

**CENTRAL VIRGINIA COMMUNITY COLLEGE  
BOARD MEETING  
MINUTES NO. 246  
October 26, 2022**

The two hundred and forty-sixth meeting of the Central Virginia Community College Board was held at 4:30 p.m. on October 26, 2022, in the President's Conference Room.

**ROLL CALL**

<b>Members Present</b>	Dr. Mac Duis—Bedford County Dr. Justin Hensley—City of Lynchburg Dr. Kenyon Knapp—Bedford County Mr. Jeffrey Krantz—City of Lynchburg Dr. Clay Stanley—Campbell County Ms. Bonnie Svrcek—City of Lynchburg Mr. Joe Tucker—City of Lynchburg Vacant—Campbell County
<b>Members Absent</b>	Dr. Jeffrey Garrett—Appomattox County Ms. Stacey McBride—Amherst County
<b>Special Guests Present</b>	Ms. Amanda Schlichting of Dewberry Engineering
<b>Staff Present</b>	Dr. John Capps, President Dr. Muriel Mickles, VP for Student and Academic Affairs Mr. Lewis Bryant, III, VP for Finance and Administration Ms. Jodi Gillette, Executive Dir. of Institutional Advancement Mr. David Lightfoot, VP of Information Technology Mr. Randall Franklin, Director of Human Resources Dr. Kris Ogden, Dean of Institutional Effectiveness Chief William Wilkerson, Chief of Police Ms. Dianne Sykes- General Administration Coordinator

**CALL TO ORDER**

Ms. Bonnie Svrcek, Chair, called the meeting to order at 4:30 p.m.

<b>Approval of Minutes No. 245</b>	On a motion made by Dr. Knapp, duly seconded, Minutes No. 245 from the meeting of August 3, 2022, to approve as written.  The motion carried unanimously.
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**PUBLIC COMMENT**

	None
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**MASTERPLAN PRESENTATION**

<b>Masterplan</b>	Mr. Bryant introduced Ms. Amanda Schlichting of Dewberry Engineering and stated she will be presenting CVCC's updated masterplan. He stated this plan requires approval
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	<p>from CVCC's Local Advisory Board, the VCCS State Board, and finally approval from SACSCOC.</p> <p>Ms. Schlichting began her presentation by discussing the goals and process of creating this masterplan which included capturing the changes since the 2019 masterplan update, to arrive at a unified vision of CVCC's future, and to project major campus changes over the next ten years. She stated another goal was to keep the changes feasible and scalable and only show in this document things the College can achieve in the next few years in its normal operating budget.</p> <p>She stated many meetings were held with faculty and staff to collect their ideas.</p> <p>Ms. Schlichting stated the existing conditions of the Campus included:</p> <ul style="list-style-type: none"> <li>• Facilities in good shape and adequate</li> <li>• Parking is sufficient</li> <li>• Physical environment is safe and secure</li> <li>• Space allocations for classroom are adequate</li> <li>• Plentiful green space</li> </ul> <p>She gave several recommendations which were:</p> <ol style="list-style-type: none"> <li>1. Improve circulation and wayfinding       <ol style="list-style-type: none"> <li>1. Patterned crosswalks</li> <li>2. Flashing LED pedestrian lights when someone walks across the street</li> <li>3. Digital entry signage (at Wards Road and on Campus) which would include events or closings</li> <li>4. Lot 1 handicap accessibility which would include stairs, elevator, and a bridge over the main road</li> </ol> </li> <li>2. Reconfigure existing buildings       <ol style="list-style-type: none"> <li>1. Reconfigure Bedford Hall Library to improve collaboration amongst students and to accommodate the new way of learning</li> <li>2. Create 10-15 additional faculty/staff offices</li> <li>3. Continue to adapt existing buildings</li> </ol> </li> <li>3. Construct new CTE Building</li> <li>4. Reimagine outdoor spaces       <ol style="list-style-type: none"> <li>1. Create a covered outdoor classroom located near existing buildings which would include having wireless connections and power sources</li> </ol> </li> </ol>
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	<p>Dr. Capps thanked Ms. Schlichting for her presentation and asked that she provide an estimated costs of each of the recommendations.</p> <p>A motion was made by Dr. Duis with Mr. Tucker seconding to approve the masterplan as presented.</p> <p>The motion carried unanimously.</p>
<b>REPORT OF STANDING COMMITTEES</b>	
<b>CURRICULUM COMMITTEE</b>	
<i>Curriculum Advisory Committee Members</i>	<p>On a motion by Dr. Stanley and seconded by Dr. Knapp, as the Curriculum Committee did not meet, the memberships of the Curriculum Advisory Committee were approved as presented.</p> <p>The motion carried unanimously.</p>
<i>Administration of Justice</i>	The Administration of Justice Curriculum Advisory Committee proceedings were provided for information.
<i>Administrative Management Technology</i>	The Administrative Management Technology Curriculum Advisory Committee proceedings were provided for information.
<i>Business Management</i>	The Business Management Curriculum Advisory Committee proceedings were provided for information.
<i>Early Childhood Development</i>	The Early Childhood Development Curriculum Advisory Committee proceedings were provided for information.
<i>Electrical Technology</i>	The Early Technology Curriculum Advisory Committee proceedings were provided for information.
<i>Emergency Medical Services</i>	The Emergency Medical Services Curriculum Advisory Committee proceedings were provided for information.
<i>Computer and Electronic Technology</i>	The Computer and Electronic Technology Curriculum Advisory Committee proceedings were provided for information.
<i>Health Sciences</i>	The Health Sciences Curriculum Advisory Committee proceedings were provided for information.
<i>HVAC</i>	The HVAC Curriculum Advisory Committee proceedings were provided for information.
<i>Information Systems Technology/Cybersecurity</i>	The Information Systems Technology/Cybersecurity Curriculum Advisory Committee proceedings were provided for information.
<i>Fire Science Technology</i>	The Fire Science Technology Curriculum Advisory Committee proceedings were provided for information.
<i>Machine Tool</i>	The Machine Tool Curriculum Advisory Committee proceedings were provided for information.
<i>Mechatronics</i>	The Mechatronics Curriculum Advisory Committee proceedings were provided for information.
<i>Medical Laboratory Technology</i>	The Medical Laboratory Technology Curriculum Advisory Committee proceedings were provided for information.

