

**PATRICK HENRY COMMUNITY COLLEGE
LOCAL FUNDS SUMMARY
Period Ending January 31, 2018**

<u>FUND BALANCES</u>	<u>BEG. BAL.</u>	<u>NET INCOME</u>	<u>END. BAL.</u>
LOCALITY FUNDS	\$432,569.22	\$90,971.77	\$523,540.99
AUXILIARY FUNDS ¹	\$1,082,652.23	\$77,257.72	\$1,159,909.95
STUDENT ACTIVITY FUNDS	\$14,661.69	\$566.39	\$15,228.08
PARKING FUNDS	<u>\$212,932.19</u>	<u>\$28,824.88</u>	<u>\$241,757.07</u>
TOTAL LOCAL FUNDS	\$1,742,815.33	\$197,620.76	\$1,940,436.09

¹Including Investment Gain/Loss

**PATRICK HENRY COMMUNITY COLLEGE
LOCALITY FUND BUDGET REPORT
Period Ending January 31, 2018**

REVENUES		BUDGET	ACTUAL	VARIANCE
401020	Henry County	\$59,442.00	\$59,442.00	\$0.00
401040	Martinsville	\$19,835.00	\$19,835.00	\$0.00
401030	Patrick County	\$17,322.00	\$12,991.50	\$4,330.50
	<u>Bank Interest</u>	<u>\$5,000.00</u>	<u>\$6,291.73</u>	<u>(\$1,291.73)</u>
TOTAL REVENUES		\$101,599.00	\$98,560.23	\$3,038.77

EXPENSES		BUDGET	ACTUAL	VARIANCE
460040	61257 Physical Plant Repair & Maintenance	\$8,000.00	\$7,050.00	\$950.00
460010	68800 Contingency Expenses	\$8,000.00		\$8,000.00
460060	61246 Bank Charges	\$600.00	\$538.46	\$61.54
470010	<u>62320 Plant & Improvements-Construction</u>	<u>\$75,000.00</u>		<u>\$75,000.00</u>
TOTAL EXPENSES		\$91,600.00	\$7,588.46	\$84,011.54
NET INCOME		\$9,999.00	\$90,971.77	(\$80,972.77)

LOCALITY FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$432,569.22	\$90,971.77	\$523,540.99

**PATRICK HENRY COMMUNITY COLLEGE
AUXILIARY FUND BUDGET REPORT
Period Ending January 31, 2018**

REVENUES			BUDGET	ACTUAL	VARIANCE
406500	40751	College Bookstore	\$40,000.00	\$5,398.83	\$34,601.17
406510	40751	Vending	\$18,000.00	\$12,213.48	\$5,786.52
406030	40762	Timber Revenue		\$35,408.95	(\$35,408.95)
<u>406530</u>	<u>40751</u>	<u>Miscellaneous</u>	<u>\$0.00</u>	<u>\$35.00</u>	<u>(\$35.00)</u>
TOTAL REVENUES			\$58,000.00	\$53,056.26	\$4,943.74

EXPENSES			BUDGET	ACTUAL	VARIANCE
		Transfer to Student Activities	\$20,000.00	\$20,000.00	\$0.00
465020		President's Office/Community Relations	\$10,000.00	\$7,925.72	\$2,074.28
465030		Administration Local Expenses	\$6,000.00	\$3,871.00	\$2,129.00
465040		Local Board Expenses	\$4,000.00	\$1,088.00	\$2,912.00
465050		Contingency	\$0.00	\$156.28	(\$156.28)
<u>470010</u>	<u>62320</u>	<u>Plant & Improvements-Construction</u>	<u>\$18,000.00</u>		\$18,000.00
TOTAL EXPENSES			\$58,000.00	\$33,041.00	\$24,959.00
NET INCOME			\$0.00	\$20,015.26	

AUXILIARY FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>INVEST.</u> <u>GAIN/LOSS</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$1,082,652.23	\$57,242.46	\$20,015.26	\$1,159,909.95

**PATRICK HENRY COMMUNITY COLLEGE
AUXILIARY FUNDS INVESTMENT PERFORMANCE
January 31, 2018**

	<u>Amount</u>
BEGINNING VALUE	\$634,679.17
Plus cash deposits	\$0.00
<u>Less cash withdrawals</u>	<u>\$0.00</u>
ADJUSTED BASIS	\$634,679.17

