

CENTRAL VIRGINIA COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 248
April 19, 2023

The two hundred and forty-eighth meeting of the Central Virginia Community College Board was held at 4:30 p.m. on April 19, 2023, in the Framatome Technical Center, Room 6201.

ROLL CALL

Members Present

Dr. Mac Duis—Bedford County
 Dr. Justin Hensley—City of Lynchburg
 Mr. Jeffrey Krantz—City of Lynchburg
 Ms. Stacey McBride—Amherst County
 Ms. Eunice Nogueras—Campbell County
 Ms. Bonnie Svrcek—City of Lynchburg

Members Absent

Dr. Jeffrey Garrett—Appomattox County
 Dr. Kenyon Knapp—Bedford County
 Mr. Joe Tucker—City of Lynchburg
 Dr. Clay Stanley—Campbell County

Special Guests Present

Mr. Rodney Robinson—News and Advance
 Ms. Marci Gale—Mechatronics Professor
 Ms. Hailey Piercy—Student
 Ms. Safiya Soderstrom—Student
 Mr. Danny Murphy—Mechatronics Faculty
 Mr. Joe Rowell—Student Worker
 Dr. Jason Ferguson—Associate VP Professional and Career Studies/Workforce Solutions

Staff Present

Dr. John Capps, President
 Dr. Muriel Mickles, VP Academics, Students and Workforce Development
 Mr. Lewis Bryant, III, VP for Finance and Administration
 Mr. David Lightfoot, VP of Information Technology
 Ms. Jodi Gillette, Exec. Director of Educational Foundation
 Dr. Kris Ogden, Dean of Institutional Effectiveness
 Mr. Randall Franklin, Director of Human Resources
 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.

Approval of Minutes No. 247

On a motion made by Mr. Krantz, duly seconded by Dr. Hensley, Minutes No. 247 from the meeting of January 25, 2023, to be approved as written.

The motion carried unanimously.

PUBLIC COMMENT	
	None
TOUR AND PRESENTATION OF THE MECHATRONICS LAB	
	<p>Ms. Marci Gale began her presentation by stating 2018 was the birth of the CVCC Mechatronics degree program which is a combination of mechanics, electronics, robotics, and internet technology (IT). She stated this program overlaps with other CVCC programs such as Computer & Electronics Tech – Computer NW, Nuclear Technology, Industrial Maintenance, STEM Academy, and the CTE Academy.</p> <p>Ms. Gale reported this program intersects with community organizations such as the Beacon of Hope, the Jubilee STEM Center, and the Virginia Career Works which expose middle and high school students to what is available.</p> <p>Ms. Gale stated there are a lot of industry partners whose employees serve on advisory boards, as adjunct instructors, place students in internships, and provide field trips. She stated these partners provide donations and equipment.</p> <p>Ms. Gale stated the mechatronics program is involved state and nation-wide, and she serves as the peer-group leader for the Commonwealth of Virginia.</p> <p>Ms. Gale reported four different four-year universities have asked about a pathway with CVCC's Mechatronics program to their four-year mechatronics engineering program. She stated the information has been provided to them and just waiting for their response.</p> <p>Ms. Gale showed a short video of students in the robotics class.</p> <p>The Board members toured the mechatronics' lab and listened to several students talk about the program and share a demonstration of the robotics' painting.</p>
REPORT OF STANDING COMMITTEES FACILITIES AND FINANCE COMMITTEE	
<i>Local Funds Financial Statements</i>	<p>The Local Fund Quarterly Financial Report and Financial Statements were reviewed. On a motion by Dr. Hensley and duly seconded by Mr. Krantz, as the Facilities and Finance Committee did not have a quorum, the third quarter of 2022-2023 Local Funds Budget was approved as presented.</p> <p>The motion carried unanimously.</p>
<i>2023-2024 Proposed Budget</i>	<p>The 2023-2024 Proposed Budget was reviewed. On a motion, by Dr. Hensley and duly seconded by Dr. Duis, as the Facilities and Finance Committee did not have a quorum, the 2023-2024 Proposed Budget was approved as presented.</p>

