

**CENTRAL VIRGINIA COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 249
July 19, 2023**

The two hundred and forty-ninth meeting of the Central Virginia Community College Board was held at 4:30 p.m. on July 19, 2023, in the President's Conference Room-Appomattox Hall.

ROLL CALL

Members Present	Dr. Jeffrey Garrett—Appomattox County Dr. Justin Hensley—City of Lynchburg Dr. Kenyon Knapp—Bedford County Mr. Jeffrey Krantz—City of Lynchburg Ms. Stacey McBride—Amherst County Ms. Kristy Milton—Bedford County Ms. Eunice Nogueras—Campbell County Dr. Clay Stanley—Campbell County Ms. Bonnie Svrcek—City of Lynchburg Mr. Joe Tucker—City of Lynchburg
Members Absent	
Special Guests Present	Mr. Danny Couch—CVCC CTE graduate 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. 248	A motion was made by Dr. Garrett, duly seconded by Mr. Tucker, Minutes No. 248 from the meeting of April 19, 2023, to be approved as written. The motion carried unanimously.
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PUBLIC COMMENT

	None
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PRESENTATION OF THE CTE PROGRAMS

	<p>Dr. Jason Ferguson introduced Mr. Danny Couch and stated he was a graduate of one of CVCC's CTE programs. Mr. Couch stated he was a retired Lynchburg police officer who began a successful second career with the help of the electrician certifications he earned at CVCC. He started taking some basic training to help him with weekend remodeling projects but eventually earned four levels of NCCER electrical training and received a \$1,000 scholarship at the VCCS Hire Education Conference awards banquet. Mr. Couch stated he is now working in maintenance at Framatome.</p> <p>Dr. Ferguson stated CVCC has hundreds of examples both young and old like Mr. Couch in the CTE and Workforce FastForward programs. He stated, prior to the renovations, the Framatome HVAC lab was filled with a lot of outdated equipment. He stated the electrical classroom was originally located in a small area on the second floor of the Framatome Technical Center. Dr. Ferguson stated the lab has now been divided into three rooms (electrical, plumbing with back flow prevention), which have simulators and real-world applications.</p> <p>Dr. Ferguson reported receiving a journeyman electrician requires 4 years of experience but CVCC's credit programs will reduce it to two years. He stated Campbell Hall will soon house the heavy equipment operator training with simulators.</p> <p>Dr. Ferguson discussed the Virginia Infrastructure Academy which is a state-wide initiative to provide short-term industry training and credentials. He stated CVCC is involved in this by providing training. Dr. Ferguson reported the trades, manufacturing, and IT programs are growing here at CVCC.</p> <p>Dr. Ferguson stated the Appomattox Center has been working with Bruce Boone of the Appomattox Christian Academy who is leasing and renovating the Carver-Price Complex. He wants to use this space for technical programs for anyone in the surrounding areas. Dr. Ferguson stated he suggested to start with welding programs and expand next fall to teach carpentry and cabinetry. He stated Mr. Boone would like to build tiny homes for veterans and hire these students to complete all the work.</p>
REPORT OF STANDING COMMITTEES FACILITIES AND FINANCE COMMITTEE	
<i>Outdoor Seating Budget Increase Request</i>	<p>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. The request was submitted to VCCS centralized procurement in April, but the bid process was not completed before the end of the fiscal year. This purchase was previously approved at the</p>

second quarter meeting in fiscal year 2022. The bid process yielded great cost savings over the original cost estimates. The cost is expected to be 70k. The budget below includes an additional 10% contingency.

Additionally, The CVCC Office of Student Life is seeking grant funds in the amount of \$1,198.98 for equipment needed to conduct outdoor "Movie Nights" for the CVCC community. For the 22-23 Academic Year, three (3) such movie nights were held, with each costing approximately \$950.00 to rent the necessary equipment for conducting. This support would, under these circumstances, generate hundreds of prospective student inquiries, pay for itself in less than two instances and allow for more such events to be conducted in the future. The allocation below will also be used to fund this request, which is approximately \$1200, if approved.

<i>Department</i>	<i>Fund</i>	<i>Description</i>	<i>Budget</i>	<i>Decrease (-) Increase (+)</i>	<i>New Budget</i>
450210	40007	Outdoor Seating	0	77,000	77,000

A motion was made by the Finance and Facilities Committee to increase the budget as requested.