			<u>Month</u>	<u>FYTD</u>	<u>Cum.</u>
			<u>Return</u>	<u>Return</u>	<u>Return</u>
PORTFOLIO VALUE AS OF	7/31/2017	\$642,630.98	1.25%	1.25%	7.11%
	8/31/2017	\$643,785.62	0.18%	1.43%	7.30%
	9/30/2017	\$655,412.27	1.81%	3.27%	9.24%
	10/31/2017	\$660,844.60	0.83%	4.12%	10.14%
	11/30/2017	\$665,562.73	0.71%	4.87%	10.93%
	12/31/2017	\$674,729.17	1.38%	6.31%	12.45%
	1/31/2018	\$691,921.63	2.55%	9.02%	15.32%

Gain/Loss	\$57,242.46
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**PATRICK HENRY COMMUNITY COLLEGE
CULINARY CAFE BUDGET REPORT
Period Ending January 31, 2018**

REVENUES		BUDGET	MONTH	YTD
	Gross Revenues - Café	\$62,500.00	\$1,284.37	\$9,968.14
	Gross Revenues - Catering		\$1,042.00	\$14,226.50
	<u>Cost of Goods Sold</u>	<u>\$22,500.00</u>	<u>\$1,850.89</u>	<u>\$14,610.13</u>
GROSS PROFIT		\$40,000.00	\$475.48	\$9,584.51
EXPENSES		BUDGET	MONTH	YTD
5111X	Compensation (Benefits)	\$1,900.00	\$341.58	\$1,118.60
51123	Compensation (Faculty)	\$5,500.00	\$0.00	\$0.00
51141	Compensation (Wage)	\$23,900.00	\$4,465.00	\$14,661.02
61221	Contractual Services-Org. Membership	\$500.00	\$0.00	\$40.00
61242	Contractual Services-Fiscal-Credit Card	\$1,500.00	\$35.00	\$294.76
61246	Contractual Services-CC Fees	\$1,700.00		\$0.00
6131X	Supplies-Administrative	\$500.00	\$0.00	\$145.37
61311	Supplies-Apparel	\$500.00	\$0.00	\$445.00
61363	Supplies-Food Service	\$3,000.00	\$0.00	\$1,173.61
61432	Sales Tax	\$500.00	\$57.41	\$798.04
62231	Electronic Equipment	\$0.00		\$0.00
62264	Miscellaneous Expenses	\$500.00		\$0.00
62271	Equipment	<u>\$0.00</u>		\$0.00
TOTAL EXPENSES		\$40,000.00	\$4,898.99	\$18,676.40
NET INCOME		\$0.00	(\$4,423.51)	(\$9,091.89)

CAFETERIA FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$6,440.37	(\$9,091.89)	(\$2,651.52)

**PATRICK HENRY COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET REPORT
Period Ending January 31, 2018**

REVENUES		BUDGET	ACTUAL	VARIANCE
100850	Student Activity Fees	\$125,000.00	\$62,682.66	\$62,317.34
	From Auxiliary Funds	\$20,000.00	\$20,000.00	\$0.00
	<u>Club Receipts</u>	<u>\$5,000.00</u>	<u>\$5,422.63</u>	<u>(\$422.63)</u>
TOTAL REVENUES		\$150,000.00	\$88,105.29	\$61,894.71

EXPENSES		BUDGET	ACTUAL	VARIANCE
90101	<u>Student Activities & Cultural Events</u> (See Following Schedule)	<u>\$150,000.00</u>	<u>\$87,538.90</u>	<u>\$62,461.10</u>
TOTAL EXPENSES		\$150,000.00	\$87,538.90	\$62,461.10

NET INCOME	\$0.00	\$566.39	(\$566.39)
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STUDENT ACTIVITIES FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$14,661.69	\$566.39	\$15,228.08