	The motion carried unanimously												
Local Fund Budget Increase Request (Parking Fee)	The parking fee is currently \$1.75 per credit hour. An increase of \$.25 per credit hour is proposed. By VCCS policy, CVCC can increase the fee by up to \$.50 per credit hour annually. The recommended new fee is \$2.00 per credit hour with the increase. Paving work will be required to Lot #1, 2, 5, 6 & 7, and this increase should provide an opportunity to a budget plan toward that eventual work. Historic inflationary costs, with the construction industry, as well as higher petroleum costs necessitate are driving paving estimates that we have receive much higher, and this increase will partially compensate for some of those increases. The student activity fee will remain unchanged at \$6.00 per credit hour.												
Local Fund Budget Increase Request (Student Activities 'Budget'))	CVCC's new team member and Student Activities' coordinator, Lee Tookes, has completed an expanded offering of activities during 2022-2023 which includes renewing the College's popular Student Picnic which was placed on hold during COVID. There have been numerous socials on campus, and club or intramural sports are newly added. During the pandemic these activities were curtailed and the investment below is requested by our Enrollment Management Department to further support these enhanced student engagement opportunities.												
	<table><tr><th>Department</th><th>Fund</th><th>Description</th><th>Budget</th><th>Decrease (-) Increase (+)</th><th>New Budget</th></tr><tr><td>450200</td><td>40007</td><td>Student Activities</td><td>56,000</td><td>25,000</td><td>81,000</td></tr></table>	Department	Fund	Description	Budget	Decrease (-) Increase (+)	New Budget	450200	40007	Student Activities	56,000	25,000	81,000
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450200	40007	Student Activities	56,000	25,000	81,000								
	On a motion by Dr. Duis and duly seconded by Mr. Krantz for both of the above requests, as the Facilities and Finance Committee, did not have a quorum, the parking fee and the student activities' budget increases were approved as presented.												
	The motion carried unanimously.												
PRESIDENT'S CABINET REPORT													
Dr. Muriel Mickles VP for Academics, Students, and Workforce Development	Dr. Muriel Mickles began her report by stating two VCCS colleges are chosen every year to complete a Civil Rights Audit. She stated CVCC completed theirs last week with a successful outcome. Dr. Mickles stated the Campus buildings are old and need improvement such as replacing heavy doors with ones that open more easily. She stated the few recommendations received from the auditors will be reviewed and resolved. Dr. Mickles discussed the Career & Technical Education (CTE) Academy and was pleased at the increase in enrollment as last year's was 128 students compared to a projection of over 200 for this upcoming fall. Dr. Mickles discussed the CAPS (College Achievement for Parent Students) project. She stated the College is going to provide support for students who are parents, especially with childcare. She stated one problem is finding quality, safe, and affordable childcare.												

	<p>Dr. Mickles stated graduation is scheduled for May 15 and is looking forward to seeing everyone there.</p> <p>Dr. Mickles stated the process of hiring an Amherst Career Coach is ongoing.</p> <p>She reported on the prospect management tools for recruitment and retention for students and stated her team is working along with David Lightfoot's team.</p> <p>Dr. Capps stated, yesterday, he attended an ACOP (Advisory Council for Presidents) meeting, where Dr. Doré commented again and praised CVCC's CTE Academy. He stated CVCC clearly made an impression on the Chancellor during his visit on April 4.</p>
Mr. Lewis Bryant, III VP Finance and Administration	<p>Mr. Lewis Bryant began his report by stating CVCC received \$14 million in COVID relief funds, and he has asked for an extension of \$319,000 which is for the future budget and the items listed are contained within the upcoming budget. He stated the money will be allocated for technology, renewal of mental health services, wireless hotspots, and removing barriers of money owed by students to allow them to reenroll. Dr. Capps stated the \$14 million had to be spent in 3.5 years, which was difficult because of low inventory and delays in shipping.</p> <p>Mr. Bryant stated a lot of meetings have been scheduled for the Amherst/Campbell Halls renovations planning. He stated meetings have included the Market at Main Café area to better serve the students, engineering design, color selections for interior, exterior, and landscape designs.</p> <p>Mr. Bryant stated the new College's signage should begin installation around the beginning of May.</p> <p>Mr. Bryant stated the HVAC renovation is also going well despite supply change issues. He stated the space is being renovated to house the CTE Academy.</p>
Mr. David Lightfoot VP Information Technology	<p>Mr. David Lightfoot began his report by stating CVCC is the first in VCCS to go live with the integration of AI chatbot and live chat. He reported Nicole Stewart, assistant vice chancellor of IT, gave kudos to CVCC for being the first to implement this at the Higher Education User Group (HEUG). HEUG includes colleges and universities. The HEUG Board of Directors included large universities such as Stanford and Duke Universities. Mr. Lightfoot stated it is operational now.</p> <p>Mr. Lightfoot reported CVCC implemented a new prospect management system. He stated this new system will allow support to prospective students better and provide the ability to track the effectiveness of recruitment efforts. For example, when CVCC has an</p>

