

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 306**  
**1:00 p.m., Via Zoom Conference**  
**Wednesday, May 12, 2021**

**MINUTES**

Members Present: Mrs. Ann Beverly Eubank (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Tammy Indseth (King George)  
Mrs. Kathy H. Morrison (King William)  
Mrs. Cassie Thompson (Lancaster)  
Mr. Michael Beavers (Mathews)  
Mrs. Ellen Davis (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Barbara Hudgins (King & Queen)  
Mr. Matt Walker (Middlesex)

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. Ball read the RCC Mission Statement.

Mrs. Davis remarked the Board recognizes and appreciates the great efforts by Dr. Kennedy and her staff to make graduation absolutely amazing.

**Minutes of Board Meeting No. 305** – Mrs. Tucker moved the minutes of meeting No. 305, held on March 10, 2021, be approved as presented. The motion was seconded by Mrs. Eubank and unanimously approved by roll call vote.

**Communications and Introductions** – Dr. Kennedy reported Mrs. Barbara Hudgins and Mr. Matt Walker had communicated they would not be attending and were excused from the meeting.

**Presentation of PTK Virginia Academic Team Recipient** – RCC student, Dristin Jackson, was previously selected to the PTK Virginia Academic Team. Dr. Kennedy congratulated Mr. Jackson and presented him with a certificate and medallion.

**Introduction of New Faculty and Staff** – Dr. Kennedy introduced the following new staff who told a little about themselves – Casey Yocum, Kristin Brooks, Isabel Lee, and Chris Lomax.

## **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of March, 2021. There were 6 new employees hired, 2 separations and, 2 changes in status, and 5 faculty rank promotions.

Ms. Tara Walker, vice president of finance and administrative services, reviewed the RCC financial dashboard with data ending April 30, 2021. Local and state budgets are strong due to federal funding.

Dr. Jason Perry, vice president of learning, reported RCC's new CDL truck is on the road and the College has its own instructor.

RCC is investigating the possibility of adding a hydroponics class with a GoVirginia grant and working with Virginia Tech.

Dr. Eric Barna, assistant vice president of instruction, reported a group of community college presidents is looking at onboarding and how to make it easier and more intuitive for students. Dr. Kennedy serves on that committee.

RCC is exploring the possibility of offering welding at the New Kent site and also offering the course to high school students. A welding career studies certificate needs to be redeveloped and ready to implement in high schools as soon as we received SACSCOC approval.

RCC may initiate a virtual reality diesel program through a company called TransfrVR that will hopefully expand the program. The pilot will launch no later than August.

An online orientation for students who are in an online college course for the first time is being developed.

As the PELL grant is reinstated for students, the Haynesville program should grow. RCC is working to get back to Haynesville in the fall on reduced schedule.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported SACSCOC gave RCC a grant to participate in a National Student Clearinghouse post-secondary data project. Many years of data on enrollment and graduation will be collected from all over the country. Using all data, a dashboard will be prepared that has graphical displays to make it easy to see data in different ways. The purpose is to begin to use data and the VCCS will support the process with professional development. G. Haynie is preparing 5 years of data. Fourteen VCCS colleges are participating at this time.

Ms. Sarah Pope, vice president of college advancement, reported \$487,000 in scholarships was awarded to 310 students.

The Preakness Party will not be held in person this year. Tickets are being sold and sponsorships accepted. Anyone buying up to two \$100 tickets will be entered in a drawing for a Yeti cooler. Anyone buying 3 or more tickets will be entered to win a weekend beach house in Nags Head. The goal is to raise \$35,000.

The Board was reminded of the Annual Campaign and all were asked to support the College with a donation.

The Chancellor and VCCS annually recognize philanthropic leaders from the colleges. The RCC winner this year is Dr. Stuart Flanagan. A ceremony will be held in the summer.

Dr. Jeffery Hayman, CIO/IT manager, technology, reported gave an update on the new campus Zoom rooms.

Professor Matthew Brent, faculty senate president, reported a change in faculty senate leadership for 2021-22. Ellen Koehler will be the new chair. M. Brent was thanked for his leadership and service.

Ms. Holly Dixon, support staff association president, reported staff are closing out the spring semester and readying for summer.

Dr. Shannon Kennedy, president, reported the following:

The College hosted two commencement ceremonies and two pinning ceremonies on May 6 and 7. There were 470 graduates earning a total of 700 degrees and certificates. We had 235 students participate in the drive-thru events. The video, featuring student speeches and footage from the events, will be released on Friday, May 14.

On May 3, the College hosted Senator Ghazala Hashmi on the Warsaw campus. Senator Hashmi presented a Senate resolution in memory of Professor Ruth Greene, who passed away unexpectedly in August. The College received a framed resolution and so did Ruth's family.

Three Rivers Health District and Riverside Health System have been using the Glenns campus as a vaccination site. We have hosted 4 clinics for the public thus far with another scheduled for May 20. The facilities staff have done an excellent job preparing for and hosting these events.

In March, we resumed monthly birthday parties via Zoom. We will be sending birthday cards with coupons for a cupcake from local bakeries. We are still working on details. We will likely continue with Zoom after the pandemic to encourage participation from adjunct faculty members.

