

Administrative Council Meeting Minutes

April 26, 2011

Budget Update – Vice President Peter Hunt discussed the year end spending list process and asked that all purchases be made and processed by the end of the first week in June. The college has a preliminary budget of about \$23 million for the coming year. Budget requests were due to Peter's office by April 25th, but was extended until the 28th. Position requests are being reviewed and will go to President's Staff for approval.

HRMS Conversion – Will go live on 4/27/11. Personnel must receive training and log on to approve leave absences and time sheets.

Safety Update – The college received its Homeland Security Assessment Report. The college received a 74 which is in the "good" classification. The Safety Committee met on the 25th and Mr. Hunt encouraged everyone to submit concerns or ideas to his office. More cameras have been added to both campuses. A chemical spill drill will be conducted in the near future on the CHR campus. A Threat Assessment Team policy has been published by the VCCS and will be incorporated into the student and faculty handbooks.

New Building – Mr. Hunt updated the group on the planning and construction process of the new student services building on the JHD campus.

Round the Table

Tom Wisbey – Notified the group that the EMS program is being taught in South Boston via distance learning. The Agribusiness program is growing and will be beamed to many of our locations.

Michelle Edmonds – May 12 at 6pm will be the ADN pinning on CHR. There is new recording equipment installed in the nursing simulation lab in Chase City. This will greatly improve instruction. There have been modifications to the requirements for entering the ADN program.

Natalie Coronas – Nurse Aid reviews will begin in the middle of May for select parts in the service area. There will be summer campus at SH. The bank building is almost ready for occupancy once again. Mrs. Coronas thanked Peter Hunt for the increased security at South Hill.

Gary Cifers – Mr. Cifers also thanked Mr. Hunt for the increased security on the Emporia Center. There was a night time student appreciation event which was a large success. The center will offer a summer camp for kids for the first time this year. There have been additional courses added to the Fall schedule. Things are going well in the Campus Within Walls at Greenville. We expect around 50 graduates by the beginning of next year.

Dr. John Sykes – A Pow-Wow will be hosted on the CHR campus this weekend to celebrate Native American culture. Phase III construction is continuing in Emporia. A decision will be made concerning the inclusion of a high performance lab on the 27th. The College has created a new certificate in First Aid and

one in Business and Industry for Georgia Pacific. Representatives from the college will tour EDS in the near future to discuss workforce needs.

Dr. Al Roberts – Announced a new coordinator position in workforce services for South Boston. Dr. Roberts discussed graduation plans for this year. The graduate award program for the JHD campus will be held on the 27th at 6:30pm. The College is working with Granite Falls Conference center to fill out a block grant to construct an educational space.

Dr. Chad Patton – Enrollment in both Campus Within Walls Programs are going strong. An advisory committee for the program has been created and will meet soon. Online and hybrid course evaluations are coming in and there is a good number of students participating. The college participated in an internal audit concerning ADA compliance. The final written report has not been received but it appears the college did very well.

Sally Tharrington – Mrs. Tharrington reported that this year's Summer enrollment looks good, a 8.2% increase from last year. The College has dispersed over \$11 million in aid this year. The college's On Ramp Program is going strong; however, future funding is questionable based on the budget. Work-study funding and FSEOG will increase some in the coming year with much of the other types of aid remaining flat.

Dr. Paula Gastenveld – Reported that many of the Summer courses are full and new classes may be added to the schedule. Dr. Gastenveld and Dr. Cavan presented information about the Campus Within Walls Program at AACC. The welding lab expansion plans were discussed. Dr. Gastenveld updated the group on the Math and English reengineering issues. The Governor's School will move into the building soon.

Dr. John Cavan – Dr. Cavan announced two employees who received honors recently. Elizabeth Elam received the Chancellor's Fellowship Award for 2011 and Mike Stinson received the Chancellor's Professorship Award. The College will discuss working with the new college in Martinsville and VSU to address regional issues and improve cooperation. Dr. Cavan announced that Lisa Back will be the college's graduation speaker for this Spring's commencement ceremony. Dr. Cavan explained that the college had the 4th highest rate for faculty pay. There has been a request for the College to present the Campus Within Walls Program to the Virginia State Board for Community Colleges. Dr. Cavan is going to have meetings during the last week of school to thank and encourage everyone. There will be a dinner for Dual Enrollment graduates this year. Mary Jane will be sending out information at a later date.

Shannon Feinman – There will be an Electronics Program at the Cumberland Center for the coming Fall. There was an Agribusiness informational meeting in Charlotte County on the 25th. Courses will be taught at Randolph Henry High School. There is a waiting list for Automotive Dual Enrollment in Charlotte County. Mrs. Feinman reported on discussions concerning AP held at the latest Dual Enrollment Peer meetings.

Dorothea Sizemore – stated that the counseling center is busy with many activities going on.