	<p>open house, it will provide lots of information such as how many people attended and applied, how many enrolled, how many graduated, etc. He stated this will help students because once they apply, the College can reach out to them.</p> <p>Mr. Lightfoot discussed cyber security and stated last year, CVCC received a disproportionate number of fraudulent applications. He stated CVCC had one of the highest amounts of all the community colleges because the letter “C” for CVCC is close to the beginning of the alphabet. Dr. Capps stated the VCCS went from 3,000 fraudulent applications last year to 20,000 this year. Mr. Lightfoot stated potential students can apply to CVCC, and then they are directed to go to identity management. If approved, they will be able to enroll in classes. Mr. Lightfoot stated this new identification management system will only cost about \$4,000 a year.</p> <p>Mr. Lightfoot stated as of now anybody that applies must talk to a navigator. He stated one problem is that a university student could want to take a single summer class and may choose another college when they are required to speak to a navigator. He stated hopefully this will be a lot better for the students and the College.</p> <p>Mr. Lightfoot discussed renovations and stated the challenge is the location of CVCC’s data center or server room is in Amherst Hall and where the fiber comes in now will change completely. He stated in the fall, the fiber will have to be dug up or do a directional boring and installing. He stated this will be very expensive as well, and a meeting will be held soon to discuss this.</p>
<p>Ms. Jodi Gillette Executive Director of Educational Foundation</p>	<p>Ms. Jodi Gillette began her report by stating the rebranding efforts continue with new banners being installed which reflect the diversity of CVCC students in a positive way.</p> <p>Ms. Gillette stated CVCC is very fortunate to have its Foundation led by top corporate leaders of the community. She reported over the last few months several new members have been appointed which includes Amy Carrier from Centra, Rosana Chaidez from NB Handy, Sean Hewitt of Westminster Canterbury, and Joe Miller from BWXT.</p> <p>Ms. Gillette reported the 2023 “Together We Shine” employee campaign was very successful with an increase of 64% from last year.</p> <p>Ms. Gillette also reported there was great success in fund raising this year which includes \$10,000 from the Appomattox County Schools Class of 1962, \$40,000 endowment from the Lynchburg Life Saving Crew, \$42,000 that will be matched by Title III funding, \$50,000 contribution from Southern Air, and Stroobants Foundation made a</p>

	<p>\$80,000 contribution with \$60,000 going to Machine Tool, Delta Star made a contribution of \$70,000 for Workforce and CTE, Centra made a matching gift for Radiography of over \$90,000, and Framatome made their first \$50,000 contribution of a \$400,000 four-year pledge for construction, equipment, or programs.</p> <p>Ms. Gillette stated the decision was made to eliminate the application process for students making them available to all students here at CVCC.</p> <p>Ms. Gillette stated two faculty grants were approved, one for a human-powered vehicle that CVCC's engineering class built which was submitted in a competition.</p> <p>Ms. Gillette stated Michael Davis has been selected as CVCC's Outstanding Alumni speaker for graduation. She stated he graduated from CVCC's respiratory program in 2005. Ms. Gillette also stated Dr. Kathryn Pumphrey was selected as CVCC's Leadership in Philanthropy and was recognized recently in Richmond.</p>
<p>Dr. Kris Ogden Dean of Institutional Effectiveness</p>	<p>Dr. Kris Ogden began her report by stating the SACSCOC Reaffirmation process that occurs every 10 years has begun with the submittal of the Compliance Certification which was due March 1. She stated this document contained hundreds of pages of evidence and is currently under review. She stated the results are expected to be known by early May.</p> <p>Dr. Ogden stated the next step will be the Quality Enhancement Plan (QEP) which is called "Solving for Success." She stated math is challenging for a lot of students and with the recent pandemic, there has been learning loss especially for high school students. The QEP will build extra support around these students to help them be successful and continue in their programs.</p> <p>Dr. Ogden stated it is graduation time, which means the end-of-the-year assessment for the graduates. She stated this will enable her team to evaluate the successes, share that information, which will help in securing grants for projects.</p>
<p>Mr. Randall Franklin Director of Human Resources</p>	<p>Mr. Randall Franklin began his report by stating there have been updates to the state's telework and layoff policy. He stated last year the governor required anyone who requested to telework more than one day per week had to complete an application which was sent to the Chief of Staff's office in Richmond for approval. He stated now this will be only for new applicants and not for renewals.</p> <p>Mr. Franklin stated open enrollment for benefits begins May and ends on May 15 and that information has been emailed to the College community.</p>