<i>Radiologic Technology</i>	The Radiologic Technology Curriculum Advisory Committee proceedings were provided for information.
<i>Respiratory Therapy</i>	The Respiratory Therapy Curriculum Advisory Committee proceedings were provided for information.
<i>Welding</i>	The Welding Curriculum Advisory Committee proceedings were provided for information.
<i>General Education Transfer</i>	The General Education Transfer Advisory Curriculum Committee proceedings were provided for information.
<i>Engineering</i>	The Engineering Curriculum Advisory Committee proceedings were provided for information.
<b>FACILITIES AND FINANCE COMMITTEE</b>	
<i>Foundation Payment from Local Funds Request</i>	<p>A request was made by the Facilities and Finance Committee to approve the request to transfer \$5,000 of college revenues to the college. (The VCCS Policy 4.2.2.c permits the annual transfer of college revenues to the college. There is ample resources and fund balance to support the transfer considering unspent funds during the pandemic.)</p> <p>The motion carried unanimously.</p>
<i>Outdoor Seating Local Fund Budget Request</i>	<p>A request was made by the Facilities and Finance Committee to approve the purchase of metal outdoor tables at a cost of approximately \$90,000. (Outdoor seating remains popular with students especially through the pandemic. The college currently has metal outdoor tables that have been used for many years and have proven to be extremely durable and popular. The following investment is recommended to purchase up to eight tables at a cost of \$90,000.)</p> <p>The motion carried unanimously.</p>
<i>Enhanced Student Programs Local Fund Budget Request</i>	<p>A request was made by the Facilities and Finance Committee to approve the request of \$1,500 for student program activities conducted by TRIO program director. These would include but not limited to: financial aid workshop for students and want to serve snacks, “Lunch and Learn” series, and refreshments provided for these and other activities.</p> <p>The motion carried unanimously.</p>
<i>First Quarter Local Funds Financial Report</i>	<p>The Local Fund Quarterly Financial Report and Financial Statements were reviewed. On a motion by the Facilities and Finance Committee, the first quarter of 2022-2023 Local Funds Budget was approved as presented.</p> <p>The motion carried unanimously.</p>
<b>PRESIDENT’S CABINET REPORT</b>	
<i>Dr. Muriel Mickles VP for Student and Academic Affairs</i>	Dr. Muriel Mickles began her report by stating the good news is that CVCC’s enrollment is up by 2.54%; however, CVCC along with all the community colleges are experiencing cyber-

