

# Administrative Council

## MINUTES

AUGUST 30, 2011 1:30 PM CHRISTANNA CAMPUS

<b>ATTENDEES</b>	Linda Sheffield, Gloria Westerman (minutes), Paula Gastenveld, Debra Andrews, Natalie Coronas, Gary Cifer, Earl McDaniel, Michelle Edmonds, Tom Wisbey, Sally Tharrington, Judy Shepherd, Peter Hunt, John Sykes, Al Roberts, Pam Taylor, Debra Smiley, Chad Patton, Dennis Smith, Freddy Reekes
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## Agenda topics

<b><u>GOALS 2011-2012</u></b>	
<p>Demonstrated on-line resources on the institutional effectiveness page, detailed statistics for college and Strategic Plan 2009-15 are posted; results of SWOT Analysis and each year's goal is posted.</p> <p>SACS Interim report due next year and need to have individual goals for each unit and academic plan. Asked all to read over goals and think of a way that each unit can support the overall college goals.</p>	
<b><u>BUDGET UPDATE</u></b>	
<p>Tuition and enrollment is up and has resulted in a Budget Surplus. Submit proposals to President's Staff on use of carryover funds.</p> <p>New Building Keysville: Funding for new building secured. Architects are close to completing final plans before the bids for construction go out in Jan. and Feb. Floor plans will be sent out.</p>	
<b><u>ROUND TABLE REPORTS</u></b>	
<p>Michelle Edmonds: Nothing to report at this time.</p> <p>Earl McDaniel: V-Tel in South Boston Issues: 1) no V-Tel support after hours. Will Hamilton has limited phone access (only in office; needs cell phone). 2) Number of classes scheduled by SVCC in Center needs to be coordinated.</p> <p>Gary Cifers: 1) Enrollments going well and all classrooms in use. 2) Resource Lab also being utilized at night for classes. 3) Partnership with Longwood going well; looking at offering additional degrees in criminal justice and human services. 4) Fall session began in Greenville but the weather has interrupted. 5) Emporia Peanut Festival is Sept. 24<sup>th</sup>.</p> <p>Natalie Coronas: 1) Lake Country enrollment is up this fall. 2) SVCC Welding student featured in <i>Discover South Hill</i> magazine. 3) She and Gary attended VCCS Leadership Academy and thanked all for the opportunity.</p> <p>Debra Andrews: 1) Summer Career Coaches helped with follow-up with high school students. 2) Three positions have been filled. 3) Two Chancellor Awards will help</p>	

support additional hours for coaches.

Dr. Gastenveld: 1) Coordinator for Dual Enrollment search underway with a mid-October hiring goal. 2) Two new faculty; Jorge Gavillan for developmental math and Dr. Ruthy Watson for health classes. 3) NATEF Accreditation underway for Auto Tech Program and hope to be completed by July 2012. Two cars have been donated; 2006 Malibu and Governor's School Van.

President Cavan: Accolades to all staff for a job well done and continue the good work! Enrollments are up.

Gloria Westerman: 1) Thanked Anne Gayle Cheely and Connie Tucker for their help in SVCC offering GED testing every week at the college. 2) Middle College Instructors now will assist all eligible students in service area with transitional services. 3) \$15,000 CFO grant awarded for CRC testing.

Dr. Sheffield: 1) Ford Grant; Adult Career Coaches working with Adult GED students and these efforts will continue with WIB Incentive grant. Will be advertising for an additional Career Coach. 2) CORD will run a daylong professional development workshop in Adult Career Coaching. 3) SVCC awarded WIB youth contract. 4) Summer Work Experience; 46 students participated with several receiving full time work. 5) Grant Writer position will be advertised soon.

Pam Taylor: 1) May be located at One-Stop in South Boston and be part of Business Services Team at the One-Stop. 2) Thanks to Debra Smiley for training in Adjunct hiring process. 4) Dollar General interested in Leadership Development.

Dr. Patton: 1) Working on State of College report and VEC Unemployment by college service reports. 2) Jump in graduation rate from 23% to 30%. 3) Gainful Employment is key to development of Career Studies Certificate; He will send a list of Career Studies Certificates and ask for us to look at to see if they are still relevant. 4) Campus within Walls still on track with 38 students Lunenburg and around 40 in Greenville but still seeking continuation funding.

Debra Smiley: 1) New training contracts with Mining Company. 2) New contract with South Hill Planning Commission for professional development. 3) Contract with Rapid Response funds for Georgia Pacific in computer training; interviewing 4) Classes for Business & Industry training. 5) Creative Economy Conference Sept. 8<sup>th</sup>. 6) Workshops with Virginia Tourism have been very productive. 7) Nottoway Correctional Center may offer courses for staff. 8) awarded Institutional Effectiveness grant for VCCS for \$14,000.

Dr. Roberts: 1) Established Task force on training for adjunct faculty. 2) Attending Rural Economic Development Conference at Virginia Commons.

Dr. Sykes: 1) Brunswick Festival is Oct. 8<sup>th</sup>. 2) Task Force on College Readiness in High School has been established.

Peter Hunt: 1) Sept. 1<sup>st</sup> last day to pay for a class. 2) Account Receivables Clerk will start Oct. 1<sup>st</sup>. 3) Buildings and Grounds division has been busy this summer; installment of South Hill- Welding equipment and Pickett – Waste Water. 4) SWAM

plan had a goal of 6% this past year; we exceeded our goal. 5) Shooter drill this fall.

Judy Shepherd: 1) impression that this fall class has higher level of academic readiness. 2) More parents attending Orientation with students. 3) McCann Math to get ready by Oct. 1<sup>st</sup>.

Sally Tharrington: 1) 4,653 FAFSA applicants is up 6% from last year. 2) All VCCS funding of \$50,000 goes to only books. Any student getting financial aid or PELL is qualified for book assistance. 3) Average book cost is \$115 up from \$98.

Dennis Smith: 1) Career Tech Classes popular in off campus sites. 2) CRC testing exceeded VCCS goal. 3) In-mate classes in Lunenburg, Dillwyn and Buckingham for youth offenders. 4) Non-credit classes in guitar and piano Oct. 3<sup>rd</sup> and Oct. 10<sup>th</sup>

Tom Wisbey: 1) Institutional Affairs Committee will approve an Associates in Tech Studies for Automotive Technology. 2) Purchased green technology equipment for South Hill.

Freddie Reekes: 1) Career Coaches will bring all high school seniors to campus. 2) has prison funding for this semester and possibly second.

<b><u>ELECTION OF NEW OFFICERS</u></b>	
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| 1) Mary Jane Elkins; automatically becomes chair.<br>2) Secretary – Michelle Edmonds; unanimous. |  |
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<b><u>NEXT MEETING</u></b>	
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Will be scheduled later by new chair, Mary Jane Elkins. Dr. Roberts asked that Daniel Campus meetings be scheduled on Tuesday or Thursday and Christanna Campus meetings on Monday or Wednesday.	
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