

PRESIDENT'S STAFF MEETING
CHRISTANNA CAMPUS
Thursday, October 27, 2011

Present: Linda Sheffield, Peter Hunt, Mary Jane Elkins, Jack Ancell, Al Roberts, John Sykes, Chad Patton, Paula Gastenveld (minutes), Shannon Feinman, John Cavan.

Dr. Cavan reported on the Chancellor's visit at the Christanna Campus on October 26, 2011.

Dr. Gastenveld reported on the system required credit audit of transfer programs. President's Staff approved, upon the instructional affairs committee recommendation, the changes to the university parallel programs for Business Administration, Liberal Arts, Sciences and Biotechnology.

Ms. Feinman reported on the enrollments for Fall 2011. Enrollments are up 3% over last year's final enrollments. Discussion ensued regarding other system Fall 2011 enrollments.

The SCHEV report is completed and has been submitted to the systems office. Ms. Feinman and Dr. Patton reported that the staff did a great job completing this report accurately and prior to the systems due date.

Pamela LaRue, the new Finish Line person, has been identifying the students who are close to completing an associate's degree and are no longer enrolled at Southside.

Dr. Gastenveld reported on progress regarding the NATEF accreditation for the automotive program, the developmental math initiative and the Lunenburg Campus Within Walls program.

Dr. Patton added a new area of response to the Fall Student survey. He will send a follow-up letter to the students based on their responses. Southside had the highest score in the systems in several areas on IPEDS report. We need to develop a written retention plan. We should consider an outside facilitator to help us develop a plan. The Title III budget could help with some of the costs. An RFP will be developed for review by President's Staff and the Title III Academic Advising Committee.

Jack Ancell reported on our progress on the Dual Enrollment DVD for marketing purposes.

Dr. Sykes reported that interviews for the Provost Administrative Assistant will occur in November. Dr. Sykes passed around a draft of Southside's response to our Incentive Plan Goals which is due to the systems office on October 28. Discussion ensued. Southside has met the goals. Dr. Sykes reported on a meeting regarding the Rolls Royce project. A team of six: Tom Wisbey, Paula Gastenveld, Pam Taylor, Debra Smiley, Vincent Brown and David Braun will visit John Tyler Community College to review their machinist program.

Dr. Sheffield is looking for someone to help with grant writing on a part time basis. She also reported on a grant that is available to fund on line programs – working with the system. The grant is partially funded by the Bill and Melinda Gates Foundation. Eleven community colleges and several WIAs will participate in DOL training grant.

Classified staff evaluations are due tomorrow per Peter Hunt. We had an excellent shooter drill on the Christanna Campus. We exceeded the classroom utilization chart and we are close to meeting the lab utilization. The auditor is auditing local dollars. The welding lab on the Daniel Campus is moving forward. The modulars need state board approval and they meet in January.