**STUDENT ACTIVITIES FUNDS
BUDGET REPORT
PERIOD ENDING January 31, 2018**

DEPT. CODE	ACTIVITY	BALANCE FORWARD 6/30/2017	TRANSFER FROM AUXILIARY	CLUB RECEIPTS	STUDENT ACTIVITIES FEE BUDGET	STUDENT ACTIVITIES FEES-ACTUAL	AVAILABLE FUNDS	CLUB EXPENSES	ENDING BALANCE
	BUDGETED REVENUES		\$20,000.00	\$5,000.00	\$125,000.00	\$62,682.66	\$87,682.66		
994010	INTERNATIONAL CLUB	\$106.25		\$185.00	\$500.00	\$250.73	\$541.98		\$541.98
994020	ALLIANCE FOR EXCELLENCE	(\$289.29)		\$503.00	\$600.00	\$300.88	\$514.59		\$514.59
994030	EARLY CHILDHOOD CLUB	\$400.68			\$500.00	\$250.73	\$651.41		\$651.41
994060	CAMPUS LIFE	\$106.64		\$48.50	\$6,000.00	\$3,008.77	\$3,163.91	\$3,601.11	(\$437.20)
994070	PHI THETA KAPPA	\$2,864.47		\$350.00	\$1,000.00	\$501.46	\$3,715.93	\$894.37	\$2,821.56
994080	INTERCOLLEGIATE ATHLETICS	(\$1,637.21)	\$20,000.00	\$1,176.33	\$98,000.00	\$49,143.21	\$68,682.33	\$76,024.86	(\$7,342.53)
994090	INTRAMURALS	\$307.98			\$1,500.00	\$752.19	\$1,060.17	\$833.02	\$227.15
994100	STUDENT GOV ASSOC	\$1,844.71			\$2,150.00	\$1,078.14	\$2,922.85	\$155.00	\$2,767.85
994120	ENVIRONMENTAL CLUB	\$694.51			\$200.00	\$100.29	\$794.80		\$794.80
994130	STUDENT NURSES ASSOC	\$3,103.23		\$17.00	\$500.00	\$250.73	\$3,370.96		\$3,370.96
994140	CULINARY CLUB	\$444.80			\$0.00	\$0.00	\$444.80		\$444.80
994160	STUDENT SERVICES ADV	\$360.19		\$50.00	\$300.00	\$150.44	\$560.63	\$34.74	\$525.89
994180	PLAY DAY, FALL FEST	\$36.70			\$4,000.00	\$2,005.85	\$2,042.55	\$2,678.65	(\$636.10)
994200	BROWN BAG SEMINAR	\$351.67		\$127.71	\$750.00	\$376.10	\$855.48	\$400.00	\$455.48
994210	DISCRETIONARY SA FUND	\$734.63			\$4,000.00	\$2,005.85	\$2,740.48		\$2,740.48
994230	VETERANS CLUB	\$524.32			\$500.00	\$250.73	\$775.05	\$267.15	\$507.90
994250	CULTURAL EVENTS	\$865.89			\$3,000.00	\$1,504.38	\$2,370.27		\$2,370.27
994260	STUDENT AWARDS BANQUET	\$0.00		\$315.09	\$1,000.00	\$501.46	\$816.55		\$816.55
994360	ADMIN OF JUSTICE ASSOC	\$3,060.67			\$0.00	\$0.00	\$3,060.67		\$3,060.67
994390	SMA	\$780.85		\$2,650.00	\$500.00	\$250.73	\$3,681.58	\$2,650.00	\$1,031.58
	BUDGET TOTALS	\$14,661.69	\$20,000.00	\$5,422.63	\$125,000.00	\$62,682.66	\$102,766.98	\$87,538.90	\$15,228.08

**PATRICK HENRY COMMUNITY COLLEGE
PARKING FUNDS BUDGET REPORT
Period Ending January 31, 2018**

REVENUES	BUDGET	ACTUAL	VARIANCE
409010 Student Parking Fees	\$45,000.00	\$28,824.88	\$16,175.12
TOTAL REVENUES	\$45,000.00	\$28,824.88	\$16,175.12

EXPENSES	BUDGET	ACTUAL	VARIANCE
490000 Site Improvements/Parking	\$45,000.00		\$45,000.00
TOTAL EXPENSES	\$45,000.00	\$0.00	\$45,000.00

NET INCOME	\$0.00	\$28,824.88	
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PARKING FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$212,932.19	\$28,824.88	\$241,757.07

PATRICK HENRY COMMUNITY COLLEGE
Office of the President

Board Report #391
February 26, 2018

BOARD TO CONSIDER APPROVAL OF THE 2018-2020 BIENNIAL PARKING PLAN

Report:

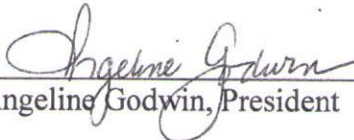
The college is required to submit to the VCCS its Biennial Parking Plan. A copy of that plan is submitted with this report.

