

PIEDMONT VIRGINIA COMMUNITY COLLEGE BOARD

Board Meeting No. 283

May 6, 2020

Meeting number two hundred eighty-three of the Piedmont Virginia Community College Board was held Wednesday, May 6, 2020, via Zoom virtual meeting.

Members Present: Robert Hodous, Chair
Stephen Davis
Pam Baker DeGuzman
Bruce Dotson
Frank Gallo
Chinta Gaston
Alfreda Morris
Janet Morrow
Sean Moynihan
Fred Richardson
Lola Richardson
Joseph Scruggs

Members Absent: Thomas Proulx

Staff Present: Frank Friedman, President
Susian Brooks, Marketing & Media Relations Director
John Donnelly, Vice President for Instruction & Student Services
Sue Haas, Chief Information Officer
Jolene Hamm, Director of Institutional Research, Planning & Institutional Effectiveness
Marie Melton, Interim Vice President for Finance & Administrative Services
Nicole Oechslin, College Senate Chair
Rebecca Parkhill, Assistant to the President & Special Projects Coordinator
Harry Stillerman, Vice President for Institutional Advancement & Development

Others Present: Media

Welcome and Call to Order

Mr. Hodous welcomed those present and called the meeting to order at 4 p.m.

Approval of Minutes

The proceedings of the March 4, 2020 meeting were unanimously approved on a motion by Ms. Richardson and seconded by Dr. Richardson with the following revisions: Add Fred Richardson and Lola Richardson to the list of members present and remove the second listing of Bob Hodous in the list of members. All in favor; motion approved.

Public Comment

None

At this time, Dr. Friedman requested the agenda be revised to move the President's Report to follow the College Updates. There were no objections.

College Updates

Dr. Donnelly

- Spring Semester
 - The college has experienced dramatic changes due to COVID-19. We began preparing for the significant changes around mid-March. By the time the Governor made the announcements, the college was ready to begin online classes. It was a huge, herculean shift. Professional development was implemented for faculty to learn to teach online. Most faculty were already adept at online teaching, so the training went smoothly. Classes quickly moved from face-to-face to online learning.
 - The VCCS System Office created a new default grading scale for the semester. Grading was essentially Pass or No Pass. This grading scale was intended to not penalize students who could not make the shift of moving to online classes easily. A grade of W (Withdrawn) would be equivalent to a failing/incomplete grade. This grading scale met with challenges from students who were doing well in their classes. The scale was revised to include the option for traditional grading which was especially important to those seeking admission into competitive programs. VCCS gave students the option of selecting either a traditional grade or a Pass/No Pass grade. Students were given a choice. Those who did not make a selection by the deadline were given the default Pass/No Pass/W grade.
 - Spring semester finals have begun and the semester is nearly finished. Faculty will grade accordingly and grades will be awarded.
 - Computer lab access was given to students who do not have a computer and/or broadband access at home. A few students have taken advantage of this option. For the most part, students successfully shifted online.
 - Dr. Donnelly expressed his thanks to the faculty and students, noting that they rose to the occasion. Students and faculty proved to be very resilient.
 - Students in health care will meet the competencies required for graduation. There are some challenges for first-year Health and Life Sciences students. They are a bit behind, but we are helping them make up their clinicals through this summer and fall semester. These first-year students will graduate in 2020-2021 successfully.
- Summer Semester
 - Realizing things will not be back to normal by May 26, the online model will be used for summer. The number of summer sessions has been reduced to two sessions, a 10-week and a 7-week. Some students may be ready for online classes in May but others may need a bit more time. Enrollment is strong for both semesters and is at 95% of where we were this time last year. The first semester will start on May 26. The second session, which starts June 15, will be heavily marketed.
 - The college will adhere to the Governor's orders and we are hopeful there will be opportunities to relax some restrictions on gatherings after June 10. The entire summer semester will remain online but relaxed restrictions could allow for more students in the computer lab and other labs during the summer.
- Fall Semester
 - Fall semester classes will be offered in 3 formats: Online Anytime, Online Scheduled Time, and Hybrid.
 - Hybrid are small, in-person courses starting in the fall for lab science and other experiential courses in groups of 10 or less.

