

PRESIDENT'S STAFF
MINUTES OF THE MEETING
Daniel Campus
July 3, 2008 – 9:30 a.m.

Present: John Cavan, John Sykes, Peter Hunt, Al Roberts, David Johnson, Linda Sheffield, Mary Jane Elkins, Chad Patton and Brent Richey.

2008 Chancellor's Retreat The Chancellor's Retreat will be held August 12 -13, 2008 at the Richmond Omni Hotel. Please contact Nancy if you plan to attend.

Direct Deposit Requirement Effective August 1, 2008, it will be required that current and new employees have direct deposit. All employees will be placed on direct deposit at that time.

Year End Finance Report/Budget Finalization The year ended with \$115 in cash and we had used \$61,618 of the extra \$120,000 in appropriation received. Dr. Cavan noted that there will be some budget issues in the next year and cuts may have to be made. The student service area will be cut last. We need to look at the low enrollment programs now and make plans. Dr. Cavan also noted we need to share staff across the college.

Flex Time In order for everyone to be aware of the different department's flex time schedules, each supervisor was asked to inform Dr. Cavan of who is on flex time at the beginning of the fall semester.

Enrollment Summer enrollment is currently 788 FTEs and is up about 90 FTEs (12% – 13%). Fall enrollment is currently up right now.

Governmental Relations Consultancy Each community college will be asked to contribute to this. We will be informed of the amount to contribute at a later date.

Brunch There will be a brunch at 10:30 a.m. Monday, July 7, 2008 to welcome the Chancellor to Southside VA Community College who is biking through the area. This brunch is in support of foster children's access to higher education.

Social Security Numbers Social Security numbers can no longer be collected unless required by law.

Educational Aid Requests

The following requests were approved: Linda Jenkins \$400; Shannon Smith \$400; Ronnie Cole \$375; Le'tina Giles \$400; and Katrina Wells \$400.

GED Center

Dr. Sheffield noted that we may be receiving funding for the GED Center; however, WIA funds have been cut an additional \$45,000 which may impact our budget.

South Boston Speedway Race

The college's sponsored car will be in the July 26th race and tickets are available. The race is at 5:00 p.m. See Dr. Sheffield if you plan to attend.

Business Advisory Committee

President's Staff approved the list of people to serve on the Business Advisory Committee.

Roundtable Discussion

The Virginia Master Teacher Seminar will start on Sunday, July 6, 2008.

Mr. Hunt noted the following progress on the Capital Outlay Projects: 1). The Occupational Technical center addition should be finished within the next two (2) weeks; 2).The Safety Building project has been advertised with a bid deadline of August 14, 2008; and 3). VCCS facilities will place an ad for the LRC building architectural services during week of July 7th.

The 2008/2009 budget will be finalized once some personnel issues are decided immediately after this President's Staff meeting

Meeting minutes taken by Peter G. Hunt.