For FY19, the college plans to spend \$70,000 to repair portions of the parking lot in front of West Hall and the road in front of Walker Hall.

For FY20, the college plans to set aside \$50,000 for additional parking lot repairs as part of its continuing assessment of repair needs.

Recommendation:

It is the recommendation of the college administration that the Board approve the Biennial Parking Plan for 2018-2020.



Angeline Godwin, President



Virginia Community College System
 Auxiliary Reserve Plan for College Parking Facilities
 2018-20 Biennium (FY 2019 and FY 2020)
 FY 2019

College:	Patrick Henry Community College	
A.	Projected FY '18 Parking Reserve Balance (June 30, 2018)	\$ 213,000.00
FY '19 Planned Use of Funds (thru June 30, 2019)		
	Project Description	Budget
1	Repair West Hall Parking Lots	\$ 70,000.00
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -
B.	FY '19 Planned Use of Funds Total	\$ 70,000.00
FY '19 Projected Revenue (thru June 30, 2019)		
	Revenue Source Description	
1	Mandatory Non-E&G Student Parking Fees	\$ 45,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ -
3	Local Government Contributions	\$ -
4	Interest	\$ -
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -
C.	FY '19 Projected Revenue Total	\$ 45,000.00
D.	Projected FY '19 Available Parking Fund Total (A+C)	\$ 258,000.00
	Projected FY '19 (June 30, 2019) Parking Fund Ending Balance (D-B)	\$ 188,000.00



Virginia Community College System
 Auxiliary Reserve Plan for College Parking Facilities
 2018-20 Biennium (FY 2019 and FY 2020)
 FY 2020

College: Patrick Henry Community College

A. Projected FY '19 Parking Reserve Balance (June 30, 2019) \$ 188,000.00

FY '20 Planned Use of Funds (thru June 30, 2020)

	Project Description	Budget
1	Miscellaneous Parking Repairs	\$ 50,000.00
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '20 Planned Use of Funds Total \$ 50,000.00

FY '20 Projected Revenue (thru June 30, 2020)

	Revenue Source Description	
1	Mandatory Non-E&G Student Parking Fees	\$ 50,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ -
3	Local Government Contributions	\$ -
4	Interest	\$ -
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '20 Projected Revenue Total \$ 50,000.00

D. Projected FY '20 Available Parking Fund Total (A+C) \$ 238,000.00

Projected FY '20 (June 30, 2020) Parking Fund Ending Balance (D-B) \$ 188,000.00

Summary	
2016-18 Projected Reserve Balance (June 30, 2018)	\$ 213,000.00
2018-20 Planned Use of Funds	\$ 120,000.00
2018-20 Projected Revenue	\$ 95,000.00
2018-20 Projected Reserve Balance (June 30, 2020)	\$ 188,000.00

Date Approved by Local Board: _____

Signed by: _____

Title: President, Patrick Henry Community College

Date: _____

PATRICK HENRY COMMUNITY COLLEGE
Office of the President

Board Report #392
February 26, 2018

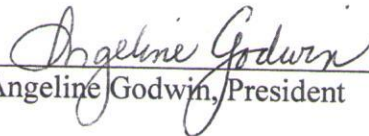
BOARD TO CONSIDER APPROVAL OF NEW PROGRAM: MECHATRONICS CAREER STUDIES CERTIFICATE

Report:

PHCC proposes a new Mechatronics Career Studies Certificate. This program is designed for people in the industry looking for skills and certification. Although PHCC offers several pathways with mechatronics embedded, this standalone Career Studies Certificate will have Mechatronics Level I certification embedded, and is stackable with the Mechatronics parent degree.

Recommendation:

It is the recommendation of the college administration that the Board approve the new Mechatronics Career Studies Certificate.



