

PIEDMONT VIRGINIA COMMUNITY COLLEGE BOARD

Board Meeting No. 269

March 14, 2018

Meeting number two hundred sixty-nine of the Piedmont Virginia Community College Board was held Wednesday, March 14, 2018, in the W. A. Pace Jr. Board Room.

Present

Stephen Davis	Janet Morrow
Pam Baker DeGuzman	Sean Moynihan
Bruce Dotson	Thomas Proulx
Frank Gallo	Fred Richardson
Robert Hodous	Lola Richardson
Alfreda Morris	Joseph Scruggs
Sean McCord	

Others

Frank Friedman, President
Pat Buck, Assistant to the President & Special Events Coordinator
Michael Apgar, Student Government Association President
John Donnelly, Vice President for Instruction & Student Services
Sue Haas, Chief Information Officer
Jolene Hamm, Director of Institutional Research, Planning & Institutional Effectiveness
Leigh-Anne Lawrence, Director of Marketing & Media Relations
Kim McManus, Vice President for Finance & Administrative Services
Harry Stillerman, Vice President for Institutional Advancement & Development
Joanna Vondrasek, Faculty Senate Co-Chair
Media

Welcome and Call to Order

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

Approval of Minutes

The proceedings of the January 4, 2018, meeting were unanimously approved on a motion by Mr. Davis and seconded by Mr. Gallo.

Public Comment

None

President's Report

Because the General Assembly has been unable to come together on a budget, we are waiting to find out what the state appropriation will be. The State Board for Community Colleges will take action on a projected 2-3% tuition increase at its May meeting. Both the House and the Senate proposals include a recommendation to the Governor to increase funding for the workforce credential grant by \$2 million for each year of the biennium. Salary increases are yet to be finalized.

The VCCS has approved the issuing of an RFP for an architectural firm for the Advanced Technology Center. A request for proposals should go out next month.

As previously discussed, the land behind the lake at the Dickinson Building is targeted for leasing to generate revenue for the Advanced Technology Center. A series of meetings with Albemarle County has taken place and as of yesterday parties are ready to go forward with a request for proposals to lease the land and will be brought to the Educational Foundation Board after approval by the Real Estate Foundation.

Dr. Friedman provided an overview of the Quality Enhancement Plan (QEP) topic selection process for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 2020 reaffirmation of accreditation for PVCC. He reviewed his presentation given at the spring convocation all-college meeting. Accreditation is a stringent peer review process in the United States that ensures institutions are meeting prescribed standards with a focus on student learning. A peer review by other community college representatives and the reaffirmation of accredited status by the SACSCOC Board of Trustees allows awarding of federal financial aid and enables credits to transfer to other institutions.

A PVCC team attended a day-long orientation for the 90 or so institutions in the class of 2020. The team is in the compliance certification stage, demonstrating with written documentation that the College is in compliance with 59 prescribed standards. In April of 2019, an off-site committee will review the standards and give a pass/fail report on each; by September of that year the College responds in a Focused Report to any we didn't pass. The QEP is done at that time. A visiting team will be on site October 14-17, 2019, to verify that all submitted documentation is accurate. The team will meet with some members of the Board. The College receives a pass/fail report on the standards from this team with recommendations on what to improve in the QEP plan; the College responds within five months and the SACSCOC Board of Trustees makes its final decision in June 2020.

The QEP focuses on improving specific student learning outcomes and/or student success identified through ongoing comprehensive planning and the evaluation process and has broad-based support of institutional constituencies. The College commits resources to initiate, implement and complete the QEP and includes a plan to assess achievement.

A timeline and process was reviewed which includes receiving input from the College's shared governance areas for faculty, staff, and students for possible topics for the QEP plan. The Board's input is invited and welcome.

College Updates

Mr. McManus

- The College budget process has been initiated to build the expense side of the budget from the various departments.
- Both day and night lockdown drills have been conducted and evaluated.
- The wage employee/faculty payroll process is being migrated to Shared Services.
- Leases for TJACE at Ix Park and the Jefferson School have been completed.

