** - There being no further business, Mr. Bob Claytor made a motion to adjourn. Ms. Ramona Garcia seconded the motion. All were in favor, and the motion carried.

The meeting was adjourned at 7:50 p.m.

  
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Mr. Steven Douty  
Vice Chair of the Board

  
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Dr. John J. Rainone  
Secretary to the Board

**Attachments:** Approved Minutes #249; April 14, 2014 Board/Committee Meeting Agenda; 2015 - 2015 Local Board Meeting Schedule; Local Board/President's Budget 2014 - 2015, Student Activities Budget 2014 - 2015; Debt Write Off Request; Dr. Rainone's Goals for 2014 – 2015, Comprehensive Master Plan, Strategic Enrollment Management Coordinating Team – Final Report, 2014 – 2016, Auxiliary Reserve Plan for College Parking Facilities