

**CENTRAL VIRGINIA COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 253
July 17, 2024**

The two hundred and fifty-third meeting of the Central Virginia Community College Board was held at 4:30 p.m. on July 17, 2024, in the President's Conference Room, Appomattox Hall.

ROLL CALL

Members Present	Dr. Justin Hensley—City of Lynchburg Mr. Jeffrey Krantz—City of Lynchburg Ms. Stacey McBride—Amherst County Ms. Kristy Milton—Bedford County Dr. Clay Stanley—Campbell County Ms. Bonnie Svrcek—City of Lynchburg
Members Absent	Dr. Jeffrey Garrett—Appomattox County Mr. Joe Tucker—City of Lynchburg Dr. Kenyon Knapp—Bedford County Ms. Eunice Nogueras—Campbell County
Special Guests Present	
Staff Present	Dr. John Capps, President Dr. Kris Ogden, VP for Academics and Students Affairs Mr. Lewis Bryant, III, VP for Finance and Administration Mr. David Lightfoot, VP of Information Technology Mr. Randall Franklin, Director of Human Resources Ms. Jodi Gillette, Executive Dir. of Institutional Advancement Ms. Michelle VanVliet, Interim 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.

Approval of Minutes No. 252	A motion was made by Dr. Hensley, duly seconded by Mr. Krantz, to approve Minutes No. 252 from the meeting of April 24, 2024, as written. The motion was approved unanimously except for Ms. Milton abstaining.
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PUBLIC COMMENT

	None
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TOUR OF THE LIBRARY

	The Local Board members and the President's Staff toured the library to see the renovations that were made.
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**REPORT OF STANDING COMMITTEES
CURRICULUM COMMITTEE
New Program for Fall 2025**

<i>Associate of Science in Education</i>	Dr. Hensley stated a request was made to add the Associate of Science in Education to align with the Transfer Virginia curriculum as a new program.
<i>Associate of Science in Science</i>	Dr. Hensley stated a request was made to add the Associate of Science in Science to align with the Transfer Virginia curriculum as a new program.
Program Discontinuances Effective Fall 2025 with Teachout	
<i>Associate of Arts & Sciences in Education</i>	Dr. Hensley stated a request was made to discontinue Associate of Arts & Sciences in Education.
<i>Associate of Arts & Sciences in Science</i>	Dr. Hensley stated a request was made to discontinue Associate of Arts & Sciences in Science.
<i>Associate of Arts & Sciences in Science with a Specialization in Life Sciences</i>	Dr. Hensley stated a request was made to discontinue Associate of Arts & Sciences in Science with a Specialization in Life Sciences.
<i>Associate of Arts & Sciences in Science with a Specialization in Physical Science</i>	Dr. Hensley stated a request was made to discontinue Associate of Arts & Sciences in Science with a Specialization in Physical Sciences.
	<p>Dr. Hensley discussed the previous new programs for fall 2025 and the program discontinuances effective fall 2025 with teachout. He stated as part of the statewide Transfer Virginia initiative, CVCC will be transitioning Associate of Arts and Sciences (AA&S) degrees to programs that align with the common curricula developed in consultation with four-year transfer institutions in the Commonwealth. He stated there are no actual changes with the programs but just aligning the Classification of Instructional Programs (CIP) codes will allow the students to get the credit they need, especially when applying for financial aid. Dr. Hensley made a motion (as the Curriculum Committee did not have a quorum) to approve the changes for the two new programs and for the four programs discontinuance listed above with Ms. McBride seconding.</p> <p>The motion was approved unanimously.</p>
FACILITIES AND FINANCE COMMITTEE	
<i>Foundation Payment from Local Funds</i>	<p>A motion was made by the Facilities and Finance Committee to approve the request for the foundation payment from local funds. (VCCS Policy 4.2.2.c permits the annual transfer of college revenues to the college. There are ample resources and fund balance to support the transfer considering unspent funds during the pandemic. These funds will be used to pay for a consulting service to submit a TRIO grant application that was due while the state was completing their end of fiscal year closing process. This transfer is requested by the college grant application team.)</p> <p>The motion carried unanimously.</p>
<i>Local Funds Financial Statements</i>	<p>The Local Fund Quarterly Financial Report and Statements were reviewed. Dr. Hensley questioned when some departments have unused funds (more than 10%) do they really need that amount or could those budgets be reduced and used another way. Mr. Bryant stated there were various reasons as to why the funds were not used. A motion was made by the Facilities and</p>