Mr. Stillerman

- Giving through the Educational Foundation for 2017 is almost \$1.8 million.
- There is \$375,000 available to award in scholarships; 486 applications have been received and are under review. Awards will be made by the end of April.
- There is \$55,000 to award to faculty and staff for the teaching and learning grants; the Foundation Board will be approving the recommendations this week.
- Board members are invited to the May 10 formal graduation for Greene County's early college students at 6 p.m. at the Giuseppe Center.
- A donor in the community has made a contribution for tuition to support PVCC students enrolled at the Fluvanna Correctional Center for Women.

Ms. Haas

- Budgeting season is underway and includes development of the spending plan for technology.
- Funds from multiple sources will allow two pilot classrooms to be outfitted as collaborative/active learning classrooms; they will be ready for the fall semester.
- The VCCS is overseeing the request for proposals process for identity and access management; it will be implemented across the VCCS over the next year.

Dr. Hamm

- Headcount for spring enrollment is 5,041, a very slight decrease compared with spring enrollment 2017. The VCCS is currently experiencing a 2.4% decline.
- Final enrollment data for fall 2017 is 5,608 headcount, a 1% increase over fall 2016; and 2,800 FTE, a 1.6% increase over fall 2016.
- The fall to fall three-year retention rates for all students have increased from 42.3% in 2015 to 43.3% in 2017. For first-time curricular students for the same period, the rates increased from 52.1% to 58%. Both increases are above the VCCS rates.
- Strategic Planning is underway and the Planning and Budgeting Committee has concluded the strategic visioning sessions. The sessions were intended to gain insight from students, faculty, and staff. Based on insight gathered from the Board, President, Student Satisfaction Survey, Community Leaders' Survey, and visioning sessions, the committee has defined the overarching topics to include student success; access to education; economic and workforce development; and resources to support the College's mission, vision, and values. The committee is developing emergent themes and action items.
- The committee has also concluded a call for one-time strategic initiative proposals which are an opportunity for faculty and staff to support the College's strategic direction.

- A lead writers meeting was held to introduce protocol and procedures for writing the SACSCOC reaffirmation report, as well as the compliance software that will be used. The report will be submitted February 2019.
- In collaboration with Instruction and Student Services, Dr. Hamm is conducting a series of focus groups for transfer students with the purpose to strengthen Virginia transfer outcomes across the state and institutions. This is a statewide initiative. The office is also assisting professor Jorgensen in conducting a civic engagement study which looks at the perceived civic engagement of our students before attending PVCC and while at PVCC. This study is a part of a national study and it provides us with insight into our students' civic engagement.

Dr. Donnelly

- New hires include a student success advisor, the advanced imaging program coordinator, and the radiologic technology clinical coordinator. Hiring is in progress for nursing, accounting, and anatomy and physiology faculty, and for the associate dean for nursing position.
- Retiring from the faculty ranks are John Walsh and Jane Kingston. Tom Hyder will succeed Professor Walsh as the Faculty Marshal for commencement.
- PVCC has received Military Friendly Designation for 2018 and has been named a Top Ten Small Community College.
- Nicole Winkler, our radiography faculty member, is a finalist for the State Council of Higher Education for Virginia's Outstanding Faculty Award.
- Registrations for both summer and fall semesters open March 26.
- Board members are invited to attend PVCC's civic leadership conference April 6-7; registration is available on PVCC's website. Several of our legislators will be attending.
- Registration is open for Kids College summer camps, offered this year at Fluvanna County High School, CATEC, and at PVCC.
- PVCC's mascot has been selected and has recently been named. Through a voting process, 75 names were submitted, narrowed to 4, and the PVCC Panther is named Pouncer.
- The One Book selection is *The Sixth Extinction, An Unnatural History*. Faculty will use the book in the fall and other activities will be planned for the college community. Books were made available to the Board.

