PIEDMONT VIRGINIA COMMUNITY COLLEGE BOARD

Board Meeting No. 220

September 2, 2009

Meeting number two hundred twenty of the Piedmont Virginia Community College Board was held Wednesday, September 2, 2009, in the W. A. Pace Jr. Board Room.

Present

Laila Bare
Stanley Cook
Vera Cooke-Merritt
Mary Loose DeViney
Leonard Gardner
Debbi Goodman

Peter Kleeman
Walter Levering
Suzanne Morse
Paul Newland
Donna Plasket

Absent

Deborah Harvey
Ava Pippin

Others

Frank Friedman, President
Tara Atkins-Brady, Director of Institutional Research, Planning & Institutional Effectiveness
Pat Buck, Assistant to the President & Special Projects Coordinator
Charles Carter, Construction Academy Program Coordinator
Jorge Grajales-Diaz, Assistant Professor of Spanish
Kathy Hudson, Interim Vice President of Instruction & Student Services
Charles Huffman, Associate Professor of Psychology
William Jackaneit, Vice President of Finance & Administrative Services
Jennifer Jones, Student Government Association President
Mary Jane King, Director of Institutional Advancement
Jessica Kingsley, QEP Director
Ed Kingston, Chair, College Senate
Anita Showers, Manager of Marketing & Media Relations
Kris Swanson, Chancellor’s Faculty Advisory Committee
John Walsh, Co-President, FPA
Media

Welcome and Call to Order

Mr. Levering welcomed those present and called the meeting to order at 4 p.m.
Approval of Minutes

On a motion by Ms. DeViney, seconded by Mr. Gardner, the proceedings of the May 6, 2009 and July 7, 2009 summer board retreat were approved. Mr. Kleeman abstained from voting on the July proceedings as he did not attend the meeting.

Introduction of New Faculty

Dr. Hudson welcomed the new faculty and each spoke briefly about themselves. Attending were Charles Carter, Jorge Grajales-Diaz, and Charles Huffman. Not present were Michael Cabral, Associate Professor of Physics; Rob Tarbell, Assistant Professor of Graphic Design and Renee Eves, Instructor in Mathematics.

President's Report

Introduction of College Representatives. The representatives for the faculty/staff/student groups this year are FPA Co-Presidents Barbara Heyl and John Walsh (present), PASS President Becky Parkhill, CFAC representative Kris Swanson, College Senate Chair Ed Kingston (present), and SGA President Jennifer Jones (present).

Budget/VCCS Updates. The Governor is expected to make an announcement next week on his decisions regarding budget cuts; the results will be discussed at a conference call with the Chancellor and VCCS presidents next Friday. The SBCC will begin preliminary discussions on future tuition increases, but it would not be feasible to raise tuition enough to offset the entire reduction as the percentage would be an amount too high for consideration. PVCC's enrollment is currently 5,150 which is 275-300 HC more and about 150 FTE more than what was budgeted, so we are taking in more tuition revenue than expected and it will provide a small cushion against the budget reduction. We have 1,000 more students from fall 2004 which indicates that we are providing a great service to the community and fulfilling our mission, but it also is a great strain on resources. There has been an increase in graduation numbers over the last couple of years which is good in that there will be national and statewide attention given to graduation rates. The Grow by Degrees initiative addresses this.

Visitor Center: After a slow down in the acquisition process, the momentum has picked up and we are optimistic that the process will be wrapped up in the next couple of weeks.

SACS Reaffirmation of Accreditation. The college is in the final preparation stage for the October accrediting team visit. The team may schedule a lunch with some board members during their visit.

Chancellor on WINA. Chancellor DuBois spoke on WINA radio today and did a fantastic job talking about the enrollment increase and the importance of how we respond to the community and the overall importance of the college to the community.
Recent News Item. Last week there was an article in The Daily Progress about an adjunct faculty member involving a financial issue that occurred one year ago. The college notified the VCCS internal auditor and the State Police when we suspected something was going on. The individual in question has been indicted.

College Updates

Dr. Hudson

- The first LPN class is expected to be admitted in January. The Board of Nursing approved the preliminary curriculum and the on-site visit is scheduled for October 15; following that visit and pending a final approval, the program can be advertised to students. There is interest already in the program and filling the 20 seats is not expected to be problematic. The Educational Foundation has secured funding to cover the first year and is seeking additional funding for another 3-5 years. CATEC offers some LPN courses which enable students to receive a nurse aide certificate. There will be dual enrollment credits for a couple of courses with overlapping course content.
- The Construction Academy is poised to move its content into two credit career studies certificates to ease the transition from totally grant funded to state funded.

Dr. Jackameit

- Construction continues on the science building and the road is open as is the circle. The building is about 60% complete.
- The renovation of the shower/locker rooms will be completed in a couple of weeks and will be fully handicap accessible.
- The tennis courts were resurfaced this summer.
- The college is keeping track of information regarding the swine flu and publishing good practices to avoid the spread of germs.
- It will soon be time to start to make the budget requests to the local governments. They also are dealing with budgeting issues and the college’s requests will be submitted at the same level based on enrollment redistribution.