Angeline Godwin, President

Mechatronics Career Studies Certificate

ETR 156 Digital Circuits and Microprocessor Fundamentals (4)

IND 243 Principles and Applications of Mechatronics (3)

MEC 140 Introduction to Mechatronics (3)

MEC 155 Mechanisms (3)

MEC 165 Applied Hydraulic, Pneumatics and Hydrostatics (3)

16 Credits

New Mechatronics specific program designed for people in the industry looking for skills and certifications

Advanced Manufacturing and Skilled Trades

Industrial Electronics Technology

Award: Associate of Applied Science

Length: 66 credits

Industrial Controls

Award: Career Studies Certificate

Length: 24 credits

Industrial Maintenance Electronics

Award: Career Studies Certificate

Length: 29 credits

Residential/Commercial/Industrial Electrician

Award: Career Studies Certificate

Length: 22 credits

PROGRAM CONTENT COMPARISONS				
	Industrial Electronics Technology (AAS)	Industrial Controls (CSC)	Industrial Maintenance Electronics (CSC)	Residential/Commercial/Industrial/Electrician (CSC)
CST 110 (3)	•			
ENG 111 (3) or ENG 131 (3)	•			
MTH 103 (3)	•			
Humanities Elective (3)	•			
Social Science Elective (3)	•			
TEC (EEE) Elective (3)	•	•	•	•
EGR 110 (3) or ELE 110 (3)	•			•
EGR 216 (3)	•		•	
EGR 277 (3)	•	•	•	
ELE 113 (3)	•	•		•
ELE 156 (3)	•		•	•
ETR 141 (3)	•		•	
ETR 142 (3)	•			
ETR 150 (3)	•	•		•
ETR 230 (3)	•			
ETR 266 (3)	•	•		
ETR 168 (3)	•	•		
ETR 298 (1)	•			
HLT 105 (1)	•			•
INS 230 (3)	•	•		•
MEC 140 (3)	•		•	•
MEC 155 (3)	•		•	
MEC 165 (3)	•	•	•	
MEC 290 (2)			•	
SAF 126 (3)			•	
SDV 108 (1)	•			

Industrial Electronics Technology

Award: Associate of Applied Science

Length: 66 credits

Purpose: The focus of this program is to provide highly skilled industrial technicians for a regional workforce. Qualified electronic technicians are needed in ever increasing numbers to assist local business and industry in taking full advantage of computerized systems, automation, and controls. The manufacturing

environment of the 21st century integrates several advanced technologies including sensors, transducers, automated controls, programmable logic controls, motor control circuits, motor drives, pneumatics, microprocessors, computer hardware, and software applications. A strong educational background is required to install, maintain, troubleshoot, and repair such advanced systems.

Program Learning Outcomes: A student will be able to:

- Demonstrate proficiency in oral communication.

PATRICK HENRY COMMUNITY COLLEGE
Office of the President

Board Report #393
February 26, 2018

BOARD TO CONSIDER APPROVAL OF DISCONTINUANCE OF TWO PROGRAMS

- **HEALTH SCIENCE CERTIFICATE**
- **EMERGENCY MEDICAL TECHNICIAN: INTERMEDIATE CAREER STUDIES CERTIFICATE**

Report: HEALTH SCIENCE CERTIFICATE

PHCC proposes discontinuing the Health Science Certificate. This certificate was a former “place holder” for students who were waiting to enroll in nursing and other selective enrollment programs and/or students needing to complete pre-requisites or general studies requirements prior to making application. The certificate does not lead to gainful employment and is no longer eligible for financial aid. Student options now include the pre-nursing Career Studies Certificate, Health Science Career Studies Certificate, etc.

Report: EMERGENCY MEDICAL TECHNICIAN: INTERMEDIATE CAREER STUDIES CERTIFICATE

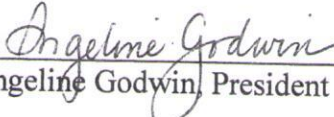
PHCC proposes discontinuing the Emergency Medical Technician: Intermediate Career Studies Certificate. This request is to align program offerings to current practice standards as Virginia Office of EMS is discontinuing the Intermediate Pathway.

Students will continue to have the following options for college completion:

- Associate of Applied Science: Paramedic
- Emergency Medical Technician Paramedic Career Studies Certificate
- Health Technology Emergency Medical Services Career Studies Certificate

Recommendation:

It is the recommendation of the college administration that the Board approve the discontinuance of the Certificate in Health Science and the Career Studies Certificate in Emergency Medical Technician: Intermediate.



