Meeting number two hundred thirty-eight of the Piedmont Virginia Community College Board was held Wednesday, September 5, 2012, in the W. A. Pace Jr. Board Room.

Present

Laila Bare  Sean Michael McCord
Stephen Davis  Suzanne Morse Moomaw
Mary Loose DeVinney  Russell Otis
Leonard Gardner  Ava Pippin
Debbi Goodman  Donna Plasket
Peter Kleeman

Absent

Vera Cooke-Merritt
Sean Moynihan

Others

Frank Friedman, President
Jane Anderson, Assistant Professor of Nursing
Tara Atkins-Brady, Director of Institutional Research, Planning & Institutional Effectiveness
J. Nikol Beckham, Assistant Professor of Communication Studies
Kay Bethea, Vice Chair, Faculty Senate
Pat Buck, Assistant to the President & Special Projects Coordinator
Kate Cudé, President, Student Government Association
Jorge Grajales-Diaz, President, College Senate
John Donnelly, Vice President for Instruction & Student Services
Mary Jane King, Director, Institutional Advancement & Development
Stephen Parker, Vice President for Finance & Administrative Services
Theresa Rase, Assistant Professor of Nursing
Shivaji Samanta, Chief Information Officer
Anita Showers, Manager of Marketing & Media Relations
Kris Swanson, Chancellor’s Faculty Advisory Committee
Media

Welcome and Call to Order

Dr. Bare welcomed those present and called the first meeting of the academic year to order at 4 p.m. Dr. Bare thanked the Board for their vote of confidence in her service as chair, and thanked Dr. Moomaw for her two years of service as chair.
Approval of Minutes

On a motion by Mr. Gardner, seconded by Ms. DeViney, the proceedings of the May 2, 2012, meeting and July 9, 2012, Board retreat were approved. Mr. McCord abstained from voting as he had not attended the July meeting.

Public Comment

None

Presentation of Pins to New Board Members

College pins were presented to new Board members by Dr. Bare.

Introduction of New VPFAS

Mr. Stephen Parker was introduced and welcomed to the College as PVCC’s fourth vice president of finance and administrative services. Mr. Parker hails from Louisiana and brings over 30 years of experience in finance, most recently as Comptroller/CFO for the LSU Law Center. Mr. Parker expressed his pleasure at being at PVCC and welcomes contact from the Board.

Introduction of New Faculty

Dr. Donnelly introduced new faculty members who in turn provided a bit of information about themselves. New faculty members for 2012-13 are Jane Anderson, J. Beckham and Theresa Rase.

President’s Report

Introduction of College Representatives: Dr. Friedman announced the 2012-13 representatives for the College organizations: Jorge Grajales-Diaz, President, College Senate; Bruce Glassco, President, Faculty Senate; Avie Thacker, President, Professional Association of Support Staff; Kris Swanson, Chancellor’s Faculty Advisory Council; and Kate Cudé, President, Student Government Association. Kay Bethea, vice chair, represented the College Senate at this meeting.

Budget/VCCS/PVCC Updates.

The fall semester is off to a good start.

Dr. Friedman provided a detailed 2012-13 budget overview to the Board via email this summer. The additional state funding is appreciated but it is basically a wash, replacing the expired federal stimulus funds. The fall 2012 tuition increase of $5.50 per credit hour is projected to increase PVCC’s revenue by approximately $450,000 in 2012-13 compared with 2011-12. The three biggest expenditures are operating costs and staff at the Greene County and Jefferson City Center sites and the hiring of two new full-time faculty.
A well-attended and successful open house was held on August 15 at the Greene Center. Currently, there are 175 students enrolled for the semester.

Renovations at the Jefferson Center are on schedule; spring semester classes will be held at the site and the culinary arts program is scheduled to commence fall 2013.

A child care agreement with the YMCA was signed last week. The YMCA will provide both full-time day care and evening drop off child watch at the Jefferson Center, both at reduced rates for students and employees. The YMCA has been extremely cooperative in working out the details of the agreement to meet the needs of students.

Sympathy is extended to all related to a recent suicide/murder that took place in Albemarle County involving an enrolled student.

**College Updates**

*Dr. Donnelly*

- Has met with and is working with the Greene County superintendent and principal to provide opportunities for their students at the new PVCC center.
- Board members will take a walking tour of the new math emporium which offers tutoring and instruction in developmental math. Developmental math has undergone a modularization of the program. Math success rates since its inception will be evaluated.
- The Jefferson Center renovations are moving along and classes are being planned for the spring semester; the culinary arts program is in the approval process; and the kitchen equipment will be delivered in early November.
- A redesign of the developmental reading and writing curricula will be rolled out in the spring semester.
- A new faculty member will be hired in engineering for the spring semester to teach and expand the program.
- A new coordinator of academic support services will be hired in lieu of the previously titled learning center coordinator.
- A SCHEV grant will fund a new veteran and active military advisor who will provide academic and support services and programming to acclimate those students to the College.
- The Dalai Lama will be in Charlottesville on October 11 and 30 tickets have been made available for faculty to award to students. There will be numerous events held on campus tying into the visit. The Dalai Lama’s afternoon presentation will be streamed live in the Dickinson Theatre for the College community and Board members are welcome to attend.
- New software has been purchased to track campus incidents and a threat assessment team is working with the software; it will be put into place shortly.
- Mr. Gardner noted that the new Fluvanna County High School has a state-of-the-art culinary kitchen and perhaps a relationship could be established with the two institutions. Dr. Donnelly expressed a desire to partner with the area schools that have culinary arts programs.
Dr. Atkins-Brady

