

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 317
1:00 p.m., Wednesday, September 20, 2023
Glenns Boardroom

MINUTES

Members Present: 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. Kevin Gentry (Middlesex)
Mrs. Debbie Richards (New Kent)
Mrs. Jamie Tucker (Northumberland)
Mr. Richard W. Gouldin, Jr. (Richmond)

Excused: Mr. Stanley S. Clarke (Essex)
Dr. Ann Bueche (King George)

Via Zoom: Mrs. Victoria G. Roberson (Westmoreland)

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
Mrs. Christine Stamper, Assistant to the President
Mrs. Caroline Stelter, Director of Human Resources
Ms. Tara Walker, Vice President of Finance and Administrative Services

Via Zoom: Ms. Sherry Grantham, Support Staff President

Excused: Ms. Janet Little, Faculty Senate President

Guests: Crystal Dunlevy, Facilities at Glenns
Tanya Hartso, Grants Accounting Specialist
Theresa Jackson, Upward Bound Advisor

Mr. Kevin Gentry read the RCC Mission Statement.

Minutes of Board Meeting No. 316 – Mr. Donald Sandridge moved the minutes of meeting No. 316, held on May 17, 2023, be approved as presented. The motion was seconded by Mr. Richard Gouldin and unanimously approved.

A motion was made by Mr. Kevin Gentry to approve Mrs. Victoria Roberson's request to participate in the meeting remotely noting she lives more than 60 miles from the meeting site. The motion was seconded by Mrs. Cassie Thompson and unanimously approved.

Communications and Introductions – Dr. Shannon Kennedy reported Mr. Stanley Clarke and Dr. Ann Bueche had communicated they would not be attending and were excused from the meeting.

The following RCC employees attended via Zoom and introduced themselves: Crystal Dunlevy, Facilities at Glens; Tanya Hartso, Grants Accounting Specialist; and Theresa Jackson, Upward Bound Advisor

Board Chair Report – Mrs. Jamie Tucker reported she had attended the Chancellor’s Retreat in Roanoke in August with Dr. Shannon Kennedy. The meeting was inspirational and an informational awakening to realize what is happening now in higher education and what needs to be done. Participants in the meeting had read “The Great Upheaval” by Scott Van Pelt and Arthur Levine, that speaks of higher education’s past, present and future and how it will need to restructure to meet societal changes. Demand for instruction is becoming “any place” and “any time” to meet the students where they are. Changes will require increased funding and the VCCS is the lowest funded of all public higher education entities in Virginia. Chancellor Doré has asked the 23 Virginia community colleges to come up with strategies. RCC Board members need to be knowledgeable of what is going on at the College and represent the College by visiting their county administrators, supervisors, school superintendents and, civic organizations. Mrs. Tucker distributed a sheet of college facts to each member as talking points.

Mrs. Rowe commented that her granddaughter is ahead of her peers in university for having attended RCC.

Board members should meet with their county officials other than at budget hearings. Dr. Kennedy told them to let her know if they would like her assistance to arrange, or attend, meetings.

Mr. Sandridge suggested RCC invite county and high school officials to the college campuses for a tour and informational meeting.

President’s Report

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of May 17, 2023. There were 44 new employees hired, 10 separations, and 2 status changes.

The Personnel and Public Relations Committee reviewed the 2024 holiday calendar. The State gives 8 extra leave hours for Christmas Eve and the College will move them to the week of New Year’s. Three other holidays will be moved and used to extend the winter break: George Washington Day, Indigenous People’s Day/Yorktown Victory Day and, Veteran’s Day. It is possible for S. Kennedy to approve recognition leave for employees to take Christmas Eve off.

Ms. Tara Walker, vice president of finance and administrative services, will report in the Finance and Facilities Committee report.

Dr. Eric Barna, vice president of instruction, reported graduation at Haynesville Correctional Center will take place on Friday, November 3 at 9:30 a.m. RCC has two AAS graduates and will also recognize 20-30 participants in the Shine Workforce Program who are the first workforce cohorts at Haynesville. All board members are welcome to attend.

The old One Door program structure at RCC has been updated and will be called One College. It has three tiers of student contact: recruitment/onboarding (from inquiry to first appointment), advising (0-30 credits), and retention support (30+ credits/next credential). All staff will be cross trained. The new approach will improve the student experience by having one person they know to assist them throughout. Students will not be considered fully enrolled until payment is made. Lines between workforce and academics will continue to come together; and, the number of students who stay until completion will increase.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported she works on the credit side of the College and that workforce collects and reports data differently. She reviewed the College Board Factbook members had received prior to the meeting. Contents of the book include details on student data pertaining to county populations; headcount; credits; FTE and dual enrollment by high school; RCC enrollment of high school graduate; awards; financial aid by county, etc.

Ms. Sarah Pope, vice president of college advancement, reported the new RCC website was in development about 12 months and went live on August 1. It supports the One College approach and is now organized in a way that it can be more flexible and items within the site easily updated or changed.

Dr. Jeffery Hayman, CIO, reported the following work of the IT department: the standup of a new anti-phishing utility for the College, expanded VPN access, additional cybersecurity training, upgrading of Windows 11 and Office 2021, support of classroom moves, assisting local departments with the deletion of duplicate data, aiding the System Office with testing of student wireless provider and, two new shared services personnel.

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

Ms. Sherry Grantham, support staff association president, did not have a report.