	<p>Finance Committee to approve the Local Funds Financial Statements as presented.</p> <p>The motion carried unanimously.</p>
PRESIDENT'S CABINET REPORT	
<i>Dr. Kris Ogden, VP of Academics and Student Affairs</i>	<p>Dr. Ogden began her report by stating, this summer, academies (funded by the Foundation) are being held here for the younger students (age 10-13) to expose them to career opportunities CVCC has to offer.</p> <p>Dr. Ogden stated technical difficulties with revisions to the Federal Student Aid (FASFA) application have caused problems even here at CVCC. She reported the Financial Aid department has worked diligently to remove all barriers and made sure students received the funds available to them.</p> <p>Dr. Ogden discussed increased enrollment and stated while that is great news, it also presents some challenges such as capacity in classrooms and parking.</p> <p>Dr. Ogden reported Rick Foster has been hired as the Bedford Off-Site Center's director. She stated the onboarding process has begun for several other new hires.</p> <p>Dr. Ogden reported tomorrow the VCCS State Board will be voting on several important programs. She stated Dr. Jason Ferguson is there now to present to the Workforce Development Board new G3-eligible programs that are offered here at CVCC along with 15 FastForward credentials. She stated if approved, these additional opportunities will be offered to students.</p> <p>Dr. Ogden reported CVCC will be hosting its first free outdoor movie on Friday night with several others planned through September.</p>
<i>Mr. Lewis Bryant, III, VP Finance and Administration</i>	<p>Mr. Lewis Bryant thanked everyone for touring the library. He stated he appreciated everyone who helped to complete the renovation project.</p>
<i>Mr. David Lightfoot, VP of Information Technology</i>	<p>Mr. David Lightfoot began his report by discussing cyber security and stated the identity management system has been live for several months, but unfortunately, fraudulent applicants were still able to enroll. Prior to the new identity management system, a system was in place that required applicants to meet with a navigator before they could enroll but this was considered a barrier. Mr. Lightfoot stated once it was determined the identity management system wasn't blocking all the fraudulent applications, the requirement to meet with a navigator was reinstated. He stated the VCCS says the problem involves the integration between the identity management system and the online application. Mr. Lightfoot stated both systems are Software as a Service, cloud systems. He reported the VCCS is working with these providers to resolve this problem.</p> <p>Mr. Lightfoot stated the results of the VCCS Information Security Assessment were guarded by the VCCS System Office because the Governor asked the Office of the Inspector General (OSIG) to perform an Information Security audit on the Virginia's Public Higher Education</p>

	<p>institutions. He reported the VCCS didn't want the results to be readily available to OSIG but would assist the colleges where the assessment identified significant vulnerabilities. Mr. Lightfoot reported it appears CVCC has no significant vulnerabilities since the VCCS has not contacted the College.</p> <p>Mr. Lightfoot stated all the VCCS agencies are moving to a managed 24 x 7 Information Security Service with Conquest Cyber as the provider, and CVCC's annual cost is just shy of \$79,000. He reported, additional expenses like this and other inflationary pressures, are consuming a much larger portion of the IT budget. He stated, however, the IT budget was balanced for this year.</p> <p>Mr. Lightfoot reported CVCC is redesigning the inter-building fiber plant to plan for the building renovation. The new design provides higher speed connections and network resiliency by having the primary and secondary connections to the VCCS WAN in separate buildings. He stated all the new fiber is installed and operational, and a meeting will be held with the VCCS to design and specify the equipment and configuration for separating our primary and secondary VCCS WAN connections this Friday. Mr. Lightfoot stated in talking with the VCCS, CVCC is the only VCCS college that will have this level of network resiliency.</p>
Mr. Randall Franklin, Director of Human Resources	<p>Mr. Randall Franklin began his report by stating since January 2024, 60 new hires have gone through CVCC's hiring process. He stated (not counting federal work-study students) there were seven full-time, fourteen part-time, and 30 adjunct instructors' positions that were hired. He reported the full-time positions included the following: two HVAC and trades, facilities, financial service specialist, accounting business manager, workforce career navigator, lab coordinator, TRIO director, vice president of academics and student affairs, and almost complete with the hiring of the associate vice president of arts and sciences' position.</p> <p>Mr. Franklin reported new Fair Labor Standards Exempt Thresholds became effective on July 1, 2024. He stated the threshold will increase from \$35,568 per year to \$43,888 per year. Mr. Franklin stated CVCC this impacted no CVCC employees. He stated as of January 1, 2025, the threshold will increase from \$43,888 per year to \$58,656 per year. Mr. Franklin stated there is already a lawsuit in Texas to challenge this increase. He reported if this increase remains, this will impact 12 CVCC employees whose salary will receive an increase or be made non-exempt. Mr. Franklin stated the decision will be made on the "duties test" of their position.</p> <p>Mr. Franklin stated he will report the results of CVCC's Affirmative Action Plan data information results once it is received and will report this to the Board.</p> <p>Mr. Franklin stated, next Wednesday, CVCC will be hosting an Education and Support Staff job fair to help those that have been laid off or lost their jobs recently here in Lynchburg.</p>
Ms. Michelle VanVliet,	<p>Ms. Michelle VanVliet began her report by stating CVCC has received the official letter confirming CVCC's SACSCOC reaffirmation accreditation.</p>