	<p>attacks from individuals who are enrolling in classes, applying for financial aid, and then dropping out of the classes in order to collect the financial aid money. She reported new procedures have been put in place to identify fraudulent students for the spring semester. She stated spring 2023 enrollment begins October 31.</p> <p>Dr. Mickles discussed student activities and stated a Student Appreciation picnic was held in September. She stated the picnic is a big event where faculty, staff, and administration cook the food and then serve the students. She stated another event included several outdoor movie nights. Dr. Mickles reported an ad hoc committee has been created to support the student activities director to provide more events on Campus.</p> <p>Dr. Mickles discussed dual enrollment (early college, STEM CTE, and home schoolers) and stated the number of students has increased. (The Bedford Center has three cohorts this semester.) She stated with CVCC's new Dual Enrollment Outreach Specialist, Lisa Pannell, communication has been enhanced with the area high school counselors and instructors. Dr. Mickles reported on December 9 an instructor, counselor, and career coach workshop has been scheduled.</p> <p>Dr. Mickles reported on Workforce and stated a National Science Foundation (NSF) grant for \$464,846 was received which will help meet the growing demand for technicians with advanced manufacturing skills in the Central Virginia region.</p> <p>Dr. Mickles reported on creating a regional fire/EMS academy and stated Workforce has added more classes in electricity, HVAC, plumbing, and IT. She stated they are also trying to hire a full-time career coach to expand CVCC's success center.</p> <p>Dr. Mickles stated CVCC's TRIO program will partner with Financial Aid office to help students complete the FASFA here on Campus.</p> <p>Dr. Mickles reported plans are for Transfer Virginia leaders to come on Campus to meet with counselors and faculty to talk about the transfer classes.</p> <p>Dr. Mickles stated George Ferguson has been hired for the Amherst Center as its director, and an administrator assistant and career coach are in the process of being hired.</p>
<p><b>Mr. Lewis Bryant, III</b>  <b>VP Finance and Administration</b></p>	<p>Mr. Lewis Bryant began his report by stating John Rocha, Facilities Manager, recently submitted an annual storm water plan that is required by the Department of Environmental Quality (DEQ). He stated, as a Virginia state agency, the College is required to manage the storm water run-off. He</p>

	<p>stated a retention pond was designed to catch the water and collect the sediment from the water. Mr. Bryant reported, for 2023, phosphorus is a chemical on the list to reduce, and a 40% reduction must be achieved.</p> <p>Mr. Bryant stated the College had to close recently due to a power outage and an outdoor gas line leak.</p> <p>Mr. Bryant stated the CTE Academy project is one that everyone is excited about. He stated one large area (about 4,000 sq. ft.) will be converted into four classrooms. He reported this project is now out-to-bid.</p> <p>Mr. Bryant stated architects are now designing an enclosure to be placed around the chiller located on the back of Amherst Hall.</p> <p>Mr. Bryant stated the finance area has been working for about nine months on documents needed for the SACSCOC reaffirmation submissions. He stated these documents are to show that the College's finances are in good shape.</p> <p>Mr. Bryant stated beginning today a new procurement system is being implemented (unsure of the name) which will replace eVA (Virginia's online, electronic procurement system).</p> <p>Mr. Bryant reported each year, he and Dr. Capps must submit an internal controls document showing the controls around financial aid, etc. have been tested. He stated this is also required by SACSCOC to show that CVCC is in control of its finances.</p>
<p><b>Mr. David Lightfoot</b> <b>VP Information Technology</b></p>	<p>Mr. David Lightfoot began his report by discussing cyber security. He stated, in addition to system monitoring and Security Awareness training that help protect the College from cyber threats, there is a VCCS initiative to classify our information and implement protection rules based upon the classification. This will be challenging because the protection rules are dependent upon the classification determined by the faculty or staff member that creates and/or accesses the information. Mr. Lightfoot stated this will require employee training.</p> <p>Mr. Lightfoot reported the components to upgrade some of the classrooms have finally been received. He stated thanks to the expertise of CVCC's System Engineer, William Osborne, the Hyflex classrooms will have 7" touchscreen control system interface that presents two options—a Hyflex Zoom classroom or a traditional classroom. He reported this makes these classrooms more versatile. Mr. Lightfoot stated</p>

