The Dabney S. Lancaster Community College Board held its regularly scheduled meeting on Monday, December 15, 2014 in the Karin Ellis Board Room in Backels Hall.

The following members were present:

- Mr. Eddie Graham (Alleghany County)
- Ms. Ramona Garcia (Bath 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. Lawrence Goodall (Rockbridge County)
- Ms. Laura Hoofnagle (Rockbridge County)

The following members were absent:

- Ms. Janet Nelson (Alleghany County)
- Mr. Bob Claytor (Rockbridge County)

Members of the College administration/staff in attendance were:

- Dr. John J. Rainone (President)
- Ms. Kathy Smestad (Recording Secretary)

Prior to the start of the meeting, a joint dinner was held with the DSLCC Educational Foundation Board in the Moomaw Center.

1. **CALL TO ORDER** - Board Chair, Mr. Dan Collins, called the meeting to order at 6:30 p.m.

2. **MINUTES** – Mr. Steve Douty made a motion to accept the minutes of the September 8, 2014 meeting. Mr. Lawrence Goodall seconded the motion. All were in favor, and the motion was carried.
3. **CHAIR’S REPORT**

**a. Recap of State Board Meeting** – Mr. Dan Collins and Mr. Steve Douty attended the Annual State Board meeting in Richmond in with Dr. Rainone. They gave the Board a summary of the meeting.

4. **PRESIDENT’S REPORT**

**a. New Initiatives** – Dr. Rainone informed the Board that the College was working more closely with area high schools.

Rockbridge County is exploring the possibility of a STEM Academy. They are using the Botetourt County STEM-H Academy as a model.

DSLCC will be administering the placement test to all juniors in the six area high schools. The College will work with the seniors that pass the test to get them ready for college. College level algebra for credit will be offered as dual enrollment to those students. The College will create a developmental education course as a refresher for the students that did not pass the placement test. A second placement test will then be administered in their senior year.

Dr. Rainone discussed his trip to Indiana with Alleghany County and Covington officials to visit the New Tech High Schools.

Dr. Rainone was recently elected on the following boards:

- Lexington/Rockbridge Chamber of Commerce Board
- Lewis Gale/Alleghany Hospital Board
- The Western Virginia Workforce Development Board

**b. Program Advisory Committees Approval** – The Board had copies of the DSLCC Advisory Committees in their packets.

Mr. Kyle Keyser made the following motion:

**THAT THE BOARD APPROVE THE ADVISORY COMMITTEES AS SUBMITTED.**

Mr. Lawrence Goodall seconded the motion. All were in favor and the motion carried.
c. **Student Recognition** – DSLCC student, John Jimenez, has been selected as one of ten students enrolled in a Virginia Community College to the Valley Proteins Fellows scholarship program. Mr. Jimenez is a non-traditional nursing student. He was recognized in November at the State Board Annual Meeting.

d. **Enrollment Update** – The Fall 2014 enrollment was down approximately 4.5 percent over last fall. Currently, enrollment for Spring 2015 is two percent above what it was last year at this time.

e. **General Assembly Visits.** Dr. Rainone, students and members of the staff will visit our legislators at the General Assembly in Richmond on Thursday, January 22 and Wednesday, February 4, 2015. Dr. Rainone invited Board members to attend.

f. **Major Gifts Campaign Update** – Joe April, Executive Vice President of the *The Armistead Group*, gave the Board a presentation on the DSLCC Educational Foundation’s Major Gifts Campaign. Local Board members Ms. Ramona Garcia and Mr. Bob Claytor have agreed to serve on the Major Gifts Campaign Steering Committee.

g. **New Website Status/Marketing Efforts** – The College received a Perkins Grant for $20,000 for non-traditional careers in the occupational/technical curriculums. The funds will be used for marketing, presentations, television and radio ads for the summer and fall semesters. The money needs to be expended by June 30, 2015.

The Ivy Group in Charlottesville is creating a new College web site. The target date for the site to be live is April 1, 2015.

h. **Personnel Report** - Dr. Rainone advised the Board that the personnel report was in their folder.

The DSLCC Bookstore has been taken over by Follett. The DSLCC Bookstore Manager is now a full-time employee of Follett.

g. **DSLCC In The News** - Dr. Rainone noted that each Board received an electronic copy of *DSLCC in the News*.

h. **Upcoming Events.** The remaining 2014 - 2015 board meetings, capping & pinning, and Commencement 2015 are listed at the bottom of the agenda. The College will be closed from December 23, 2014 – January 4, 2015.
i. **Other.** Mr. Steve Douty asked about the $75,000 grant that the Alleghany Foundation awarded to Botetourt County. Dr. Rainone informed the Board that the request was made by Botetourt County to help fund the expansion of their welding lab into an advanced welding lab and become a certified welding testing center. The Commonwealth does not have a testing center.

At the request of Delegate Terry Austin, Dr. Rainone went to Richmond with several people from Botetourt County to visit the Secretary of Commerce Jones to talk about state funding.

Dr. Rainone wrote a letter of support for the Botetourt Schools to the Alleghany Foundation.

5. **COMMITTEE REPORTS**

a. **Facilities, Curriculum & Programs Committee** – In the absence of Ms. Janet Nelson, committee chair, Mr. Kyle Keyser had two items to present to the Board for action.

The first item Mr. Keyser presented to the Board was the acceptance of the new Career Studies Certificate – Basic Sustainable Agriculture. The certificate is under the Forestry umbrella and requires 16 credits. The program will be offered on the main campus and at the Rockbridge Regional Center.

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

**THAT THE BOARD APPROVE THE CAREER STUDIES CERTIFICATES IN BASIC SUSTAINABLE AGRICULTURE AS SUBMITTED.**

All were in favor and the motion carried.

The second items Mr. Keyser presented to the Board was the update to the Comprehensive Master Plan to include the proposal of an arboretum, walking trail and space for a community garden.

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

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

All were in favor and the motion carried.
b. Audit, Budget and Finance Committee – In the Absence of Mr. Bob Claytor, committee chair, Mr. Lawrence Goodall presented two items 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 $19,709.35. Mr. Goodall 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. Goodall 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. Laura Hoofnagle made a motion to adjourn. Mr. Eddie Graham seconded the motion. All were in favor, and the motion carried.

The meeting was adjourned at 7:30 pm.

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Mr. Dan Collins  
Board Chair

Dr. John J. Rainone  
Secretary to the Board

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**Attachments:** Approved Minutes #251; Board/Committee Meeting Agenda; Personnel Report; Wright-Off Request