- John is working with the marketing team to get a message out to the public explaining what all this means, what it will look like, and what students need to do. The message will go out no later than May 15. At that point, students can make their decisions accordingly.
 - i. Ms. Gaston asked about student access to computers, especially with synchronous classes. Dr. Donnelly noted that stimulus money and direct aid money is coming to students. Financial aid is also available. Dr. Friedman will go into more detail about these funds later in the meeting. Computer labs will still be available for students. Ms. Haas mentioned the Computer Loaner program that is available to students. This program has been part of the library for a few years. With COVID-19, we have loaned out approximately 60 laptops. Internet service is spotty to non-existent in some localities we serve.
 - ii. Ms. Gaston also inquired regarding the prison programs. Those have essentially stopped for summer. Spring courses were completed via correspondence; Dr. Donnelly worked hard to ensure those students will finish. A few weeks ago, PVCC was selected as a college to participate in the 2nd Chance Pell Program which provides grants to incarcerated students. This could double or even triple our prison enrollment. We hope to start the 2nd Chance Pell in the fall. This program will not allow the use of correspondence and incarcerated students are not allowed internet access, making Zoom not an option.
 - iii. Mr. Hodous noted that he discussed counseling services with Kemper Steele. Mr. Hodous noted that counseling is going well and should be commended. John stated that there have been many positive outcomes from this situation.
- VCCS has worked with university partners to make sure students who receive a passing grade in a course will still receive credit for the programs when they transfer. The Pass grade does not influence GPA but will give credit. The grade of Pass Plus represents a C or better; the grade of Pass Minus represents a D and will not transfer. Assurances have been made by state universities that students will receive credit for a Pass Plus grade.

Sue Haas

- IT's response to COVID-19 is broken into three phases. Phase 1 was distance learning. IT had to make sure faculty and students had laptops. Phase 2 and 3 included more telework agreements and ensuring the faculty and staff had laptops. In Phase 3 the entire campus shut down and Sue's team had to be sure all telecommuters were aware of the proper use of VPN. Students, faculty, and staff were allowed to work in the computer lab as long as a six-foot distance was maintained. Sue's team sanitized before and after each use and required the use of hand sanitizer upon arrival to the computer lab. Sue also made sure wireless access was available in Parking Lot 2 for students who wanted to maintain social distancing but still needed internet access. The computer lab averages 9 students per day. Data is being gathered to learn more about internet access for our students. A week ago, masks became a requirement for the computer lab as another precaution.
- Workforce Services faculty want to hold online classes. The process is being discussed since WFS works differently than credit classes.
- Zoom is being used as an enterprise system. Security settings had to be improved in order to use it as part of a state entity. The standards set by the state are well laid out and the colleges can continue using Zoom.

- An eSignature package is being discussed at the VCCS level and expected to be implemented in mid-June. A new process for adjunct contracts will be implemented. The virtual graduation team is discussing options. New building plans are moving forward.
- Ms. Richardson mentioned the lack of broadband in Louisa County and relayed information regarding how the school system set up a mobile solar hotspot for Wi-Fi. Ms. Haas will look into that option for the college and whether it can be funded by the CARES Act. Mr. Moynihan mentioned a Universal Service Fund that supports schools for high-tech access and high-speed internet access. The FCC may be a source of funding.

Jolene

- Spring headcount is 4,727 (-0.30% change), this is a slight decrease from last spring; the VCCS is experiencing a 4.70% drop in headcount as compared to last year. FTE is 2,276 (1% change); VCCS is experiencing a -3.15% change.
- Summer enrollment as of today, May 6, 2020, noted below. The headcount for last summer was 1,831. Approximately 600 (594) more students will need to enroll in the next two weeks to match last summer's enrollment. FTE for last summer was 591, so we need to get about 140.1 more FTE to meet last summer.

	Actual
FTE	450.9
HC	1237

- Fall enrollment as of today, May 6, 2020:

	Actual
FTE	454.4
HC	820

- Enrollment is trickling in and PVCC will not begin advertising for fall registration until June.
- Due to COVID-19, SACSCOC has extended our Reaffirmation of Accreditation process until early September when the SACSCOC Board of Trustees plans to meet.

Marie

- COVID-19 led to a shortage of supplies for sanitizing and wipes, which was a national shortage. We purchased hand sanitizer from local retailers. We are on target now with supplies for sanitizing and deep cleaning. The Facilities Department has been deep cleaning since the beginning of the pandemic. They have been deep cleaning classrooms, tabletops, and stripping floors. Prior to reopening, the department will go through all buildings and classrooms again to ensure cleanliness. The Facilities Department is on campus every day and doing this extra cleaning without hiring additional vendors. Kim McManus coordinated with the custodial contractor to create a schedule that worked out very well.
- Documentation is being maintained for FEMA reimbursement and the CARES act.
- The Accounting Department tested and upgraded the new accounting information system (AIS) while in quarantine.