- As of this date, the headcount is 5,600 in credit classes and 2,886 FTEs. There are more part-time than full-time enrollments; state funding is based on full-time enrollment. Last year enrollment was up 2% and we expect to break even this year; community colleges in general are seeing enrollment plateaus.
- The Greene Center has 200 course enrollments of 175 students. Only one course will not run due to low enrollment. Dr. Donnelly responded to a Board member’s question regarding expected enrollment, saying that he was pleased with the fall enrollment to date but the challenge will be to expand upon success in the spring semester, utilizing various time slots to serve the county’s population. He further noted the center’s operating expenses are $200,000. This semester’s enrollment generated $80,000 in tuition revenue so tripling it would be good. Also in response to a Board member, Dr. Atkins-Brady noted that of those enrolled at the Greene Center, 58% are county residents and about half of the enrollees have been at PVCC before. Enrollment tracking will continue to better serve the needs of the students at the Center.
- We are moving forward with implementing two student success initiatives--peer mentoring and structured learning assistance. The College is awaiting notification on the status of Title III grant award.
- In response to a question from a Board member, the average class size is 20 and remains constant.

Mr. Parker

- The south entrance and parking lot ADA modifications project has been completed.
- In response to a Board member concern, Mr. Parker will follow up with Charlottesville Transit about moving the bus stop at the bottom of the hill to the Stultz lot for safety reasons.

Mr. Samanta

- The technology focus over the summer was getting both the Greene site and the math lab wired and operational and he was pleased to report that all is working well. The math lab is using virtual computer work stations which consume less power.

Ms. King

- On behalf of the Educational Foundation, Ms. King asked the Board to participate in the annual fund; this year’s goal is $110,000. Participation by the Board, especially at the 100% level, helps when soliciting the public; last year 12 of 13 members participated. The Foundation is very appreciative of donations.
- The annual report was distributed in The Daily Progress. Members are encouraged to share the reports. Currently a mass mailing is not done, but consideration for one is underway.
- The Dickinson arts events series starts Friday and Board members are encouraged to contact her if they would like tickets.
- The alumni website has been redesigned as part of a renewed focus. An after hours event is scheduled for October 19 for alumni and retirees. There will be many ways for alumni to be engaged with the College. The $40 for 40 campaign has been rolled out and the first donation came from an alum in Oregon.
Academic Activities Audit Report

Dr. Donnelly briefly reviewed the findings of the VCCS academic activities audit report conducted in the spring on eight community colleges. Two minor issues related to work load were identified and rectified. The College fared well compared to the other colleges.

Chair’s Report

2011-12 Performance Report. A summary of activities for the previous year was reviewed. Dr. Plasket suggested it would be helpful to have a reminder more than once a year and that the goals should be thought of as ongoing and inquired if there should be a particular focus each year. Additional comments are welcome.

2012-13 Committee Assignments. The revised committee membership was reviewed and Dr. Bare thanked those who will chair committees. The committees typically meet prior to Board meetings when needed and members are contacted by the staff liaisons.

College Board Web Page. Ms. DeViney made the following motion to expand the PVCC Board web page to include meeting dates, times and location of the Board Meetings; agendas for the meetings; board package of information, excluding any material deemed confidential by the College President; approved minutes of the PVCC Board (for at least 5 years and archived by year--all years that are digital); e-mail contacts for Board members; official photos of Board Members; PVCC Policies and Procedures Manual; and a link to VCCS. Dr. Kleeman seconded the motion and discussion followed; the motion unanimously passed.

Next College Board Meeting. The next meeting of the College Board is scheduled for 4 p.m. on November 7, 2012.

VCCS Annual Meeting. Scheduled for November 13-14, 2012, the VCCS Annual Meeting takes place in Richmond this year. Additional information will be forthcoming from VCCS and will be disseminated to the Board. It is a rewarding and informative event with good information sharing and camaraderie.

Other

Dr. Kleeman will get information to share with Dr. Donnelly on an out-of-state environmentally related leadership program for those under 18 years.

Mr. McCord announced that he is a proud new PVCC parent and his child had a good academic advising experience and is excited to be here.

Information Items

The following items were provided for information: Board Membership, Terms of Office, College Board Calendar, State Board Membership, and Summer Media Highlights.
Executive Session to Discuss Personnel Matter

Ms. Goodman moved that the PVCC Board convene in closed session, in accordance with Section 2.2-3711(A) (1) of the Code of Virginia, to discuss a personnel matter.

Roll call vote in the affirmative to convene in closed session:

- Stephen Davis
- Mary Loose DeViney
- Leonard Gardner
- Debbi Goodman
- Peter Kleeman
- Suzanne Morse Moomaw
- Russell Otis
- Ava Pippin
- Donna Plasket

Upon conclusion of the closed session, a roll call vote certifying that to the best of each member’s knowledge 1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and 2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Each member present certified by saying “I so certify:”

- Stephen Davis
- Mary Loose DeViney
- Leonard Gardner
- Debbi Goodman
- Peter Kleeman
- Suzanne Morse Moomaw
- Russell Otis
- Ava Pippin
- Donna Plasket

Program Highlight: Walking Tour of Auditorium and First Quadrant Math Center

Board members were invited to tour the newly renovated main building auditorium and the math center.

Respectfully submitted,

Frank Friedman
President and Secretary to the Board

APPROVAL

Laila B. Bare
Chair