

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 305**  
**1:00 p.m., Via Zoom Conference**  
**Wednesday, March 10, 2021**

**MINUTES**

Members Present: Mrs. Ann Beverly Eubank (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Barbara Hudgins (King & Queen)  
Mrs. Tammy Indseth (King George)  
Mrs. Cassie Thompson (Lancaster)  
Mr. Michael Beavers (Mathews)  
Mr. Matt Walker (Middlesex)  
Mrs. Ellen Davis (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Kathy H. Morrison (King William)

Staff Present: Dr. Shannon L. Kennedy, President  
Dr. Eric Barna, Assistant Vice President of Instruction  
Dr. Jason Perry, Vice President of Learning  
Ms. Tara Walker, Vice President of Finance and Administrative Services  
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning  
Dr. Jeffery Hayman, CIO/IT Manager, Technology  
Mrs. Sarah Pope, Vice President of College Advancement  
Professor Matthew Brent, Faculty Senate President  
Ms. Holly Dixson, Support Staff President  
Mrs. Caroline Stelter, Director of Human Resources  
Mrs. Christine Stamper, Assistant to the President

Mrs. Maxine Ball read the RCC Mission Statement.

**Minutes of Board Meeting No. 304** – Mr. Matt Walker moved the minutes of meeting No. 304, held on January 13, 2021, be approved as presented. The motion was seconded by Mrs. Victoria Roberson and unanimously approved by roll call vote.

**Communications and Introductions** – Dr. Kennedy reported Mrs. Kathy Morrison had communicated she would not be attending and was excused from the meeting. S. Kennedy introduced Professor Matt Brent, faculty senate president and Holly Dixson, support staff president indicating they would both provide updates at local board meetings today and going forward.

**President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of January 10, 2021. There were 2 new employees hired, 3 separations and, 3 changes in status.

Mrs. Stelter also reported on a professional development opportunity offered to RCC leadership from March 2021 through September 2021. The Program will be led by Ms. Jennifer James,

former HR consultant with the VCCS and current owner of her own business *Coaching Moments*. Ms. James is custom designing training for RCC leadership that will consist of six 2-hour interactive virtual sessions and bi-weekly 1-hour individual coaching sessions. Training will focus on several identified core competencies.

Ms. Tara Walker, vice president of finance and administrative services, reviewed the RCC financial dashboard with data ending February 28, 2021. The report includes a budget summary, expenditures, grant awards, and overviews on enrollment, CRF funding, REV funding and HEERF funding.

Dr. Jason Perry, vice president of learning, reported hiring of a director of professional and technical programs is in the final phases.

RCC will offer its own CDL program and has purchased its first tractor and trailer, that is housed on the Glens Campus, and is in process of hiring an instructor.

There are plans to launch a landscaping program in the fall and a child care certification program is under consideration. A second term of the pharmacy tech program is in final planning phases that will include an apprenticeship/mentorship component.

RCC currently has 1200 FTE which is approximately a 10% decline from 2018. Plans are in place to increase FTE through navigators at the high schools and on RCC campuses.

Dr. Eric Barna, assistant vice president of instruction, reported spring information sessions for HS students have begun via Zoom. These have been effective and RCC will most likely continue to offer the choice of Zoom going forward.

Chesapeake Bay Governor's School students will return, on a limited basis, to the Glens Campus on March 11 and Warsaw on March 15. Instead of students changing classes, they will remain in their classroom and the teachers will switch.

Hands-on science labs will return to campus on a limited basis beginning March 15. Students may choose to remain virtual and not come to campus but will receive an incomplete until they feel they can safely come to campus and finish their labs.

Focusing on rolling out G3 programs, if the General Assembly budget is approved, with a focus on programs that stack.

The summer schedule is available and students are registering. Classes will be predominantly online with the hope of adding some flexibility. The current plan for the fall semester is to offer a hybrid model.

There are four student success task forces currently underway: Orientation - Online orientation is being considered for students prior to coming to campus; SDV 100 – an orientation student development class every student should take in their first semester; Tutoring - looking to develop a hybrid, or completely online, tutoring program; and, Web Inquiries – a process for prospective students to complete when seeking information. Students can also use Signal Vine which is a texting platform.

RCC was able to complete Haynesville students for spring 2020 classes but has not been able to offer credit programs since then. We are trying to keep students engaged by offering non-credit programs through correspondence and email with a book club currently underway with over 30 students participating. There are also a number of students working on a writing class. The Laughing Gull Foundation grant has been used to fund the programs. The VCCS is working to gain approval for students to have laptops and permission to have limited internet access to participate in classes as other students do. Many states offer this access and are doing well. Also, second chance Pell will now just be called Pell.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported she continues to work on assessments, surveying and other routine functions. The faculty/staff survey is conducted once a year and she shared some of the results of the most current one. RCC's goal is to not fall below 90% in any area and only two fell below that level with an 87% and 86%. Executive staff is reviewing the comments to determine where improvements should be made.

Ms. Sarah Pope, vice president of college advancement, reported the online scholarship application has closed. There were 395 applications submitted which is down approximately 7% from last year. There is approximately \$450,000 available for scholarships and decisions will be made by the end of March.

The Preakness Party committee is not comfortable holding the traditional event this year but will continue to raise money and recognize those who donate. Anyone purchasing a ticket will be entered in a chance to win a raffle prize. A best hat and most dapper contest are also planned to be held through submitted pictures.

The annual fund is on target.