- As of last week, we have a new contract for food service with Farley Enterprises. They will be ready to go when we are back on campus.

Harry

- As of May 1, the Educational Foundation has received \$515,000 from approximately 95 donors. Compared to \$531,000 from 125 donors this time last year, we are just a little bit behind. Most funding typically comes in during the 3rd and 4th quarters. Annual fund donations are currently \$38,000 for the year compared to \$50,000 last year. The Annual Fund goal is \$250,000.
- The Educational Foundation has awarded 17 teaching and learning grants, which totaled \$49,000. The majority of awards cover new courses or the redesign of current courses.
- The scholarship program is in full swing. 200 completed applications were received, amounting to \$200,000 in scholarships in the next few days. Harry also worked with the Financial Aid Office to locate additional scholarship funding of \$250,000 to \$300,000 which will help students during the current crisis.
- It is still feasible to move forward with the Capital Campaign; however, since COVID-19 some details are still unclear. We are currently putting a pause on campaign work but pre-campaigning tasks are being worked and the staff is making significant progress. This is a real opportunity to respond to the needs of our students. We have a very compelling message to take to the community.
- The Foundation will ensure funding is in place to keep students working toward achieving their educational goals. In the short term, the Foundation is working on funding for general scholarships, the Student Emergency Fund, the Student Financial Resource Center, Network2Work, and Great Expectations.

President's Report

Dr. Friedman provided the following updates:

Leadership. Dr. Friedman commended the President's Staff members for their leadership and management during the COVID-19 crisis. He also recognized deans, faculty, and staff regarding their ability to jump right in and take a "What can I do" attitude. This event has shown a tremendous team operation that will continue through the next couple of semesters.

Budget. The college will close out this fiscal year June 30. There are no concerns regarding this fiscal year. The real question is what happens next year starting July 1. The General Assembly passed the state budget on April 22. The way they passed it was to take any new money in the state budget and freeze it without allocation. New money initiatives such as G3 and raises for faculty and staff were introduced but are now frozen. The new base budget is also frozen. The reason the Governor and the General Assembly took this approach is due to the uncertainty of what revenue will be received.

The General Assembly will come together in September for a special session to see how the state's revenue picture is at that time. There may be level funding to this year's amount of state funding but no new funding at all. The Chancellor's opinion is that budget cuts will be implemented in September. We are anticipating budget cuts of 5 - 10%, which is a \$500,000 -

\$1,000,000 reduction. In addition, tuition could be of great concern. Our budget is driven by enrollment and is 60% of our total revenue.

We do not know how summer and fall semesters' enrollment will be as predictions vary greatly. Some believe we will see a huge loss of enrollment because people do not have money. Many are struggling to live, have been laid off, and/or do not like online learning. Another view is that since this is the biggest unemployment rate since the Great Depression, this could lead to additional enrollment. A third prediction is that students coming out of high school will not want to sign up for a residential university since they don't know if the residential part will remain open. Rather than pay a university a large sum to sit at home and take online courses, students can take online courses at a community college for 1/3 the price. We have to project a certain enrollment and tuition. If we have a decrease this summer compared to last summer, each 1% decline in enrollment is a \$13,500 decline in funding. For fall semester, each 1% decline is \$60,000. We do not know what is going to happen.

CARES Act. This federal legislation has been very unclear for the past month. The CARES Act is a large amount of money going to higher education. It is meant to help higher education institutions and students get through the COVID-19 situation. PVCC has received just under \$2 million. It is broken into two separate allotments, each with \$946,212. The first allotment will be paid to the college and go directly to students. The college cannot pay itself and cannot use the money for scholarships or tuition. The money must be distributed directly to the students impacted by the pandemic. There has been great confusion over the Department of Education's (DOE) regulations governing this funding. The DOE has begun sending out clarifications and it is starting to crystalize. The money for students covers their expenses for the disruption of campus operations due to the virus. The expenses include course materials, technology, and child care. It is for the students' costs to convert to online classes; i.e. buying computers, upgrading broadband, or setting up a home office. Students will not be required to turn in receipts or prove how they spent the money. We distribute the money to them, making certain assumptions about the expenses incurred. The only eligible students are those who have applied for federal financial aid. They did not have to receive the aid, the students just had to be eligible to apply. Students in non-credit programs were considered eligible in the beginning, but are no longer eligible to receive the money from the CARES Act. Plans are not finalized and DOE's regulations are vague. We will spend every dollar, guaranteed. Unfortunately, some students who really need the money will not be qualified while others who are not in as much need will qualify.