	equipment is on order to implement touchscreen control systems in all the electronic classrooms.
<b><i>Ms. Jodi Gillette Executive Director of Institutional Advancement and Educational Foundation</i></b>	<p>Ms. Jodi Gillette began her report by stating a new website for CVCC was created by Access (an advertising and public relations company for marketing and communications), and it was launched several months ago. She reported, last Friday, Access handed the reins over to CVCC for routine maintenance and updating.</p> <p>Ms. Gillette stated CVCC has a new logo, and her team has been busy updating the letterhead for all departments.</p> <p>Ms. Gillette reported a successful photo shoot for the website was held at the end of September. She stated the website will soon reflect actual pictures of the Campus and CVCC students and not stock photos.</p> <p>Ms. Gillette reported the spring media campaign that the marketing firm is ready to begin and hopes are it will be as successful for recruitment as the fall campaign.</p> <p>Ms. Gillette stated work has begun on creating a social media presence. She reported, next week, a department retreat will be held to build peer-to-peer communication and build a stronger social connection with the business community.</p> <p>Ms. Gillette reported on the Educational Foundation activities. She asked Dr. Capps to share the good news. He reported the College has been extremely fortunate to have received \$95,000 grant (plus a tobacco match) from Centra to replace the radiography equipment.</p> <p>Ms. Gillette stated some funding used for the food pantry and emergency relief services had been received from the Virginia Community College Foundation. She reported grant applications for precision equipment, financial education, and additional scholarship opportunities have been submitted to the Virginia Community College Foundation.</p> <p>Ms. Gillette stated meetings are being scheduled with area corporations to build individual connections to secure funding for programs, equipment, and maintenance of equipment in the classrooms.</p> <p>Ms. Gillette stated faculty and staff project applications have been received and hopes to report on those in the future.</p> <p>Ms. Gillette reported “Living in The Heart of Virginia” TV show was on campus to feature CVCC’s mechatronics program.</p>

	<p>Ms. Svrcek stated she hopes the Foundation and the Local Board members could meet in the future to get to know one another.</p>
<p><b><i>Dr. Kris Ogden</i></b> <b><i>Dean of Institutional Effectiveness</i></b></p>	<p>Dr. Kris Ogden began her report by stating the SACSCOC reaffirmation occurs every 10 years. She stated a rather detailed report is submitted with information collected from various departments on Campus. She stated this information serves as evidence of the College's goals and mission which support the students to success.</p> <p>Dr. Ogden distributed a portion of the narrative that will be submitted to SACSCOC. She stated this is a survey which asks students about their perception of their experiences here at CVCC. She stated the first handout is the Student Overall Satisfaction Survey and was administered in Fall 2022. Dr. Ogden reported this survey is administered every other year but had a waiver for 2020 because of COVID.</p> <p>Dr. Ogden discussed her second handout, "Time to Credential/Credentials Conferred" and stated this is submitted to the National Student Clearinghouse's Transcript &amp; Data Exchange Services. She stated the College received a grant which allowed participation in this.</p> <p>Dr. Ogden stated the College is trying to get students to graduate within the allotted time. She stated most CVCC's students are part-time and cannot graduate in two years. Dr. Ogden stated the data shows that students are completing their degrees in a shorter time frame, and she gives credit to guided pathways and better communicated those pathways on the website.</p> <p>Dr. Ogden stated the report showed data grouped by Pell grant recipients, race/ethnicity, and gender and how that effects retention and completion. She stated TRIO and Title III are opportunities that provide additional support and resources.</p>
<p><b><i>Chief William Wilkerson</i></b> <b><i>Chief of Police</i></b></p>	<p>Chief William Wilkerson distributed pictures taken from the October 26 Safety Day and from October 18 training event.</p> <p>Chief Wilkerson stated his office is now fully staffed with the hiring of a dispatcher.</p> <p>Chief Wilkerson discussed the October 18 training and stated one of the goals was to overcome complacency. He stated a lot of incidents are happening all over the world, and this provided an opportunity to train with the EMS and LPD and to see how each can work together.</p> <p>Chief Wilkerson stated the Public Safety Day goal was to bring the police department to the students on Campus with about 11 additional groups participating.</p>