The motion carried unanimously.

QEP-Math Budget Increase Request

A budget increase is requested to fund additional needs of the SACSCOC Reaffirmation process that were not included in the original 3,000 budget estimate that was developed and approved in April. For example, 5k was requested for promotional items what will be used to promote the availability of student math tutoring in the Math Mall and focus on Math at the college in the QEP.

<i>Department</i>	<i>Fund</i>	<i>Description</i>	<i>Budget</i>	<i>Decrease (-) Increase (+)</i>	<i>New Budget</i>
450003	40007	SACSCOC Reaffirmation - Quality Enhancement Plan – Math (includes promotional items and misc expenses)	3000	3600	6600
		<i>Requestor and Account Signatory: Dr. Ogden</i>			

	<p>A motion was made by the Finance and Facilities Committee to increase the budget as requested.</p> <p>The motion carried unanimously.</p>												
<p><i>Alliance for Excellence Budget Request</i></p>	<p>Each year a payment to the Alliance for Excellence is budgeted based upon the information below that appeared in the adopted 2023-2024 local fund budget. The invoice for 2022-2023 from Alliance for Excellence did not reach the CVCC Business Office in time to complete payment before the annual financial closing. This request will provide budget to complete the committed 2022-2024 payment in the new fiscal year, as well as the invoice that is due during 2023-2024.</p> <div><div><div>450450</div><div>40007</div><div>Alliance for Excellence Program</div><div>Dr. Mickles</div></div><div><div>This program is part of a consortium of community colleges developing an outreach program working primarily with black churches in our local area.</div></div><div><div>\$</div><div>5,500.00</div><div>\$</div><div>5,500.00</div></div></div> <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>450450</td><td>40007</td><td>Alliance for Excellence</td><td>5,500</td><td>5,500</td><td>11,000</td></tr></table> <p>A motion was made by the Finance and Facilities Committee to increase the budget as requested.</p> <p>The motion carried unanimously.</p>	Department	Fund	Description	Budget	Decrease (-) Increase (+)	New Budget	450450	40007	Alliance for Excellence	5,500	5,500	11,000
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<p><i>Local Funds Financial Statements</i></p>	<p>The Local Fund Quarterly Financial Report and Financial Statements were reviewed. A motion by the Finance and Facilities Committee was made to approve the financial report as presented.</p> <p>The motion carried unanimously.</p>												
<p>PRESIDENT’S CABINET REPORT</p>													
<p><i>Chief William Wilkerson Chief of Police</i></p>	<p>Chief William Wilkerson began his report by stating the following events are scheduled:</p> <ul style="list-style-type: none">• Fire drills planned for August 29th and 30th for the fall 2023 semester.• In the planning process for a "shelter in place/lockdown drill". No definite date set.• In the planning phase to purchase equipment through the American Rescue Plan Act (ARPA) grant for law enforcement through DCJS.• Working on various community outreach projects to start in the fall. One example is the "Community Walk", where the whole department at a specified time will walk through a chosen building to interact with everyone for questions/safety information.												