	<p>Mr. Franklin reported this year an affirmative action plan must be produced for all 23 colleges. He stated this is a result of a discovery about three years ago that certain colleges (namely NOVA, Tidewater, and Virginia Peninsula) were being treated as federal contractors. He stated this plan will ensure equal opportunities for applicants and employees.</p> <p>Mr. Franklin stated as part of the College's evaluation process, each of the administrators will participate in 360-degree assessment every three years. He stated the survey link has been emailed to those that need to complete them.</p>
Chief William Wilkerson Chief of Police	<p>Chief William Wilkerson began his report by stating, with the help of the Foundation, grant proposals have been submitted focused mainly on new equipment.</p> <p>Chief Wilkerson stated he discussed at the January meeting his officers were reviewing policies and have changed and implemented 19 policies making sure all are up-to-date and following federal orders.</p> <p>Chief Wilkerson reported his team has been working to increase offering training to the Campus community.</p>
Dr. John Capps President	<p>Dr. John Capps stated at the January meeting he had assigned another homework assignment which is "What more can the college do where you live, improve the quality of life or promote economic development?" He stated part of your responsibility as a member of the local board is to serve as an ambassador between the college and the community.</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> • Continue with STEM and programs like the Jubilee Center • Make presentations to the governing bodies of the localities • Email localities to keep them informed about what is going on at CVCC so they can put it on their roll call announcements (ex. lab schools) • Reach out to elementary school students so that they know the future opportunities that they have • Inform middle school students of all the opportunities that CVCC has to offer such as the robotics • Fund full-time career coaches at the high schools • Push forward in advertising dual enrollment to high school students and parents • Change culture that students need to attend four-year institutions • Reach students through social media using student postings • Telling CVCC's story by Board members acting as ambassadors • Expand offerings to the community <p>Dr. Capps discussed a trailer that he saw recently on Campus and was once used for the weatherization program and asked that Mr. Bryant</p>

	<p>examine the condition of it. He stated this could possibly be resurrected to take to area high schools for demonstrations. Dr. Capps stated CVCC does not have sports teams that draw students to its Campus, so it must rely on a robust marketing plan to familiarize people with the program offerings that are available.</p> <p>Dr. Capps urged all Board members to participate in the upcoming commencement ceremony which is scheduled for May 15.</p> <p>Dr. Capps reported that Senator Steve Newman and Delegate Kathy Byron have decided to retire. He stated both have been staunch allies and friends of the VCCS and CVCC and would like to give each a proclamation of gratitude of what they mean to CVCC. He stated he does not have a draft to present at this time but asked that the Board approve the writing of this document.</p> <p>A motion by Ms. Svrcek duly seconded by Dr. Hensley was made for the proclamations to be written for Senator Newman and Delegate Byron.</p> <p>The motion was approved unanimously.</p>
OLD BUSINESS	None
CHAIR'S REPORT	<p>Ms. Svrcek stated if a Board member has an item that needs to be on the agenda, to please contact the committee chair or staff member to get it added.</p> <p>Ms. Svrcek stated Dr. Hensley created a great word cloud of the results of the Chancellor's survey and thanked him for taking the time to do that. She stated she turned it into a matrix of which everyone has been given a copy. She stated it was interesting to see the biggest challenge, top strengths, top opportunities, top external factors, and top major actions were all about students.</p> <p>Ms. Svrcek thanked everyone who attended the VCCS State Board dinner and reception at the Virginian.</p> <p>Ms. Svrcek stated a lot of emails from Dr. Capps have been received about the great things that are going on, and she wanted to thank him and all of the staff for doing an incredible job with the State Board visit and with the Chancellor's visit.</p>
NEW BUSINESS	<p>Mr. Jeffrey Krantz invited everyone to a play which he is directing entitled "The Prom" which will be held at Heritage High School on April 21-28. He stated over 50% of the cast are dual enrolled students of CVCC. Mr. Krantz also invited everyone to see "Smoke on the Mountain" which will be held at the Renaissance Theatre located in Miller Center Theatre, Lynchburg. He stated he will be playing the part of Reverend Mervin Oglethorpe.</p>
ADJOURNMENT	There being no further business, the meeting adjourned at 6:31 p.m.



Dr. John Capps, Secretary

APPROVED:



CHAIR



DATE