

President's Staff

MINUTES

FEB. 25, 2010

1:00PM

DANIEL CAMPUS

ATTENDEES	John Cavan, John Sykes, Al Roberts, Peter Hunt, Linda Sheffield, Brent Richey, Michelle Edmonds, Mary Jane Elkins, Shannon Feinman, Tom Wisbey, Chad Patton (minutes)
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Agenda topics

MASS E-MAIL TO STUDENTS	
	Mass e-mails will be sent to students each semester to notify them of new programs, deadlines, policy changes, and other items of interests. Efforts will be made to keep the number of e-mails down so that students will not ignore them.
ENROLLMENT	
	3073.42 FTE, up 13.8% over last Spring.
STUDENT'S RIGHTS AND FACULTY COMMUNICATION	
	Current policy prohibits faculty from discussing a student's academic performance and skills ability without notification to the student. This is not a federal or state policy. A revised policy was presented and will be submitted for the Instructional Affairs Committee to review.
OUTSTANDING ALUMNI	
	Dr. Cavan presented information on national outstanding alumni who got their start at a community college. The list included a former surgeon general, astronaut, and the superintendent of a national park.
STATE POLICY CHANGES – GENERAL STUDIES CERT.	
	The State Board has changed policy to allow the awarding of the General Studies Certificate to those students who qualify without having to fill out a graduation application. Brent Richey is working with Robin Daniel to identify these students.
UPDATED YEAR-END BUDGET PROJECTIONS	
	Peter Hunt shared an updated year-end budget projection considering our estimated over-enrollment funds and a deficit in stimulus funds.

YEAR-END SPENDING LIST

Peter Hunt shared a college-wide year-end spending list of items we can prepay to assist with the budget for the coming years. The deadline for units to submit their list is by the next President's Staff meeting.

**OUTSIDE EMPLOYMENT
POLICY UPDATE**

VCCS is revisiting the policy on this issue. Full-time employees are required to notify their supervisor of outside employment.

CATALOG

It was decided to not include pictures on the online catalog. The college will research using printing services in the local prisons to reduce costs on the reduced number of catalogs that will be printed.

ACADEMIC CALENDER

Brent Richey presented a draft of the 2010-1012 academic calendar. Changes or additions will need to be brought back to him by the next President's Staff meeting.

**CLARKSVILLE CENTER
UPDATE**

The name of the center has been changed to the Clarksville Enrichment Complex, which will house the Lake Country Distance Learning Center. This center is partnering with the Higher Education Center to offer non-credit opportunities. Debra Smiley is also working with the center to offer courses this summer. The grand opening of the complex will occur May 7th.

**9-MONTH FACULTY
WORKING AFTER
RETIREMENT POLICY
DISCUSSION**

According to the VCCS, policy prohibits our retired 9-month faculty members from being employed by the college until January 1st of the following year.

**STRATEGIC ENROLLMENT
PLANNING EXECUTIVE
FORUM**

Dr. Cavan presented information on the forum and asked for nominations for a college representative.

**VIRGINIA RURAL HEALTH
ASSOCIATION AWARDS**

This organization is giving awards in two categories. One is for an individual who has made contributions to advance healthcare in a region; the other is for a program or an agency which has done the same. Michelle Edmonds recommended nominating Patricia Archer for the individual award for her service to the community. Michelle Edmonds recommended the RN program as a nomination for the program award. President's Staff

supported the recommendations.

GRANT OPPORTUNITY

An opportunity exists for developing a new model for improving outcomes in developmental education. This grant opportunity would consist of a proposal which would group students in cohorts and allow them to proceed through their developmental education in learning communities to improve retention and success. Once a plan is established, it is presented and the granting agency considers the plan and invites a college to apply. To be eligible, a team of administrators and faculty will need to be created in order to work on the proposal and present it to the grantors.

GOVERNOR'S SCHOOL

The college will continue to express support for the program to local school districts during these challenging budget years.

SOUTH BOSTON UPDATE

Dr. Roberts reported on a meeting with Betty Adams in South Boston concerning budget, workforce development issues, and the Center for Nursing Excellence.

SOUTH BOSTON CHAMBER OF COMMERCE

SVCC and DCC are partnering at the coming South Boston Chamber of Commerce meeting. Five employees from each college will attend.

WORKFORCE JUST IN TIME GRANT

Dr. Roberts announced the opportunity for a small grant from the VCCS to be used for E-Marketing.

FACULTY/STAFF PROFESSIONAL DEVELOPMENT

Linda Sheffield announced faculty/staff development recommendations from the Faculty/Staff Professional Development Committee. President's Staff approved the recommendations.

BUDGET SUGGESTIONS

Dr. Sykes presented ideas concerning the budget and asked for recommendations and comments.

LOCAL FUNDS

Halifax County reported that it proposes to cut its local fund contribution by 5% for the next fiscal year.