	<ul style="list-style-type: none"> • Planning for the College to participate in a regional tabletop exercise (cyber-attack) on September 27, 2023. • Working on planning more interactive training that the College can participate in as the statewide tornado drill.
Dr. Muriel Mickles <i>VP for Academics, Students, and Workforce Development</i>	<p>Dr. Muriel Mickles began her report by stating enrollment is up by 5.72% for summer and 1.05% for fall. She stated open enrollment is taking place in the student center which has admissions, financial aid and counselors waiting to enroll students. She reported the New Student Welcome Day is scheduled for August 10.</p> <p>Dr. Mickles stated fall convocation will be in person this year and begins on August 16 which will provide several professional development sessions. She stated a Canvas site has been created for adjunct faculty that will provide more information and communication.</p> <p>Dr. Mickles discussed a new initiative called Project Graduation that will help identify students that are eligible for graduation but have never applied. She stated these students will be contacted to let them know.</p> <p>Dr. Mickles reported two dual enrollment classes will be added in Appomattox County High School and Onward Christian Academy. She also discussed the TRIO program and stated a boot camp for the students will begin in July to get them ready for school in the fall. Trips are also planned for these students to Columbia University, Times Square, and a Broadway musical in NYC.</p> <p>Dr. Mickles stated there will be 220 students for the CTE academy of dual enrolled students compared to 128 last year. She also stated enrollment in non-credit classes have increased. Dr. Mickles stated CVCC has received the lab school planning grant and must submit the application by August 15.</p>
Mr. Lewis Bryant, III <i>VP Finance and Administration</i>	<p>Mr. Lewis Bryant began his report by reporting on the Amherst/Campbell Hall renovations and stated the detailed planning for that project is complete. He stated the new Campus signage has been installed with 51 parking signs, every side of the buildings has a name sign, 22 interior directories, and five exterior Campus directories. Mr. Lewis stated future projects include additional interior directories and CVCC block lettering being installed.</p> <p>Mr. Bryant reported the Framatome HVAC lab renovation with Piney Ridge Construction is completed, and hopefully a tour will be scheduled for the October Board meeting.</p> <p>Mr. Bryant stated new classroom furniture was another project for this summer. He reported seven tractor trailer loads containing chairs/furniture arrived recently. He stated these chairs can be wiped clean and disinfected.</p> <p>Mr. Bryant reported on the Amherst/Campbell Halls' renovations and stated the project drawings have been reviewed by numerous CVCC</p>

	<p>folks and are now being reviewed by the state. He stated soon the College should know the cost of this project and should move forward as it is one of the VCCS priorities.</p> <p>Mr. Bryant discussed the 2023-24 list of projects which include:</p> <ul style="list-style-type: none"> • Order furniture for the Learning Commons • Install sidewalk from Parking Lot 1 to the Framatome Technical Center • Install emergency alert notification system which will reach students outside the buildings • Pave visitor parking lot before winter
<p>Mr. David Lightfoot VP Information Technology</p>	<p>Mr. David Lightfoot began his report by discussing CVCC's Cyber Security and stated at the April Board meeting he mentioned the VCCS was pursuing an identity management system to combat fraudulent applications. Mr. Lightfoot reported the system has been procured, and the plan is to have it operational in the fall. He stated this will be a valuable tool. Mr. Lightfoot stated the VCCS received additional funds from the General Assembly last year to contract for an information security assessment of the VCCS colleges, the System Office, and the Shared Services Center. CampusWorks is performing the assessment, and they will be here this Monday, the 24th.</p> <p>Mr. Lightfoot reported on the Amherst/Campbell Hall's renovation and stated the College's IT services including the server room, internet connection, phone lines, etc. are all provisioned from Amherst Hall. Also, some of the buildings are daisy-chained through Campbell and Amherst Halls. He stated to maintain IT service continuity during the renovation of Amherst and Campbell Halls, some changes must be made. He stated both the primary and the secondary internet connections terminate in Amherst. The secondary internet connection will be moved to Bedford Hall, installing new fiber optic cabling in existing intrabuilding conduits, and installing new conduit/fiber optic cable runs to eliminate the current daisy-chained design. He stated this will allow for continuity of IT services during the renovation. Mr. Lightfoot reported work has begun on this project as it must be completed before renovation begins.</p>
<p>Ms. Jodi Gillette Executive Director of Educational Foundation</p>	<p>Ms. Jodi Gillette began her report by stating CVCC's website is getting ready for the fall semester with the addition of more current pictures and the completion of the new branding effort. She stated there is an event calendar located on the website and training is ongoing for those that will be adding events.</p> <p>Ms. Gillette reported the VCCS has a new marketing campaign to make community colleges more visible to the public. She stated the company in charge is ACCESS which is the same company that created CVCC's new website.</p>