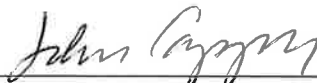
<i>Interim Dean of Institutional Effectiveness</i>	<p>Ms. VanVliet reported CVCC has almost completed the first year of the implementation of the Quality Enhancement Plan (QEP, Solving for Success). She stated this past year the College focused on professional development for advising staff and faculty, and messaging students of the importance of enrolling during the first year in their gateway math courses and making sure they knew about the support services that are provided. She stated, after the summer semester, the data will be available to see if this was successful, but even at the end of the spring semester, the percentage of new students enrolling in gateway courses increased from 43% to 63% which was ahead of the set target. She stated, as expected, the success rates dropped from 71% to 62% as more students were enrolled. She stated since some students reenrolled in the summer semester courses this may change the percentages when that information is included in the data.</p> <p>Ms. VanVliet reported two 3-day intensive math boot camps will be held prior to classes starting. She stated this is for students already enrolled in the fall semester. A 1-day mini camp will be extended to early college students.</p> <p>Ms. VanVliet stated the target goal for students completing their gateway courses has increased by 8% which will help them to graduate on time.</p> <p>Dr. Hensley asked if the 9% decrease in success rate was anticipated. Ms. VanVliet stated they were not sure what the amount would be but were hopeful of less of an increase. Dr. Capps stated he would like to see if there were any patterns (backgrounds, instructors, or courses) among the students who were not successful. Ms. VanVliet stated this will be determined after the summer semester.</p>
<i>Ms. Jodi Gillette, Executive Director of Institutional Advancement and Educational Foundation</i>	<p>Ms. Jodi Gillette began her report with marketing updates and stated a new viewbook has been created with printed copies due here soon. She stated the viewbook is also available online.</p> <p>Ms. Gillette discussed CVCC's new mascot and the trademark process and stated it would be underway soon.</p> <p>She stated CVCC's social media has a new set of reels which are videoed here on Tuesdays and posted on Thursdays. It features interviews of students telling their stories and why they enrolled at CVCC. Ms. Gillette reported about 50% of the viewers are not currently engaged with CVCC social media which is helping to expand our reach.</p> <p>Ms. Gillette stated the annual website audit is ongoing to ensure all statements are correct and up to date.</p> <p>Ms. Gillette stated a networking event is planned for this fall and is geared towards the CVCC alumni.</p> <p>Ms. Gillette reported on the Educational Foundation and stated the strategic plan has launched and is intentionally focused on student success, business engagement, community awareness, and CTE program support.</p> <p>Ms. Gillette reported this year's budget includes \$20,000 for faculty and staff grants, \$200,000 in Foundation (non-tobacco) scholarship funds, and recently received FY25 approval for \$240,000 in Tobacco Regional Revitalization Commission Scholarships.</p>

