

Minutes of Administrative Council  
May 30, 2008  
Christanna Campus

Present: Debra Andrews, Jack Ancell, JoAnn Cage, John Cavan, Matt Dunn, Mary Jane Elkins, Elizabeth Grizzard, Christie Hales, Shelia Harper, Peter Hunt, Earl McDaniel, David McMillan, Chad Patton, Freddie Reekes, Brent Richey, Al Roberts, Judy Shepherd, Dorothea Sizemore, Debra Smiley, Dennis Smith, Linda Sheffield, Sally Tharrington, Tom Wisbey

Absent: Bonnie Gilliam, David Johnson, Rosa Hawkins, Shannon Feinman, Tom Reynolds, John Sykes, Al Yoder

#### BUDGET UPDATE

Peter Hunt discussed the budget for the remainder of this year and also what to expect for the upcoming year. No year end money left.

Mr. Hunt also discussed our emergency COOP (Community of Operations Plan) Plan which needs to be completed soon. All departments need to use intranet and read to find out their responsibilities in an event of emergency.

#### IT/LRS REPORT

Will soon be advertising for the Blackboard Admin/Webmaster position and a single College-wide Network Administrator position.

XP is currently being deployed on all machines on the Keysville Campus. Office 07 will be deployed at all locations by the end of the summer. Outlook seems to be working OK in Keysville; isolated problems that we are working on. Hired Harvey Powers as a part-time webmaster. Looking at joining the Mid-Atlantic Broadband Cooperative-may be able to get cheaper bandwidth than Verizon.

Working on the Roam Secure implementation and the PowerTime time sheet implementation.

Security mandates are being appealed at the System Level. Yahoo Instant Messenger (must be web version: [webmessenger.yahoo.com](http://webmessenger.yahoo.com)) do not install the Yahoo IM client!

#### ENROLLMENT

FTE count for summer was 843 as of 5/30/08. This is ahead of last year.

#### PERKINS GRANT

JoAnn Cage expressed the Perkins Grant has more accountability. She is writing the grant proposal and the management still remains with the Deans of Instruction.

#### MIDDLE COLLEGE

Dr. Sheffield discussed that WIB money has been cut a huge amount. This will affect the Middle College, Out of School Youth, and In School Youth Programs. SVCC is trying to work through this problem. Title 3 Application-Student Retention has been completed.

#### GED/LITERACY FAIR

GED Graduations were excellent on both campus. Albert had 51 participants and an attendance of 400. There were 21 and 150 on the Daniel Campus.

Literacy Fair went very well-Al Roberts was the Keynote Speaker.

Adult Ed Grant proposals for 2008 have been submitted.

## DR. CAVAN

Dr. Cavan challenged the members of the Administrative Council to present ideas that will assist with recruitment and retention. Everyone must play a role in recruitment and be aggressive in that respect. Each member was given an article featuring Lakers Star Kobe Bryant that expresses his competitive nature that to use as an example.

Motorcycle Program has gone to Halifax High School.

## ACT CONFERENCE

Dorothea Sizemore announced there will be an ACT Conference in Keysville June 12<sup>th</sup>.

## LCAKC

Debra Smiley announced that National Guard will be starting classes at Pickett. She said there is also a Chase City firm interested in classes as well.

## FORMER RESIDENTS

Tom Wisbey related that former residents returning to the service area and are interested in sharing their talents with the college.

## HALIFAX CENTER

Earl McDaniel created much discussion as to avenues for successful recruiting using banners similar to the one particular banner at their center.

Information sessions have been reinstated at Halifax Center.

Mr. McDaniel also expressed the cost of books is a big reason students do not take summer classes.

## CATALOG

Christie Hales stated the Fall Schedule and College Catalog should be completed soon.

## FINANCIAL AID

Sally Tharrington presented an overview of the Financial Aid Department noting that nearly \$5,000,000 was awarded in Pell Grants last year.

Mrs. Tharrington also provided new brochures that will be distributed to all financial aid students regarding satisfactory academic process.

Award letters will be sent to students in the next two weeks.

## DANIEL CAMPUS OPEN HOUSE

Debra Andrews stated the open house on the Daniel Campus was very successful with 200 students attending.

Career Coaches grant is done.

Apprenticeship data has been sent.

## INSTITUTIONAL EFFECTIVENESS

Chad Patton stated Dual Enrollment data study is being completed.

Success rate of online classes has increased.

## WORKFORCE

Dennis Smith stated that there were more than 1700 CRC's last year.

WorkKeys with Department of Corrections in Phase 2.

Buckingham and Dillwyn Prisons are having classes this summer.

Recognized Matt Dunn for his work with students in the CNA Program.

#### EMPORIA UPDATE

Al Roberts brought everyone up to date on the new Emporia Building. It appears SVCC will need to be out of the current building by July 15<sup>th</sup> and we would hopefully enter the new facility soon thereafter.

Mr. Roberts also announced a mini grant has been received by the LCAKC.

#### FOUNDATION

Mary Jane Elkins expressed the importance of customer service in the recruitment and retention of students.

Ms. Elkins will also chair a committee to research book rentals.

Ms. Elkins asked for members of the council to serve on a 5-year fundraising plan committee.

#### COLLEGE EVALUATION

Elizabeth Grizzard related that we need to be proud of the many positive things that are taking place at SVCC.

#### NEW OFFICERS 2008/2009

Convener: Freddie Reekes

Secretary: Sally Tharrington