

**Administrative Council Minutes**  
**September 18, 2008**  
**Keyville Campus**

**Present:** John Cavan, David Johnson, John Sykes, Peter Hunt, Linda Sheffield, Al Roberts, Earl McDaniel, Matt Dunn, Shannon Feinman, Debra Andrews, Chad Patton, Mary Jane Elkins, Judy Shepherd, Jack Ancell, Al Yoder, Tom Wisbey, Brent Richey, Sheila Harper, Doreothea Sizemore; Dennis Smith, Christy Hales, Debra Smiley, Freddie Reekes, Sally Tharrington

**Emergency Alert System: (Peter Hunt)**

Reminded to sign up to be notified of emergencies. Testing has gone well. Verizon will waive text fee.

**Budget: (Peter Hunt)**

Worsening situation in the state. 5%, 10% & 15% plans due. Looking at reductions in 2009 & 2010. Currently holding vacancies.

In preparation: hold spending to essential level

Travel policy: All overnight must have President Staff/Provost approval

Guidelines for travel: ride together whenever possible

SVCC will not hold back compensation—the state would make that decision

**Social Security Numbers: (Jack Ancell)**

By July 1, 2009, State wants to do away with use of Social Security Numbers.

If an office collects these on a mandated form, such as application for admission and FAFSA, will be able to continue. Justifications must be made to continue use. Send to Jack what forms require SSNs and why your office collects them.

**Round Table Reports:**

Linda Sheffield:

Middle College enrollment up and students are registering for developmental courses at the 4 sites.

Foster students enrolling in SVCC after completing Middle College.

Jackson Feild students participated in a life skills developmental workshop.

Meeting with United Methodist Church Foster program is planned.

Pilot projects with Brunswick & Nottoway alternative program students coming into GED program. Lunenburg already doing this. Mecklenburg and Charlotte are showing interest.

SVCC Middle College and Foster Care are leaders in the state.

Mary Jane Elkins:

Saturday – RAMCO benefit rodeo for SVCC; proceeds go to scholarships

Amelia – will accept a fire truck 9/19/08

Clarksville – new center breaking ground

Estes Center will host its 10 year celebration 10/24/08. Will feature Pizzazz Band; a silent auction; 150 people invited

Prizery fund raiser for Great Expectations 10/13/08

Raised \$8000 - \$9000 on golf tournament

*Coffee with Cavan* at Buggs Island Telephone Cooperative Board of Directors – successful

Al Roberts:

Enrollment at off campus locations is up  
Southside Virginia Education Center is now open  
Received confirmation of approval of grant for Work Force Human Resources

Chad Patton:

SACS: QEP summary page has been submitted  
Surveys by students voluntary this semester; required next  
Planning Retreat -- [idea@southside.edu](mailto:idea@southside.edu) submit ideas for planning and programming

Debra Andrews:

Career Coach Conference – all 12 Career Coaches attended  
Having difficulty getting students to complete surveys at high schools (part of grant)  
Principal surveys positive  
Recruiting started in September this year  
Beautification Committee—encouraged to visit the student lounge and room 65

Shannon Feinman:

Dual enrollment webpage  
New Programs: culinary arts; motorcycle technician; teacher cadet; South Boston High  
Performance Technology

Earl McDaniel:

Nursing Center for Excellence Grand Opening 9/19/08  
Invited to attend Administrative Council for DCC  
DCC/SVCC scheduling meeting to be held 9/24/08  
Bookstore concerns from SVHEC and 30% mark up

Matt Dunn:

Fall Festival -- November 22

Debra Smiley

Amelia/Nottoway classes strong  
New Nurse Aid program in South Hill  
Welding strong  
Workforce training at Alcan Pharmaceuticals in Chase City and Meadow View Terrace Nursing  
Home in Clarksville  
BB&T building—art classes now; waiting for phone and computer connectivity  
Grant application in for a Center for Entrepreneurship through Department of Business  
Assistance

Christie Hales:

Schedule for spring due Wednesday  
Catalogue will be in October 1<sup>st</sup>  
8 week sections – consider the benefits... especially developmental and IT; off campus classes  
that do not make; nurse aid

Dennis Smith:

Will be shadowing Emporia Town Police and South Hill Police and at Regional Jail

Basketball—still in tryouts; combining two campuses; may have exhibition with Hampden-Sydney College

Dorothea Sizemore:

Looking at retention  
20 special needs students  
Offered voter registration  
Halloween Festival upcoming

Sheila Harper:

GED cap and gown graduation 11/14/08 in Alberta at 6:30 p.m.  
GED week—new initiative from the Governor  
Holding Open Houses at the One Stops

Brent Richey:

College Enrollment Report: factoring out Dual Enrollment—5-6% increase  
Will receive \$2100 per FTE over what currently funded  
Dual Enrollment is 30% of enrollment  
Concerns with retention

Peter Hunt:

*Readable* budget reports will be forthcoming next week  
Addition to Occupational Technical Center in Blackstone opened last week  
New Learning Resource Building in Keysville scheduled  
Public Safety building in Alberta scheduled  
New ODU center awaiting heat pump

David Johnson:

Hosted 3 students for Chancellor's Listening Tour

Jack Ancell:

Students migrated to Google Mail on 22<sup>nd</sup>  
Wireless in place on both campuses – go through IT to get set up  
Security changes are coming

Sally Tharrington:

13% increase in number of students being awarded at this time this year compared to last year  
(256 more students)  
Award letters have been sent to over 2000 students

Judy Shepherd:

Goes first next time

Next Meeting: November 20<sup>th</sup> at 1:00 p.m.