	<p>Chief Wilkerson stated cameras have been installed at all the centers.</p>
<p><b>Mr. Randall Franklin</b> <i>Director of Human Resources</i></p>	<p>Mr. Randall Franklin began his report by stating the Cardinal HCM (Human Capital Management) is the new statewide HR system that state employees at centralized agencies use for payroll, time and attendance, and benefit updates.</p> <p>Mr. Franklin stating previously when hiring one employee, their information would have to be entered in five different systems. He stated while transitioning to the new system, Cardinal, a lot of empty fields were encountered, and they had to be completed before it would work.</p> <p>Mr. Franklin reported the General Assembly has approved a one-time \$1,000 bonus for full-time state employees to be given on December 1. He reported CVCC has approved for the part-time and adjuncts to receive bonuses which will be prorated.</p> <p>Mr. Franklin stated there were some equity salary increases awarded, and there will be a faculty salary plan review in May. He stated as always HR continues the hiring process and posted six positions this week (one was a faculty position).</p> <p>Mr. Franklin distributed 2023 Holiday schedule for review.</p>
<p><b>Dr. John Capps</b> <i>President</i></p>	<p>Dr. John Capps began his report by discussing CVCC's participation in the "Build Back Better" grant along with Virginia Tech to establish an innovation hub for transportation. He stated Virginia Tech was a finalist for the grant, but ultimately, it was not approved. He stated another initiative with Framatome was to establish an innovation related to nuclear energy, but Framatome decided to go in another direction.</p> <p>Dr. Capps stated he talked about the possibility of petitioning for a Lab school designation for the College's CTE program and the last Board meeting, and reported that will be pursued. He reported a meeting is scheduled for this Friday with all five area superintendents. He stated he was unsure as to what this lab school would look like but would be partly hands-on and include all the courses students would need to complete their last two years of study.</p> <p>Dr. Capps reported he met with Laura Hamilton, Executive Director of Lynchburg Beacon of Hope, last week and asked to be a partner with their new initiative. He stated there are 250 students who expressed interest or those that started the "Stay Close, Go Far" program but never completed. He stated</p>

	<p>plans are to try and reach those students and get them back to higher education or some type of training program. Dr. Capps stated a second initiative is to try and get the parents or significant other of these students enrolled in higher education as well. He stated he will be traveling to Washington D.C. along with Laura Hamilton for further discussions on this.</p> <p>Dr. Capps stated CVCC is involved in a lot of new initiatives but asked Board members for ideas of what CVCC can do more of to meet the unmet needs of the community or do better. Their ideas included:</p> <ul style="list-style-type: none"> <li>• Continue the same path, but be aware that it could require change</li> <li>• Add additional advisors and coaches to help find and support the students who don't complete their degree</li> <li>• Add internships</li> <li>• Have CVCC students out in the community to volunteer with charities</li> <li>• Create a cyber security program</li> <li>• Expand electives for dual enrolled, early college, and STEM students</li> <li>• Build economical partnerships with different localities to help with all these initiatives</li> </ul> <p>Dr. Capps thanked everyone for their responses.</p>
<b>OLD BUSINESS</b>	None
<b>NEW BUSINESS</b>	None
<b>CHAIR'S REPORT</b>	Ms. Svrcek stated she will not be at the upcoming January meeting but Dr. Duis will be the acting chair.
<b>ADJOURNMENT</b>	There being no further business, the meeting adjourned at 6:23 p.m.

APPROVED:

Dr. John Capps, Secretary

CHAIR

DATE