

President's Staff Minutes  
Christanna Campus  
November 10, 2011 – 9:30 am

- Fall Enrollment
  - Shannon Feinman reported that Fall enrollment is up by 4% from last year at this time. 418 students have already pre-registered for the Spring 2012 semester.
- Christmas/Retirement Luncheon
  - Al Roberts reported that the date set for the Daniel Campus is Thursday, December 15<sup>th</sup>.
- Spending List Approval
  - Peter Hunt reviewed the current list of requests. This list needs to be trimmed and this task will be completed at next week's President's Staff meeting.
- Building Inspector
  - Peter Hunt informed everyone that advertisement for this position would begin in January for the new Daniel Campus building.
- Green Suggestions
  - Peter Hunt discussed suggestions from the college community and the college will put recycling boxes in offices on both campuses.
- Veteran Friendly School
  - Patricia Mahaney is the coordinator for Veteran Affairs.
- Future Leaders for Virginia
  - We can send two people from the system.
  - Nominate – Michelle Edmonds and Bernadette Battle
- Other
  - The IT Department purchased the domain name [www.svcc.xxx](http://www.svcc.xxx). In a few months, the .xxx domain name extension will be available to the porn industry and this action prevents the industry from using this name.
  - Room B-35 on the Alberta Campus and Room 65 on the Keysville Campus recently received audiovisual equipment upgrades. The new systems include a lectern that can be raised or lowered, new projectors, speakers, and touch panel monitor with a build-in smartboard. There is also a control panel on the wall to select inputs, volume, etc. Please contact Rosa Townsend on the Keysville Campus or Jack Ancell on the Alberta Campus for a demo.
  - Harvey Powers and Jack Ancell have been shooting video for the new Dual Enrollment video. This video will highlight some of the benefits of the Dual Enrollment program for both students and parents.
  - Business manager interviews are being setup for November 21<sup>st</sup> or 22<sup>nd</sup>.
  - Digital signs are going up on each campus.
  - We need to hire a Teen Pregnancy Prevention Grant Coordinator. Discussed whether to hire two part-time people or one full-time person and we agreed to hire a full-time coordinator.
  - Wedding reception in Christanna Workforce Center on May 26, 2012 has been approved. No alcohol is allowed.
  - We need to put disclosures on programs and policies on our website.
  - Hannah Guarino was approved for \$400 for credit classes taken at Liberty University.
  - Shannon Feinman and Peter Hunt set up a Summit meeting for November 17, 2011 with the Business Office, Bookstore, Admissions and Financial Aid to discuss student financial aid and payment issues.