	<p>Ms. Gillette stated that some of the Foundation's larger donations have been received from the following: Dr. Eddie Amos, Greater Lynchburg Community Foundation to support short-term childcare needs, Genworth for student success, Board for Respiratory Care for scholarships, AEP for environmental education and student support, the Easley fund and Donna Schewel Clark fund, Framatome, Virginia Community Foundation for the CAPS program, Tim and Ellis Elliott for art initiative, and donations made in memory of Robert Bashore.</p> <p>Ms. Gillette reported the Foundation funded summer academies to remove the barrier of tuition fees and stated some parents signed their children up for multiple academies so the Foundation will be reviewing the sign-up policy for next year to make sure more students have access to at least one session before students are allowed to sign-up for a second session.</p> <p>Ms. Gillette stated the Foundation closed the year with just over a million dollars in total contributions.</p>
Chief William Wilkerson, Chief of Police	<p>Chief William Wilkerson reported the following:</p> <ol style="list-style-type: none"> 1. Submitted last status report for American Rescue Plan Act of 2021 (ARPA) grant 2. Provided a copy of categories and amount spent for grant 3. Getting ready for the fall semester and drills 4. Planned fire drill dates August 26 and 27 5. Preparing mandatory training for students to start in the fall <p>Chief Wilkerson reported on a new bill (HB713) that was passed by the General Assembly requiring campus safety and emergency preparedness training for all students. As part of this process, VCCS Student Services and the Emergency Planning, Safety, and Security office consulted with other areas and gathered potential approaches from colleges.</p> <p>He stated the training must be completed by all first-year students by the last day of their first academic term and reviewed biennially by all returning students. Chief Wilkerson stated the training must focus on an active shooter event and can be presented in any format, including virtual.</p> <p>Chief Wilkerson stated the VCCS Emergency Planning, Safety, and Security office recommends use of an existing awareness/training video created by Virginia Western Community College but adapting it to the individual colleges.</p>
Dr. John Capps, President	<p>Dr. John Capps stated he is pleased to say CVCC is found in compliance with SASCOC for another 10 years. He stated this is really an assessment of everything that has been done here at CVCC.</p> <p>Dr. Capps stated that Mr. Lightfoot referred to the fraudulent applications and in total, CVCC has received 267. He stated since CVCC is alphabetically close to the top of the VCCS list of colleges, CVCC seems to have been hit the hardest. Dr. Capps stated the good news is all but 29 were deflected. He stated for the College's summer enrollment as of July 15 was 17.29% which is the highest percentage in the VCCS. He stated overall the VCCS is up by 6.36%. He stated the numbers are similar for fall semester which is up by 14.74%, and CVCC ranks number two in the VCCS</p>

	<p>who overall is up by .11%. He reported 13 colleges are seeing a decrease. He stated these numbers are important because of what they represent such as they drive the funding from tuition and from the state. But most important as it allows CVCC to meet the needs of more students and ultimately transform their lives.</p> <p>Dr. Capps stated the VCCS has received \$24M for workforce development pipelines. He stated CVCC's portion is about \$7M which will be shared among the GO Virginia Region 2 partners which are New River and Virginia Western community colleges. He stated this money will be used to develop new programs in Workforce Development, to make capital improvements, and purchase equipment. Dr. Capps stated a meeting will be held on Monday to identify how this money will be invested. He stated initial thoughts include expanding welding and paramedic programs.</p> <p>Dr. Capps reported the General Assembly has determined in fall 2025, dual enrollment general education courses taught in the high schools will be tuition-free. He stated while this is good news for the students, it causes a deficit in funding for CVCC. Ideally, the General Assembly would award extra funding to make up for this shortfall.</p> <p>Dr. Capps distributed a draft of his speech that he will be giving at a SCHEV Board meeting on July 23. He stated this would provide a snapshot of what the CVCC has accomplished.</p>
OLD BUSINESS	None
NEW BUSINESS	Due to a conflict in Dr. Capps' schedule, the October Board meeting was changed from the 16 th to the 30 th .
CHAIR'S REPORT	
ADJOURNMENT	There being no further business, the meeting adjourned at 5:58 p.m.

APPROVED:


CHAIR


Dr. John Capps, Secretary

11-18-24
DATE