

**BOARD OF DIRECTORS MEETING**  
**Wednesday February 7<sup>th</sup>, 2024**  
**Ben-Hill Irwin Campus**  
**Charles Harris Learning Center**  
**12:00 Noon**

**ATTENDANCE**

**MEMBERS PRESENT:** Joe Brownlee, (remote), Phaydra Crews, (remote), Rebecca Corbett, Ronnie Dean, (remote), Dr. Rodney Green, (remote), Amanda Ramshead, (remote), Matt Seale, Lisa Sumner, Dr. Mark Sutton, Al Walker, (remote), Sue Lane Hughes (remote)

**MEMBERS ABSENT:** Bradfield Shealy, Dr. Joi Williams

**SENIOR STAFF PRESENT:** DeAnnia Clements, Shannon McConico, April McDuffie, David Vanlandingham, Lidell Greenway, Mona MacKenzie, Elizabeth Vickers, Keren Wynn, Michael Williams, Michelle Warren, Susan Jones

**SENIOR STAFF NOT PRESENT:** Shalonda Sanders, Kelly Peacock

**DRAFT MINUTES**

The meeting was called to order at 12:10 PM by Assistant Chair Dr. Mark Sutton.

The pledge of allegiance was cited and a blessing for the meal was given by Dr. Mark Sutton.

The minutes from the January 3, 2024, meeting were submitted to the board. A motion to approve the meeting minutes was made by Lisa Sumner and properly seconded by Matt Seale. There being no opposition to the motion, the motion to accept the meeting minutes carried unanimously

**Department Updates**

**Academic Affairs Update (April McDuffie)**

- Reported on changes to Pell law and State Board Policy & Procedures.
  - Limited credit hour financial coverage prompting changes in curriculum.
  - Elaborated on yearly cost analysis and discussed how some programs never break even in cost.
- Discussed the changes to multiple programs, which will be eliminating some of their core requirements.
- Presented new program for approval:
  - GFA Production TCC.
- Presented new program for approval:
  - GFA Post Production TCC
- Presented new program for approval:
  - Nurse Aide Fast track TCC

A motion to approve these three programs was made by Matt Seale and properly seconded by Lisa Sumner. There being no opposition to the motion, the motion carried unanimously.

**Administrative Services (Keren Wynn)**

- Report reflects 51% of budget spent.

- Expenses are slightly lower than last year, at 44%.
- Total revenue remaining is \$24,443,861 and expenditures are \$25,340,949.

**Enrollment Management Update (Shannon McConico)**

- Spring 2024 enrollment is at 4224, slightly lower than last Spring, at a loss of 3.3%.
- AY2024 unduplicated graduates were at 594.
- Highest enrollment programs include Early College Essentials, Cosmetology, Nursing Technician, Salon & Spa Support Specialist, and Welding & Joining Technology.
- Lowest enrollment programs include Prep Cook, Automotive Fundamentals Diploma, Industry 4.0 Technology Degree, Cybersecurity, and Entrepreneurship.

**Adult Education Services Update (April McDuffie in the absence of Kelly Peacock)**

- Total enrolled adult ed students is 617.
- MSG are progressing at 35.65%.
- HSE Testing is at 150.
- Goal is 1211 students for academic year.

**Foundation/Fundraising Update (Elizabeth Vickers)**

- Upcoming finance committee meeting next week.
- Corks n' Forks fundraiser invitations go out next week.
- Held 1<sup>st</sup> Foundation South Board meeting on January 30.
- Employee giving campaign kicks off in April.

**Economic Development Update (Michael Williams)**

- Presented December and January data.
- Contract Training goals will be met early.
  - Currently at 79,922.
- Continuing Education is already at 66% of its goal
  - Training hours currently at 30,175.
  - Currently at 793 students.
- Unique companies served stands at 66.

**Grants Presentation (Michelle Warren)**

- Presented eight USDA Rural Development grant applications for board approval and signature.
- All grants are under \$99,999 and are split among VLD, CFE, and BHI campuses.

A motion to approve these grant applications was made by Matt Seale and properly seconded by Lisa Sumner. There being no opposition to the motion, the motion carried unanimously.

**Perkins/SACS Updates (David Vanlandingham)**

- SACS reaffirmation is scheduled for September 16-19 and the QEP results are included in the reaffirmation.
- Perkins inventory audit was performed on January 25 and resulted in only one action item and two suggestions.
  - Included staff interviews, internal controls review, and inventory assessment.

## **PRESIDENT'S COMMENTS (DeAnnia Clements)**

- Discussed the recent State of the College address and shared the accompanying Power Point presentation.
  - 2024 initiative "TEAMWORK"
- Revising campus signage and maps.
- Discussed new "Campus Director" staff positions, to serve as individual campus administrators.
- Facilities Master Plan is being updated.
- Provided strategic jobs updates.
- Discussed potential renovation projects and "ugliest" lab competition.
- Discussed the upcoming Health Clinic on the VLD campus, which will provide telemedicine service to students on other campuses.
- The VLD CDL renovation project is among the governor's budget items.
- Upcoming Events:
  - Staff Development Day 2/20
  - Get Wired 3/5
  - Geek Fest VLD 2/6
  - Corks n Forks Foundation fundraiser
  - Adult Education Signing Week 3/11.

## **OLD BUSINESS**

### **Chairman COMMENTS:**

Next meeting: Cook WDC Campus, room 107, April 3, 2024

Motion to adjourn the meeting at 1:18 pm was given by Matt Seale and seconded by Lisa Sumner. All in agreement, the motion carried unanimously.

Respectfully submitted: Susan Jones