Dr. Kennedy was a panelist for Women's History Month. The panel entitled Breaking Barriers featured Dr. Gladys West, member of the Air Force Hall of Fame, as well as another RCC employee, and two RCC graduates.

Dr. Kennedy hosted a Town Hall in March to discuss current events and happenings on campus. The College had a very successful virtual Convocation on April 28.

The inaugural IDEAL awards were presented at Convocation. Monetary awards are given in five categories: full-time faculty, full-time staff, part-time staff, adjunct faculty, and dual enrollment instructor. The awards are named after the College's values of Integrity, Diversity and Inclusion, Excellence, Access, and Learning for Life. Congratulations to Dr. Matt Brent, Bridgit King, Joe Coleman, Bob Leibowitz, and Mike Cecere!

Dr. Kennedy appeared on HotMix VA. HotMix is an Internet radio station in Tappahannock. She also appeared on Neal Steele's morning show on 99.1 out of Gloucester.

The workforce needs assessment is still progressing well. The report was to be completed by June. We are allowing extra time to ensure we have 2020 data as pre-pandemic data will not be very helpful.

### **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 for administrative purposes to accurately set up SIS for future tracks.

New Pharmacy Technician Career Studies Certificate will be offered for credit and can be used as Dual Enrollment to prepare students to be licensed Pharmacy Technicians while completing their secondary education programs.

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 – Mrs. Kathy Morrison reported the local and state budgets are strong and plans for new operating funds for next year are in place.

The Warsaw tennis courts are open and ready for business. The Board had previously approved \$260,526 for the renovation. Due to upgrades to prevent future issues, the project cost an additional \$20,646 for a total of \$281,172. The Committee recommended approval of the additional cost. Coming from committee recommendation, no second was required. The committee membership was approved unanimously by roll call vote.

Personnel and Public Relations Committee – Mr. Michael Beavers, chair, reported two candidates for the status of Professor Emeritus have been reviewed by a College committee and shown to meet all criteria. The PPR Committee recommends Pradeep Ghimire and Ruth Greene, posthumously, be awarded Professor Emeritus status. Coming from committee recommendation, no second was required. The recommendation was approved unanimously by roll call vote.

Citizens' Advisory Committee, 2021-2022 – Mrs. Jamie Tucker, chair, reported the Curriculum and Programs Committee recommended approval of the committee membership as presented. Coming from committee recommendation, no second was required. The committee membership was approved unanimously by roll call vote.

Election of Officers – Mrs. Davis was nominated, and agreed to serve, as chair for the FY 2021-2022. Mrs. Tucker was nominated, and agreed to serve, as vice chair. There were no other nominations. The Committee recommended Mrs. Davis serve as board chair and Mrs. Tucker as vice chair for the FY 2021-2022. Coming from committee recommendation, no second was required. The recommendation was approved unanimously by roll call vote.

**Proposed Schedule of Meetings for 2021-2022-** Mrs. Tucker moved the proposed schedule of meetings be approved as distributed. Mrs. Roberson seconded the motion and it was unanimously approved by roll call vote.

Mrs. Ball has chosen not to take her second 4-year Board term and Mrs. Morrison has completed her second 4-year term. Both will be leaving the Board and were thanked for their excellent service and ongoing support of RCC.

Mrs. Ball and Mrs. Morrison both remarked it had been a privilege and they appreciated the opportunity to serve on the Board.

**Executive Session – Evaluation of the President** – Mrs. Tucker made a motion, seconded by Mr. Beavers, that the board convene in closed session at this time for the purpose of evaluating the performance of the president, pursuant to Section 3.15.2 of the *Virginia Community College Policy Manual*, Subject: Presidential Evaluation Procedure, and in accordance with Section 2.2 3711(A)(1), “Closed Meetings Authorized for Certain Limited Purposes,” of the Code of Virginia. The motion unanimously carried by roll call vote.

Following the executive session, the board reconvened in regular session. Upon reconvening the board, its chair, Mrs. Ellen Davis, asked Mrs. Stamper to poll the members present, each to certify by stating “yes” or “no” that what was discussed in the closed session was solely as stated in the motion to convene—evaluation of the president. All replied with “yes.”

Upon reconvening, the Board told Dr. Kennedy they had run out of accolades for her and her performance, especially during an incredibly difficult year including a pandemic, personnel changes, and enrollment issues. They felt she had more than met the challenges and had continued to move forward with positivity. They remarked Dr. Kennedy is a role model for faculty, staff and the community and made an incredible impact in her two years at RCC.

Dr. Kennedy remarked she greatly appreciated all the kind comments stating she loves what she does and the community college mission. She added she does not deserve all the credit but has a great team who love what they do and she is fortunate to work at RCC. She also thanked the Board for their service to change lives and make the community a better place.

**Other Business** – There was no other business brought before the Board.

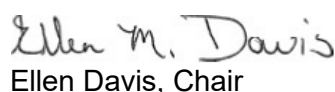
**Adjournment** – The meeting was adjourned at 2:42 p.m.

Respectfully submitted,



Shannon L. Kennedy, Secretary

Approved:



Ellen Davis, Chair