DOE stated that if the students aren't eligible to apply for Title IV, they are not eligible for the CARES Act. International and DACA students, noncitizens, and those without a social security number are not eligible. Dual enrollment students are not eligible. A distribution model has been created for eligible students. These students will receive checks between \$300 - \$1,000 per student.

The second half of the money, another \$946,212, is for the institution. The money is for our costs associated with the changes in the delivery of instruction to online and the changes caused by COVID-19. The Act will reimburse colleges for revenue lost or expenses incurred. Faculty development, extra laptop computers, and other costs will be included. Additionally, the lease

costs at the Jefferson School and lost revenue from Dickinson theater rentals will be included. This will help us with our budgetary needs by backfilling some of the costs we have this year and some expected next year.

One more funding opportunity called Strengthening Institutions is a specific grant program of federal money to be used for payroll. PVCC will receive \$94,158.

College Response to Budget Concerns. Our three biggest funding areas are federal funding, state funding, and tuition. To prepare for the upcoming budget, PVCC has initiated the following:

- A spending freeze was implemented on April 10 and will continue until June 30. Only items deemed essential by the President and President's Staff will be approved. Some items needed by faculty cannot wait as they will be needed in the upcoming semester but nonessential item purchases are frozen.
- Our goal is to maximize carry-forward from this year to use next year. We normally carry forward approximately \$400,000 as a jump start to the budget. This year we have \$800,000 to carry forward which will be a cushion for next year.
- We have also worked to determine what non-essential and non-personnel expenses we can freeze until September.
- We will determine if we need to cut or can spend based on the General Assembly's decision in September.
- Equipment, hardware, and technology upgrades have been deferred, which adds another \$400,000. With approximately \$1 million, we have not needed to look at personnel at all. If we have to, we will first look at wage employees as we are currently spending nearly \$1 million per year on wage employees. We may need to trim to some degree. The very last resort is employee furloughs. With the preparatory steps we have taken, we are hopeful this will not happen unless the bottom falls out of our enrollment.
- A hiring freeze was imposed by the Governor. Faculty and administrators can be hired; the freeze is for staff or wage positions.
- The Chancellor is meeting with college presidents two to three times per week to work through all of these issues. The group used to meet quarterly. Even this is not enough time as things have changed so rapidly and there is still uncertainty and confusion.

Advanced Technology Training Center (ATTC). The full \$16 million plus the \$4 million for solar power is still in the state budget but is frozen because it is new money. All capital outlay has been frozen by the Governor. September's General Assembly meeting will determine if the money will be spendable this year or deferred until another time. This leaves the college in a holding pattern not knowing whether we can proceed on schedule. We are working under the assumption that we will receive the money in September. The college is still meeting with architects and moving forward with planning. The money is deferred; there is no movement to remove it from the state budget permanently or change priorities. We hope we will get the green light in September. Localities have paid the three-year appropriations requested for the building.

Virtual Graduation. Graduation is not taking place at John Paul Jones Arena next week but we wanted to do something to recognize graduating students. A Graduation Task Force has been created and is chaired by Andrew Renshaw. The task force will be giving a recommendation to the President's staff on Monday. Their recommendation will include whether graduation should be face-to-face or virtual and when the graduation should take place. Dr. Friedman welcomed any thoughts from the Board members. This year's graduation cannot replicate the true graduation experience yet we still want to honor students and include families. High schools and colleges throughout the country have been making announcements. Some are having small celebrations while others are using virtual ceremonies. There is no right or wrong answer; we are just figuring out what is best for our students. Dr. Friedman invited the Board members to send emails with thoughts, ideas, and suggestions which he will pass along to the task force. PVCC's typical graduating class is around 1,000 with between 300-400 students participating in the ceremony. The audience at John Paul Jones Arena is between 2,500 and 3,000.

