

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 312**  
**1:00 p.m., Wednesday, September 21, 2022**  
**Glenns Campus Board Room**

**MINUTES**

Members Present: Mr. Stanley S. Clarke (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Carol B. Holmes (King & Queen)  
Dr. Andrea M. Perseghin (King William)  
Mrs. Cassie Thompson (Lancaster)  
Ms. Judith M. Rowe (Mathews)  
Mr. Matt Walker (Middlesex)  
Mrs. Debbie Richards (New Kent)  
Mr. Richard W. Gouldin, Jr. (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Dr. Ann Bueche (King George)  
Mrs. Jamie Tucker (Northumberland)

Staff Attending: Dr. Shannon L. Kennedy, President  
Dr. Eric Barna, Vice President of Instruction  
Dr. Jeffery Hayman, CIO/IT Manager, Technology  
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning  
Mrs. Sarah Pope, Vice President of College Advancement  
Ms. Beth Robins, Support Staff Association President  
Mrs. Christine Stamper, Assistant to the President  
Mrs. Caroline Stelter, Director of Human Resources  
Ms. Tara Walker, Vice President of Finance and Administrative Services

Excused: Ms. Janet Little, Faculty Senate President

Guests: Julie Little, Biology Faculty  
Dr. Amanda Lloyd, Associate Vice President of Instruction  
Daniel Minnick, Nursing Faculty  
Kaitlyn Taylor, Career Services Specialist

Mrs. Cassie Thompson read the RCC Mission Statement.

**Minutes of Board Meeting No. 311** – Mrs. Cassie Thompson moved the minutes of meeting No. 311, held on May 12, 2022, be approved as presented. The motion was seconded by Mr. Matt Walker and unanimously approved.

**Communications and Introductions** – Dr. Shannon Kennedy reported Dr. Ann Bueche and Mrs. Jamie Tucker had communicated they would not be attending and were excused from the meeting.

The following RCC employees attended via Zoom and introduced themselves: Julie Little, Daniel Minnick and, Kaitlyn Taylor. Dr. Kennedy introduced Dr. Amanda Lloyd, Associate Vice President of Instruction.

## **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of May 11, 2022. There were 29 new employees hired, 15 separations, and 6 status changes.

Ms. Tara Walker, vice president of finance and administrative services reviewed the financial report, budget and, reserve balances for the fiscal year ending 6/30/2022. The College experienced a favorable variance to the budget and reserves continue to grow.

Dr. Eric Barna, vice president of instruction, reported several grants have been received that include an EMS rural public health workforce training program for Bay Rivers Telehealth, Eastern Shore mobile integrated health and community paramedicine, an HRSA grant and a rural communities opioid response program medicated treatment access. Collaborating with VCH Health, RCC is starting a Diagnostic Medical Sonography (DMS) program focusing on cardiology. This is a result of a \$950,00 appropriation from the General Assembly. Delegate Hodges introduced the budget amendment.

RCC is starting a new workforce patient care technician program with a Go Virginia grant in conjunction with Germanna Community College that is a bridge position from CNA to LPN.

The Haynesville Correctional Center Program, funded through Second Chance Pell federal dollars and the Laughing Gull Foundation, was put on hold during the pandemic. The program has restarted and there will be one graduate this fall.

RCC is involved in Lancaster 2035 regarding a shortage of trades professionals in Lancaster County. The group is meeting with contractors to determine how the College can help meet the workforce need.

T. Walker and E. Barna participated in a JLARC study regarding dual enrollment programs and funding.

With workforce infrastructure funds from the federal government, Virginia community colleges formed the Virginia Infrastructure Academy focusing on broadband, wind turbines, solar, bridge building and highway building.

RCC is starting a new heavy equipment operations program that mostly utilizes simulators for practical instruction. At HCC, RCC is starting programs in solar installation, work zone flaggers, and occupational safety. A new policy is working its ways through the VCCS regarding using FastForward fund for select high school programs. This supports our high school welding program at Glens.

RCC is working with the Upward Bound Trio grant federal program that provides high school students exposure to higher education. Counties in the program will be Essex, Lancaster, and Westmoreland.

Other work at the College includes: hiring of additional college school navigator positions which has made a large impact and, working on the one door approach where advisors and front line staff are trained to have all necessary conversations with students and not shuffle them around.

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Dr. Glenda Haynie, dean of research, effectiveness, and planning gave an overview of the 2021-2022 fiscal year. Included were enrollment/graduation facts, service region facts including information broken out by county, and dual enrollment information.

Ms. Sarah Pope, vice president of college advancement, reported the Foundation is a 501(c)3 organization that is the fundraising arm in the community to raise philanthropic funds for the College. Funds are used to support students through scholarships and emergency assistance.

All board members are invited to attend the Scholarship Reception and Program on Wednesday, October 12 at the Warsaw Campus.

Dr. Jeffery Hayman, CIO, reported the following:

New cybersecurity training is still ongoing, new learning center computers are ordered, Share Point data migration is ongoing, 11 Zoom rooms have been completed with 4 in progress and 11 more to go, migration to QTS, switch replacement and router replacement are complete, evening IT support resumed for Fall semester, expanded student support via additional computers for Navigators is complete and, numerous utility upgrades are planned from the System Office.

Ms. Janet Little, faculty senate president, was excused from the meeting.

Ms. Beth Robins, support staff association president, reported the group held a professional development retreat in August, they are partnering with AHEC for Breast Cancer Awareness Month and are getting ready for a coat drive that will serve community social services.

Dr. Shannon Kennedy, president, reported the following:

Fall classes began on August 29. We are showing an increase in FTE, which is critical as we will use the rest of our federal relief funds this fiscal year. We are diligently working on our processes to improve the student experience. This includes full implementation of what we have been calling "One Door." The effort involves more of a one-stop shop for students no matter their program choice. Enrollment will likely stabilize in the next month, but we are optimistic.

