

President's Staff Meeting Minutes

April 17, 2008,

Christanna Campus

- Present: John Cavan, Mary Jane Elkins, Peter Hunt, David Johnson, Chad Patton, Tom Reynolds, Brent Richey, Al Roberts, John Sykes, Tom Wisbey, Al Yoder
- New Leave System: Bethany Harris explained the new PowerTime on-line time-keeping system which will automate the submission of timesheets. Training on the system will be conducted May 6 and May 8.
- Marketing for South Boston: Sandra Thompson explained the sponsorship of a race on July 26 at the South Boston Speedway. We felt this would be an excellent way to promote a number of our programs and agreed to the sponsorship.
- Data Breach Notification: Per VCCS request, we discussed the process of data breach notification.
- Educational Aid: Requests were approved for Katrina Wells and Dennis Smith.
- SCHEV Outstanding Faculty Award: Discussed the process and our participation. Names of possible nominees will be brought to the next meeting.
- Cosmetology Instructor: Discussed the need to fill this position. This will be further discussed as other positions are budgeted for.
- Proposed Core Competencies Assessment Change: VCCS core competencies will need to be pre and post-tested. Pre-testing will occur during SDV 100 and post-testing will be done as graduate assessment testing is currently done.
- Grant Applications: We need to do a better job with grant applications. Chad Patton will bring lists of possibilities to President's Staff and we will consider hiring consultants.
- 2008-2009 Superintendent's Meetings: The meetings will be on October 21 in Chase City (Christanna as host) and February 17 in Keysville (Daniel as host).
- Advertising Faculty Positions: Positions to be advertised, pending funding, need to be decided soon. Possibilities will be brought to the next meeting.
- Budgetary Issues: Peter Hunt briefly discussed year-end budget projections, the preliminary personnel budget, and the major impacts on our budget for next year.
- Enrollment Report: Spring FTE 2719, up slightly. Summer FTE 370 currently.
- Truck Driver Scholarship: The Truck Driving scholarship will be named for Randy Johnson and a plaque will be purchased in his honor.
- Locator Program: This appears to be on track. When fully implemented, training will be conducted probably three or four times a year.