Ms. King

- Copies of the annual report were provided to board members who are asked to share copies as a means of communicating information about the college.
- The Workforce Development Center received a $100,000 grant from the Perry Foundation. One gift is in hand and many proposals are out for matching.
- The new Dickinson arts season has begun and tickets are available for board members – it’s a great way to bring people to the college.
- There are now PVCC and alumni pages on Face Book and good stories about students and the college can be found on the sites. Research indicates the fast growing contingency on Face Book is women over 55. The first board member to become a fan will be awarded a prize.
**Dr. Atkins-Brady**

- Fall enrollment is poised to set records with 250 more students and 150 more FTE over last year; enrollment in late start classes continues.
- The Reaffirmation of Accreditation on-site visit includes 8 committee members and a Commission on Colleges representative. The off-site review resulted in good results; the focused report and the Quality Enhancement Plan were sent to the on-site committee for their review. The committee will follow up on any findings of non-compliance, verify off-site findings for other requirements and standards as required by the Dept. of Education, and review the QEP. In doing their work the committee may review any document, conduct interviews with anyone, and request to see/tour any facility. The exit conference is open to the college community and any recommendations will be addressed and submitted for final review. The final review by the COC takes place in June 2010.

**SACS/QEP Update**

Ms. Kingsley, QEP director, provided a brief review of the QEP, *Write Here, Write Now!* With input from the College Board and others, the QEP was developed. It’s goal is to prepare graduates to meet the writing expectations of four-year institutions and the workforce by providing increased and deliberate opportunities to expand the breadth and depth of student writing experiences at PVCC and by promoting the value of writing as a tool for learning and communicating. The student learning outcomes will enable students to achieve the following: compose texts that are appropriate for purpose and audience; compose texts in which ideas are supported in well-developed, logical paragraphs; compose texts that demonstrate unity and coherence; compose grammatically and mechanically correct sentences that convey the writer’s message in a clear, precise and readable way; use writing-to-learn and writing process activities on their own as a means to explore and articulate ideas; perceive themselves as “improved writers” as a result of their PVCC experience; express confidence in their ability to write effectively. The strategies to help create a culture of writing include: revising first-year composition courses; integrating writing-to-learn and writing process activities into information technology and computer science course; implementing a writing intensive course requirement in each associate degree program; expanding the role of the Writing Center in providing writing tutoring and other resources; implementing a new writing rubric to provide a common language and format for assessment of student writing and formative feedback to students; providing faculty professional development on writing strategies and assessment. The QEP will be phased in with cohorts of associate degree programs over five years; the first cohort will implement in fall 2010.

**VCCS Internal Audit Report**

Dr. Jackameit reported on the Student Financials Audit. The minor points pertaining to the college have been accomplished and cleared.
Committee Reports

**Curriculum Committee.** Dr. Plasket, chair, reviewed the curricular changes for Career Studies Certificates in Building Trades I and II. The college is recommending that the non-credit Construction Academy instructional content be converted into two Career Studies Certificates. The rationale for the proposal is that the current Department of Labor grant that is funding the Academy is due to close in December 2009. The college needs to provide a sustainable program with a dependable source of income, tuition plus fees. Industry employers have indicated that the essential skills are necessary for employment in the construction trades. Students enrolled in credit classes are eligible for financial aid. On a motion by Dr. Morse and seconded by Dr. Newland, the board unanimously approved the recommendation.

**Educational Foundation Liaison.** Dr. Plasket, Educational Foundation liaison, provided the board with donor forms for the annual fund, encouraging 100% participation at any level. The 100% participation is an important point to note when Dr. Friedman engages in fundraising.

Chair's Report

**Goals Report, 2008-09.** The provided report was reviewed. The college-legislative function is a successful event even with low attendance. If one is scheduled this fall it was suggested that it be held as close as possible after elections and before Thanksgiving. With the current budget issues, there may be benefit to scheduling it after the legislative session.

**Goals, 2009-10.** Mr. Levering provided a draft of the 2009-10 goals for consideration which included three categories--leadership, stewardship and initiative. Several suggestions for developing goals were mentioned: develop goals that are measurable; group them as commitments of goals and the expectations of board member individual efforts; do away with goals and have commitments to vision and mission as individuals and a board; develop one goal for each of the three categories with a measurable outcome. Mr. Levering will follow up with board members and develop a document for approval at the next meeting.

**Committee Assignments, 2009-10.** Debbie Harvey has been moved to the Community Relations Committee per her request.

**Board Calendar.** A 2009-10 calendar was distributed and will be edited as necessary.

**Next College Board Meeting.** The next meeting of the College Board is scheduled for 4 p.m. on Wednesday, November 4, 2009.

**VCCS Annual Meeting.** The joint meeting with the State Board for Community Colleges is scheduled for November 10-12. Details will be provided as soon as they become available from the Chancellor’s office.

**VCCS Legislative Reception.** The reception is scheduled for Wednesday, February 17, in Richmond.
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Information Items  

The following items were provided for information: 2009-10 Board Membership, Board Member Terms of Office, College Board Calendar, State Board Membership, QEP Summary, PVCC Annual Report, and Summer Media Highlights.

Respectfully submitted,

Frank Friedman  
President and Secretary to the Board  

APPROVAL  

Walter Levering  
Chair