As usual, we have had a very busy summer. As presented, we have had several retirements. We are continually posting and filling positions. It is a difficult time for us to attract and retain faculty and staff.

Since our May meeting, we had three successful commencement ceremonies at Essex High School. We will hold commencement again at Essex. The Nursing Pinning and Graduation will be held on May 10 and two commencement ceremonies will be held on May 11.

S. Kennedy was the speaker for the Northern Neck Tech Center's Completers Ceremony on May 16.

May 25 was the Administrative Council Retreat. We reviewed the Strategic Plan. S. Kennedy will have a plan update at the November meeting.

After a COVID-prompted hiatus, S. Kennedy graduated from LEAD River Counties on June 16. RCC will continue to be heavily involved in this program. There will be no class this year but planning has begun for next year. S. Kennedy has joined the Steering Committee.

S. Kennedy attended the Advisory Council of Presidents (ACOP) in-person meeting on June 14 and 15. June 14 included a retirement celebration for Chancellor Dubois. ACOP was held virtually August 17. The next meeting will be in-person at the VCCS offices on October 18-19. S. Kennedy serves on the Budget and Finance Committee of ACOP.

S. Kennedy attended the groundbreaking ceremony for an AutoZone distribution center in New Kent County of June 30.

S. Kennedy attended the Support Staff Association retreat in Kilmarnock on August 2, 2022.

On August 4, we hosted our annual Superintendents' meeting for all of our school divisions. This was done virtually and will continue to be held virtually due to evaluation response and excellent attendance.

S. Kennedy continues to serve as one of the five community college presidents on the Council of Presidents and the General Professional Advisory Council (advisory group to SCHEV). The COP met several times over the summer, mostly virtually. The last meeting was September 19 at UVA in Charlottesville. COP is meeting with the Governor quarterly with the last meeting on August 15 and the next scheduled meeting on October 25.

August 17 was the fall Convocation for faculty and staff. The event, usually held in October, was moved to August to provide vital professional development and information before the start of the semester. Convocation is held virtually so all faculty and staff, including part-time staff and adjunct faculty, can participate.

S. Kennedy attended the Fair Funding and the Future of Virginia Higher Education Conference in Richmond on September 8.

S. Kennedy chaired an Interim Off-Campus Instructional Site visit in Georgia from September 12-15.

Over the summer, S. Kennedy participated in on-air interviews for X99 out of Gloucester, WIGO and Bay FM out of Kilmarnock.

Haynesville graduation will be held on November 4 @ 9 a.m.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported had not met.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair reported the Committee brought four action items to the Board for approval:

1. Local funds year end adjustment and transfers.
2. Local funds financial report as of 8/31/22 with numbers as place holders only with updated information to come.
3. Student activities budget with numbers as place holders.

#### 4. Biennium Auxiliary Reserve Plan for Parking Facilities.

Coming from committee no second was required and the items were all unanimously approved.

**Personnel and Public Relations Committee** – Ms. Cassie Thompson, chair, reported the Committee had discussed information items that were reported in reports by C. Stelter and S. Pope.

**Review College Bylaws** – Proposed Bylaw changes were reviewed. A vote to approve the changes will take place at the November 11, 2022 meeting.

**Permitting Alcohol at the Chinn House** – Mr. Matt Walker made a motion that approval be given for the College to serve alcohol at donor-related events held in the Chinn House on the Warsaw Campus. Approval would be for a period of one year. Mrs. Vicki Roberson seconded the motion and it passed unanimously.

**RCC Campus Facility and Programs Naming Policy and Procedure System** – Proposed changes were made to the RCC Campus Facility and Programs Naming Policy and Procedure System. The RCC Foundation approved the proposed changes at their Friday, September 16 meeting. Mrs. Cassie Thompson made a motion the Local Board also approve the changes. Mr. Matt Walker seconded the motion and it passed unanimously. Mr. Don Sandridge suggested 4-5 plaques be purchased that many donor names can be added to. Ms. Sarah Pope will bring the idea to the Foundation at its next meeting.

#### **Goals for the President for 2022-2023** –

It was directed that one goal from the VCCS Strategic Plan be included. That goal is the first listed. The second goal comes from RCC's Strategic Plan. The third goal is carried over from last year.

- 1. Goal – Provide all students with a culture of care that responds to the needs of our diverse student population and supports and inspires their educational and career success.**

RCC will fully staff and fully implement the navigator program (high school and college navigators) with a case management/culture of care approach. The percent of students coming to RCC right out of high school will be 20% across the 12-county service region. Disaggregated data will be reviewed to ensure equity among all populations.

- 2. Goal – Strengthen communication and transparency both internally and externally.**

The College will completely overhaul the website to make it more user-friendly and attractive. A diverse group of students, faculty, and staff will have input as the site develops.

- 3. Goal – Review hiring processes to ensure candidates understand equity focus.**

The College will increase its number of trained search advocates to 20 by June 2023 by requiring all hiring managers to be a search advocate. The College President will interview all

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recommended candidates for faculty positions (teaching, professional, and administrative) to outline the equity focus prior to offering a position.

Mr. Don Sandridge made a motion to approve the goals. Mrs. Debbie Richards seconded the motion and it passed unanimously.

**Other Business** –

RAM (Remote Area Medical) will be held at the Richmond County Elementary School on November 12 and 13, 2022 and RCC is a primary sponsor. All volunteers are greatly appreciated. Mrs. Chris Stamper will email the Board with more information and a link to sign up.

**Adjournment** – The meeting was adjourned at 2:48

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Jamie Tucker, Chair