Angelina Godwin, President

PATRICK HENRY COMMUNITY COLLEGE
Office of the President

Board Report #394
February 26, 2018

BOARD TO CONSIDER APPROVAL OF PROFESSOR EMERITUS APPOINTMENTS

Report:

The establishment of the status of Professor Emeritus is recommended as a method of honoring retired faculty rank employees who have a minimum of ten years of service in the VCCS and who have made significant, meritorious contributions to the college (VCCS Policy Manual, Section 3.1.3). The following retired PHCC faculty members have been recommended by a current faculty member for consideration for the status of Professor Emeritus.

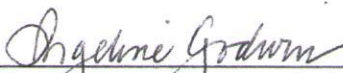
1. Joe Keen, who retired in 2011, served as Department Chair of Arts, Sciences, Developmental Studies, and Business Technology for 11 years. He also served as Associate Professor of Biology for 12 years.
2. Maureen Norman, who retired as an Associate Professor of Mathematics in 2009, taught at PHCC for 25 years.

Copies of the nomination letters are attached.

These nominations have been reviewed by the Faculty Leadership Council, and the members agree wholeheartedly with these recommendations.

Recommendation:

It is the recommendation of the college administration that the Board approve awarding the status of Professor Emeritus at Patrick Henry Community College to Joe Keen and Maureen Norman.



Angeline Godwin, President

May 10, 2017

Subject Line: Recommendation for Professor Emeritus for Joe Keen

Dear Patrick Henry Community College Board:

I am honored and humbled to recommend Joe Keen for Professor Emeritus of Biology at Patrick Henry Community College. I believe Joe is eminently deserving of recognition as Professor Emeritus because of his service to the college and to the community.

Joe retired from Patrick Henry Community College in May 2011 after serving with distinction for twenty-three years. He executed his administrative duties as Department Chair of Arts, Sciences, Developmental Studies, and Business Technology for eleven years. He displayed teaching excellence as Associate Professor of Biology for twelve years. I often hear former students extol him as a caring teacher. Also, he set an example as a professional who kept abreast of his field by attending conferences throughout his teaching career.

Joe Keen exemplified dedication, professionalism, and service to his students, the Arts and Sciences Division, Patrick Henry Community College, and the Martinsville-Henry County community. He continues to serve because of his love for people and the college. I would appreciate your consideration for Joe Keen as Professor Emeritus of Biology.

If you have any questions, feel free to call me at 276.656.0304, or 673-1400.

Sincerely,



Joyce C. Staples

Associate Professor of English
Patrick Henry Community College
jstaples@patrickhenry.edu
joycestaplesdst@gmail.com

Received

MAY 10 2017

Office of the President

May 10, 2017

Subject Line: Recommendation for Professor Emeritus for Maureen Norman

Dear Patrick Henry Community College Board:

I am honored and excited to recommend Maureen Norman for Professor Emeritus of Mathematics at Patrick Henry Community College. Maureen is deserving of recognition as Professor Emeritus because of her plethora of service to the college and to the community.

Maureen began her teaching career as Assistant Professor of Mathematics in September 1984 and retired as Associate Professor of Mathematics in August 2009 after twenty-five years of meritorious service to Patrick Henry Community College. She displayed teaching excellence in her field and helped students overcome the real ailment of "math fear." Hundreds of students benefitted from her easygoing manner as she taught mathematical concepts and formulas. In addition to her work in the classroom, Maureen spent countless hours outside the classroom as sponsor of the Black Students Club and PH scholars. Attending conferences throughout her teaching career was just another responsibility she accepted to keep abreast in her field.

Not only did Maureen serve the college, but she dedicated time to the Martinsville-Henry County community in her church and sorority. She was a member of St. Paul Episcopal Church and served two terms as president of Delta Sigma Theta Sorority, Inc., a public service organization. Maureen was instrumental in increasing the number of scholarships awarded annually.

Since her retirement, Maureen has relocated to the Petersburg area to be near her children and grandchildren. However, she occasionally returns to Patrick Henry Community College because of her love and friendships.

Maureen exemplified dedication, professionalism, and service to students, the Arts and Sciences Division, Patrick Henry Community College, and the Martinsville-Henry County community. I would appreciate your consideration for Maureen Norman as Professor Emeritus of Mathematics.

If you have any questions, feel free to contact me at 276.656.0304, or 673-1400.

Sincerely,



Joyce C. Staples
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Received

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Office of the President