Audit Report – Student Records

Dr. Donnelly reported on the six recommendations from the VCCS audit of student records. Action plans have been developed to address the findings which include giving user access to only those who need it and only to the information needed; workforce services management is to ensure security administration is a job function limited to the application administrator; revise and implement written processes and procedures for employee user access at separation; revise and implement written processes and procedures to help ensure the student records vault is secure at all times; create and implement a formal grades plan for limiting who can make grade change entries; revise and implement written processes and procedures to include monitoring activities to ensure that individuals required to take MOAT training and/or appropriate training related to FERPA do so.

Committee Reports

Curriculum Committee. On behalf of the committee, Mr. Richardson reported on three new Career Studies Certificates in Mammography, Computer Tomography, and Magnetic Resonance Imaging in response to critical needs by both local hospitals. The programs received strong endorsements and promises support and training opportunities. Program costs will be covered by enrollments and a three-year commitment from Sentara for salaries for faculty, shared across the three programs. There are 17 new courses that will be offered, all of which are in the VCCS master course file. Projected enrollment is 5-8 students per year. Students completing these programs will sit for the Registered Mammography certification through the Registry of Radiologic Technologists. The three programs were considered together; on a motion by Mr. Richardson and seconded by Mr. Gallo, the Board unanimously approved the three proposals.

Finance & Building Committee. On behalf of the committee, Mr. Proulx reported on the Auxiliary Reserve Parking Plan and the Emergency Operations Plan. The parking plan proposal is for \$10,000 for each year of the biennium for operation/maintenance of parking lots. Revenue is generated from mandatory student parking fees, permit parking fees, fines, and event sales. The updated Emergency Operations Plan is required by the Code of Virginia and must be updated every four years. Dr. Friedman noted the College recently held a lockdown drill. Notifications are sent to the college community via text, the public address system, and a flashing message on networked computers. Subscribing to the nationwide doctrine of run, hide, fight, employees are provided with instruction and opportunities to practice through drills. The plan is an all-hazards response plan that represents the best practices at this time.

On a motion by Mr. Proulx, seconded by Mr. Hodous, the Board unanimously approved both the Auxiliary Reserve Parking Plan and the Emergency Operations Plan.

Community Relations Committee. On behalf of the committee, Ms. Morrow reported on the College Board Service Award. Six applications were received. On a motion by Ms. Morrow, seconded by Mr. Hodous, the Board unanimously approved the committee's recommendation that Debbie Fauber receive the 2018 award and will receive \$300 (funded by Board members) and a plaque. It will be presented to her at the spring awards events. The announcement is confidential.

Chair's Report

Next College Board Meeting. The next meeting of the College Board is at 4 p.m. on May 2, 2018.

Graduation Events. The nursing pinning ceremony is at 1 p.m. and commencement is at 6 p.m. on Friday, May 11 at the John Paul Jones Arena. Board members will meet at 5:30 p.m. for robing and processional.

Planning for Louisa County Joint Meeting. Board members are asked to provide to Ms. Buck dates they are not available during the summer months for this meeting.

Terms of Office. Three board members are eligible for reappointment to a second 4-year term and should contact their board of supervisors if interested. Mr. McCord has served two terms and is ineligible for reappointment.

Nominating Committee. The Board will elect its chair and vice chair at the May meeting. Mr. Moynihan will chair the committee and asked that those wishing to serve on it contact him. He also asked that those interested in serving in either office contact him.

Other

Ms. DuGuzman reported on her excellent experience at the 3rd Fridays Improv Workshop in Dickinson and highly recommended it.

Information Items

The following information item was provided: Board Member Terms of Office, College Board Calendar, and handouts from the SACSCOC Quality Enhancement Plan Topic Selection Process presentation.

Adjournment

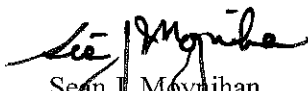
The meeting was adjourned at 5:50 p.m.

Respectfully submitted,



Frank Friedman
President and Secretary to the Board

APPROVAL



Sean J. Moynihan
Chair