	<p>Ms. Gillette discussed the Foundation and stated a very successful ribbon cutting ceremony was held in May for the Mechatronics Lab. She stated this was well-attended by community leaders, Framatome and local government officials.</p> <p>She stated the Foundation was awarded a \$240,000 grant from the Tobacco Region Revitalization Commission, and that the Foundation received a two-year grant-extension for the radiography equipment.</p> <p>Ms. Gillette also shared that the Foundation is kicking off their strategic planning effort and stated that donations from individuals and corporations are also being received.</p>
Dr. Kris Ogden Dean of Institutional Effectiveness	<p>Dr. Kris Ogden began her report by stating the SACSCOC Reaffirmation process that occurs every 10 years has begun. She stated feedback has been received on the Compliance Certification that contained responses to 74 standards. She stated the College hosted a SACSCOC Vice President, Dr. Patricia Donat recently and received feedback and advice during her visit. Dr. Ogden stated additional responses for the 6 standards will be submitted along with the Quality Enhancement Plan (QEP) by September 4.</p> <p>Dr. Capps stated the onsite committee will be here at CVCC on October 16-19 and will want to speak about the QEP to several of the Board members.</p>
Mr. Randall Franklin Director of Human Resources	<p>Mr. Randall Franklin began his report by stating his office has been busy with lots of positions in various stages of being filled. They include Workforce Programs Enrollment Specialist, Career Coach-Appomattox High School, Career Coach-Liberty/Staunton River High School, Financial Aid Operations Specialist, and Radiology Clinical Instructor. Mr. Franklin stated the HR analyst position has been filled, and she will begin on August 10.</p> <p>Mr. Franklin stated he has submitted CVCC's Employee Opportunity report which was due July 1. He stated this is basically documenting the number of employees that have disabilities and reported CVCC's percentage is rather low, but one reason is that some do not disclose their disabilities, as there is no requirement to do so.</p> <p>Mr. Franklin reported, this year, his office was required to submit an Affirmative Action Report. He stated the report (a disparity study from July 1, 2022-June 30, 2023) must include the number of applicants, number of hires, etc.</p> <p>Mr. Franklin stated the Workforce Planning and Development report was submitted to determine which roles/positions are critical and to ensure qualified employees are in those positions.</p>
Dr. John Capps President	<p>Dr. John Capps stated the new Chancellor held a retreat recently with all the presidents, and during this retreat, a priority list was developed</p>

	<p>which will guide the VCCS in the future. He reported this is also a part of the VCCS' Six-Year Plan and stated "the VCCS is proposing a significant transformation of its role in the Commonwealth by providing lifelong, employer-driven, regionally aligned, post-secondary educational opportunities to working adults and to high school students prior to graduation. This transformation will fundamentally alter who we are serving and how we are serving them, which, in turn, will change revenue and expenditures."</p> <p>Dr. Capps stated he reconstructed that statement and distributed a list of six VCCS' priorities.</p> <ol style="list-style-type: none"> 1. Build state-of-the-art career and technical education programs and labs. 2. Intensify efforts to recruit nontraditional adult students. 3. Build student-friendly schedules and optimize facility usage. 4. Blur the lines between secondary and postsecondary education. 5. Align credit/noncredit workforce education and training. 6. Forge stronger partnerships with business and industry. <p>Dr. Capps asked the Board members what their priorities would be from the list. Some of the answers included:</p> <ul style="list-style-type: none"> • Rate all as equally important. • #4 would be the building block/support for the remaining five items. (Dr. Capps stated a goal of the governor is that all high school students should graduate with a college diploma or a credential. He stated he believes CVCC is blazing the trail and setting the pace as it has dual enrollment, Early College, Lynchburg Regional Governor's STEM, CTE, and the xCEL lab school.) <p>Dr. Capps stated he feels "Blurring the lines between secondary and postsecondary education" is a top priority of the Chancellor along with "Intensify efforts to recruit nontraditional adult students." He stated there are three million adults living in Virginia who do not have a credential or degree and cannot make a family-sustainable living wage. Dr. Capps stated, here at CVCC, all of these priorities are important.</p>
OLD BUSINESS	None
CHAIR'S REPORT	<p>Ms. Svrcek reported she will be reviewing the Standing Committees and will make assignments soon. She thanked those that participated in CVCC's graduation, and congratulated the following:</p> <ul style="list-style-type: none"> • Dr. Stanley on his appointment as the Superintendent of Campbell County Schools. • Mr. Tucker on the birth of his baby. • Dr. Garrett on his appointment as the principal of Buckingham Middle School.

	<ul style="list-style-type: none"> Mr. Bif Johnson on his appointment by the governor to the VCCS State Board.
NEW BUSINESS	None
ADJOURNMENT	There being no further business, the meeting adjourned at 6:15 p.m.

John Capps

Dr. John Capps, Secretary

APPROVED:

Bonnie Smeek

CHAIR

10-25-23

DATE