The biennial report is complete and was mailed in February. Any board members who did not receive one should let S. Pope know.

The marketing team has been busy serving internal departments and have a plan for marketing to the public for summer and fall. The focus will be on high school students and adults through radio ads, newspaper and billboards.

Dr. Jeffery Hayman, CIO/IT manager, technology, reported IT is making progress with installation of Zoom rooms. Two more are underway with a plan to install two each quarter.

Professor Matthew Brent, faculty senate president, reported the Senate meets every third Monday of the month and serve as an advisory body for the president. Meetings are a time for faculty to get together, without deans, to discuss issues. The Senate does what it can to address the needs of students. M. Brent also serves on the Administrative Council and relays information gathered there to Senate members.

Ms. Holly Dixon, support staff association president, reported the Support Staff Association provides a communication link with faculty, administration, staff members, and serves as an advisory group to the President. Members have a voice in college policies and access to professional development opportunities. Among other activities, they assist with holiday food

drives at Thanksgiving and Christmas. This past year they partnered with RCC's food insecurity committee and provided food to 35-40 families during the holidays.

Dr. Shannon Kennedy, president, reported the following:

The reorganization is well underway. We are still finalizing some job descriptions and are interviewing for the new position of Director of Professional and Technical Programs. This key role will report to the Vice President of Learning and oversee all technical programs, whether college-credit or short-term credential programs.

We are doing some renovating on both campuses. The Human Resources suite at Glens has been reconfigured. We've repainted and replaced carpet in six offices. We have ordered new furniture and hope it will arrive by the end of March. We are renovating an office suite at Warsaw that houses dual enrollment and a dean's suite. We are also renovating the board room at Warsaw. Most of our classroom, hallway, and student lounge furniture on both campuses has some type of fabric. We will be having this furniture re-covered with vinyl. This will refresh the furniture and allow for easier sanitizing and less maintenance.

Dr. Kennedy testified at the SCC hearing for Dominion Energy's broadband project on February 16. The project will provide broadband for Richmond, Northumberland, Westmoreland, and King George counties.

Dr. Kennedy presented our county budget requests virtually to Essex and Mathews Counties. King and Queen held an in-person event and did not encourage participation. Dr. Kennedy will present in-person at Richmond County tomorrow.

We had successful vaccine clinics on both campuses on March 2. We do not have firm plans on when and where we will receive the second dose. We are in conversation with the Three Rivers Health District for the Glens Campus to be a mass vaccination site.

We continue monthly check-in meetings with Dahlgren and expect to be able to work more closely with the Base. Developing this relationship is an extremely positive step.

The State's budget is extremely advantageous for community colleges. We are working on our marketing materials to help push the programs that are funded under G3. As enrollment is down approximately 11%, there will be much more outreach over the next few months.

Dr. Kennedy is serving on a committee appointed by the Chancellor to redesign our onboarding process for students. We currently have a very complicated process that is most definitely a barrier for students. The committee's goal is to be able to have a student complete onboarding in one day. Currently, the best-case scenario is 3 weeks.

The College and the Rappahannock Area Health Education Center is sponsoring a free workshop series called Social Determinants of Health and Aging in Place in Rural Virginia. If you or someone you know may be interested, please let Dr. Kennedy know. The series kickoff is tomorrow, March 11.

Graduation will be a drive-thru event. We will hold graduation on the Warsaw Campus Thursday, May 6 from 2 – 7 p.m. and on the Glenns Campus on Friday, May 7. The College is covering approximately half of the cost of the regalia.

The evaluation of the President by the local board will occur in May. The VCCS has introduced a new 360-degree evaluation instrument for presidents and results will not be in until late April.

### **Committee Reports**

Curriculum and Programs Committee – Mrs. Jamie Tucker, chair, reported the Committee reviewed and recommended the following curriculum changes:

A new full program for Associate of Applied Science in Technical Studies focusing on paramedic training. This will provide career training for paramedics and track credentials for the technology studies degree.

New Criminal Justice Advanced Career Studies Certificate and a Criminal Justice Foundations Career Studies Certificate. Dual enrollment will also be offered for students to begin studies in criminal justice. One certificate builds on the other with the advanced certificate feeding into the AA degree of Administration of Justice.

Coming from committee recommendation, no second was required. The recommendations were approved by roll call vote. Detailed copies of all curriculum changes are kept in the office of the vice president.

Finance and Facilities Committee – Dr. Shannon Kennedy reported in the absence of Mrs. Kathy Morrison, chair. The committee recommended RCC keep student fees level and not raise them for the coming year.

Coming from committee recommendation, no second was required. The recommendation was approved by roll call vote.

Personnel and Public Relations Committee – Mr. Michael Beavers, chair, reported the committee information was covered in the reports from S. Pope and C. Stelter.

### **Citizen's Advisory Committee, 2021-2022**

The proposed membership of RCC's Citizens Advisory Committees was distributed via email. The Committees meet once a year with their respective college dean related to their program. Board members were asked to review the list and let Mrs. Stamper know of any recommendations or corrections. Final copies of the list will be distributed prior to the May meeting for approval.

### **Other Business** –

A request by King George County for RCC to assist them with renovation of their tennis courts was discussed at the January meeting of this board. S. Kennedy is waiting for further information from the county.

RCC Local Board of Directors  
Wednesday, March 10, 2021  
Minutes

**Adjournment** – The meeting was adjourned at 2:19 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Ellen Davis, Chair

DRAFT