Committee Reports

Curriculum Committee. The committee reviewed 10 proposals, all of which are derived from efforts to bring a number of our certificate and degree programs into compliance with G3 sanctioned curricular programs. G3 addresses 5 different career areas; IT, public safety, skilled trades, healthcare, and early childhood education. These proposals involve 3 of those areas. The proposals follow a stackable credential model which conforms to G3. On a motion by Dr. Richardson and seconded by Mr. Scruggs, the Board unanimously approved all 10 proposals.

Finance & Building Committee. On behalf of the committee, Dr. DeGuzman reviewed the Local Funds Budget. Items of interest and/or change were reviewed. It was noted that there will be many unknowns due to the Coronavirus and the committee anticipated decreased revenue from places such as vending. Ms. Melton confirmed that additional changes will be made accordingly in spending to offset the revenue decline; specifically, an extension of the spending freeze. The budget is based on the assumption the college will return to face-to-face instruction next year. Dr. Friedman mentioned that the loss of next week's graduation would result in an additional carry forward of approximately \$40,000. On a motion by Dr. DeGuzman and seconded by Ms. Morrow, the Board unanimously approved the 2021 local funds budget.

Nominating Committee. On behalf of the committee, Ms. Morrow submitted Dr. Pam DeGuzman for Chair and Ms. Lola Richardson for Vice-Chair. Mr. Hodous asked if there were any additions. There were none. Ms. Gaston seconded the committee's nomination and the Board unanimously approved both nominations.

Chair's Report

College Board Service Award. In light of social distancing requirements, the College Board Service Award presentation will be deferred until the next meeting.

Process for Evaluation of the President. Mr. Hodous sent the appropriate information to the Board members with a request for feedback by the next College Board meeting on September 2, 2020.

College Board Retreat / Joint Retreat. Dr. Friedman recommended one meeting combining the two retreats rather than two separate retreats in the summer or fall. This year's joint retreat is with the City of Charlottesville. At this time, it is unknown whether these will be possible. If it is the Board's wish to have a joint meeting with the City of Charlottesville, Dr. Friedman and Ms. Parkhill will work on dates with the Board, the City Manager, and City Council members. All is contingent on whether it can be hosted face-to-face. It will be up to the Board to decide.

Mr. Hodous felt it wise not to make a decision on any of these until at least July or August. We anticipate being face-to-face by then unless there is a significant change. Time could be taken just before then for the Board to discuss particular items.

Ms. Morrow felt a get together is a good idea but does not think it should happen if we are restricted to Zoom.

Dr. DeGuzman noted that even if we can get together, there will likely be many people who do not feel comfortable. If we do resort to Zoom, the Board should have a backup.

Dr. Friedman stated if the Board is unable to meet face-to-face in the summer, the first meeting in September would not be a good time as there are many agenda items for that meeting. The November meeting may be an appropriate time as the agenda is light and the meeting is before the budget process begins. The Board could hold November as a possible dinner event with the City of Charlottesville.

In the joint meetings, questions are sent to the jurisdiction leadership prior to the meeting. The questions center around what the college can do better for the locality. How can we help workforce development, education, goals, and school system partnering? We provide data to the locality to give them context. The real goal is to give them an opportunity to talk to us. The people normally in attendance are city/county management, a few city council members, school board members and other elected officials, high school principal, and school superintendent, among others. Most joint meetings have between 10 and 20 attendees from the locality. The joint meeting is a business meeting and discussion followed by dinner.

Dr. DeGuzman recommended moving the joint meeting to November due to the uncertainty of a July event. Many Board members liked the November idea.

Concerning the College Board Retreat, summer is an option even if it is a Zoom meeting. Dr. DeGuzman becomes Chair on July 1. A Zoom update this summer can review items of interest to the Board members versus a retreat. Many Board members would be interested in an interim update for the summer in Mid-July. Dr. DeGuzman, Ms. Richardson, and Dr. Friedman will put it together.

Presentation to College Board Members. Mr. Hodous received a "virtual" gift for his two years of service as the College Board Chair. Pictures of his gift were shown in the Zoom meeting and arrangements will be made to deliver the gift. The group thanked Mr. Hodous for the tremendous

The three gentlemen were thanked for their great service. As two of the three exiting members are from Albemarle County, the county has been contacted and it is hoped they will fill those positions no later than July 1.

Adjournment

The meeting adjourned at 5:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Frank Friedman".

Frank Friedman
President and Secretary to the Board

APPROVAL

A handwritten signature in cursive script, appearing to read "Robert P. Hodous".

Robert P. Hodous
Chair