The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, December 2, 2013 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

- Ms. Janet Nelson  Alleghany County
- Mr. Eddie Graham  Alleghany County
- Mr. Dan Collins  Botetourt County
- Mr. Steve Douty  City of Buena Vista
- Ms. Margaret Burks  City of Covington
- Mr. Kyle Keyser  City of Covington
- Mr. Bob Claytor  Rockbridge County
- Ms. Laura Hoofnagle  Rockbridge County

The following members were absent:

- Ms. Ramona Garcia  Bath County
- Mr. Lawrence Goodall  City of Lexington

Members of the College administration/staff in attendance were:

- Dr. John R. Rainone  President
- Ms. Kathy Smestad  Recording Secretary

1. **CALL TO ORDER** - Board Chair, Mr. Dan Collins, called the meeting to order at 6:00 p.m.

2. **MINUTES** – Ms. Janet Nelson made a motion to accept the minutes of the September 16, 2013 meeting. Mr. Kyle Keyser seconded the motion. All were in favor, and the motion was carried.

3. **PRESIDENT’S REPORT**

   a. **Strategic Enrollment Management at DSLCC** – Dr. John Rainone, President. Dr. Rainone showed the Board a PowerPoint Presentation outlining the Strategic Enrollment Management Plan for DSLCC. The
purpose of the plan is to evaluate and recommend new initiatives in the areas of recruitment, retention, and institutional delivery.

b. Enrollment Update – The Fall 2013 enrollment is down 7 percent over last fall. Currently, enrollment for Spring 2014 is up 17 percent.

c. SACSCOC Reaffirmation Visit. Dr. Rainone updated the Board on the results of the SACSCOC Reaffirmation team visit. The College had an excellent report and had only two recommendations. Both recommendations were in the library. The average recommendations for community colleges are four. The College has until April 14, 2014 to respond to the recommendations.

d. Community Forums. Dr. Rainone completed his twelve community forums. The purpose of the forums was to inform the community of what the College is doing and to get input from the community as to what they would like to see the College involved in the community. The overview of each community forum is listed on the DSLCC Web Page.

e. General Assembly Visits. Dr. Rainone, students and members of the staff will visit our legislators at the General Assembly in Richmond on January 21 and February 5, 2014.

f. State/Local Board Meeting. Once a year the State Board holds a joint meeting and invites members of the local boards to attend. This year the meeting was held in Richmond, Virginia. Dan Collins, Kyle Keyser and Janet Nelson attended the meeting with Dr. Rainone.

g. Joint Dinner Meeting with DSLCC Education Foundation. Dr. Rainone reminded the Board of the joint dinner meeting on Tuesday, December 10 at 5:30 pm.

h. Canopy Renovation – Backels Hall. The renovations to the canopy at the front of Backels Hall are current underway. Renovations should be completed before Christmas.

i. Grants Update. The College received two grants from The Alleghany Foundation. The first grant is for $150,000 to fund a two-year math and physics instructor. The second is a three-year continuation grant from the Alleghany Foundation for $361,000 for student scholarships for the EMS program.
The College will also receive funding from the Chancellor's Innovation Fund Grant for expanding on-line and summer enrichment activities in workforce services.

j. **Letter from the Alleghany Foundation.** Dan Collins received a letter from The Alleghany Foundation awarding DSLCC Educational Foundation a grant of $10,000 for expenses related to economic and fund raising events by Dr. Rainone.

Mr. Steve Douty made the following motion:

**THAT THE BOARD ACCEPT THE ALLEGHANY FOUNDATION GRANT AS SUBMITTED.**

Ms. Margaret Burks seconded the motion. All were in favor and the motion carried.

k. **Personnel Report.** Dr. Rainone advised the Board that the personnel report was in their folder. Dr. Rainone mentioned that in addition to the three retirees listed on the Personnel Report, there are three full-time employees that will be retiring during the first six months of 2014.

l. **DSLCC In The News.** Dr. Rainone noted that each Board member had a copy of DSLCC in the News in their folder.

m. **Upcoming Events.** The remaining 2013 - 2014 board meetings, capping & pinning, and Commencement 2014 are listed at the bottom of the agenda. Dr. Rainone noted that the date of commencement has been change to Tuesday, May 13, 2014.

n. **Other.** Dr. Rainone informed the Board that the students were in the process of designing a float to enter in the local Christmas parades. The float has been entered in the following parades: Buena Vista, December 5; Clifton Forge, December 6; Covington, December 7; and Iron Gate, December 14.

4. **COMMITTEE REPORTS**

a. **Audit, Budget and Finance Committee** – Mr. Bob Claytor, committee chair, presented one item to the Board that required action. Each Board member had a list of the requested write-offs for tuition and books in the amount of $15,617.81. Mr. Claytor informed the Board, that although the request was made to write off the debts, the business office would still continue to try to
collect the debts though the debt set-off program, a collection agency and special arrangements with students.

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

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

All were in favor and the motion was carried.

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

The meeting was adjourned at 7:40 pm.

Mr. Steven Douty  
Board Vice Chair

Dr. John J. Rainone  
Secretary to the Board

Attachments: Approved Minutes #247; Board/Committee Meeting Agenda; Personnel Report; Wright-Off Request; The Alleghany Foundation Letter