Dr. Shannon Kennedy, president, reported the following:

S. Kennedy was selected for the inaugural class of the Aspen Presidents Fellowship. The program has three overarching themes:

- Advancing a vision for excellence and equity in student success
- Leading internal change
- Partnering across the education and workforce ecosystem for broad impact

This new program will serve community college presidents who have been in-role for at least three years, and whose institutions are ready for transformation. Sessions will provide fellows

with a closer look at how leaders can accelerate student success and equity at their institutions. Fellows will apply learnings in real-time, sharpen plans to advance student success strategies, and build core institutional capacities.

S. Kennedy attended the LEAD Virginia sessions in Danville (May 18-20) and Harrisonburg (June 22-24).

The Executive Staff completed Search Advocate Training on May 23.

S. Kennedy attended the Advisory Council of Presidents meeting and Presidents' retreat with Chancellor Doré on June 1 and 2.

S. Kennedy attended the SACSCOC Board of Trustees meeting in Savannah, GA, from June 12-15.

S. Kennedy attended the Genedge Board of Trustees meeting in Richmond on June 16.

S. Kennedy attended the River Counties Grantee Reception on June 28 in Irvington.

S. Kennedy and Liz Martin, Administrator at VCU Tappahannock, presented on our partnership to the Virginia Rural Leadership Institute class on June 29 in Tappahannock.

S. Kennedy has been asked to serve on a SACSCOC Credentials Committee. The Committee is reviewing different policies around awarding credentials, including micro badges, and how that will impact accreditation.

S. Kennedy attended the GO Virginia Region 6 Council Meeting and Retreat in Fredericksburg on July 24.

S. Kennedy is serving on the VCCS 403(b) Steering Committee.

On August 3, RCC hosted the annual Superintendents' meeting for all of our school divisions, virtually. S. Kennedy provided the welcome.

Also, on August 3, S. Kennedy and A. Lloyd traveled to Northern Virginia with representatives from the VCCS System Office and six other colleges. The group toured a data center in preparation for an economic development project.

On August 7 and 8, S. Kennedy and J. Tucker attended the Annual Meeting of the Boards in Roanoke.

On August 8 and 9, S. Kennedy, J. Tucker, E. Barna, D. Dunston, A. Lloyd, S. Pope, C. Stelter, and T. Walker attended the Chancellor's Retreat.

S. Kennedy attended the Board meeting from Rappahannock Westminster-Canterbury on August 16.

S. Kennedy attended a welcome reception hosted by McGuireWoods Consulting for Chancellor Doré in Richmond on August 22. The Secretaries of Labor, Commerce, and Education as well as the Governor attended.

August 22 was the fall Convocation for faculty and staff. Among items discussed were the results of the Utilization Study and the Security Assessments and implementation plans based on the recommendations.

On August 23 in Warsaw and August 24 at Glenss, S. Kennedy hosted a taco lunch for all faculty and staff.

Fall classes began on August 28. fiscal year. Enrollment is slightly ahead of last year at this time.

On August 30, S. Kennedy attend the installation of the Chesapeake Academy Head of School.

S. Kennedy attended the AACC's Advocates in Action meeting in Washington, D.C. on September 18 and 19. The event focused on national issues related to community colleges and featured discussions with policy analysts and members of Congress. S. Kennedy met with Senator Kaine and one of Congressman Wittman's staff while in DC.

S. Kennedy continues to appear on 101.7 and 104.9 monthly and 99.1 approximately every 6 weeks. She appeared on Town Talk in Fredericksburg on September 13.

Dr. Kennedy asked Mrs. Tucker if the Wednesday, November 15, 2023 Board meeting could be moved to Tuesday, November 14 due to conflicts on the 15th. Mrs. Tucker asked the Board if they had comments, there were none and they unanimously agreed to change the date.

Committee Reports

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, deferred to E. Barna to report the following:

The four year contract with Follett Bookstore is expiring and RCC would like to change to another store that is better suited for small colleges. Akademos is an online service with a simple platform, better prices, reportedly good customer service and they also sell swag items. The Committee recommends changing from Follett to Akademos for Fall 2024. Coming from committee, no motion or second was needed. The recommendation was approved unanimously.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair, deferred to T. Walker to report the following:

RCC's state budget ended the year \$2.2 million in the black that will carry over and the College has received \$97,804 to date of the budgeted \$103,004 for FY 2023 from local county receipts.

The Committee brought forth three recommendations:

Local funds year end transfers of \$27,355.30 from operating to college reserve and a \$50,109.11 transfer from site develop to site reserves. Also recommended is transfer of \$6,532.46 from contingency to college reserves. Coming from committee, no second was needed and the recommendation passed unanimously.

Committee recommended the board approve the local funds budget for FY 2023-2024 starting at \$106,000. Coming from committee, no second was needed and the recommendation passed unanimously.

There were shortfalls this year in the student activities budget and it requested to use reserves in the amount of \$16,686.75 to cover the shortfall. Coming from committee, no second was needed and the recommendation passed unanimously.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported Mrs. Pope and Mrs. Stelter had covered the committee items in their respective reports.

Update FOIA Information – Dr. Kennedy forwarded the latest FOIA information from the System Office. As a reminder, any time at least three members are together to meet is considered public and any communication with Dr. Kennedy or other members could be requested under FOIA.

Goals for the President 2023-2024: request to adopt goals for the president for 2023-2024 – Institutional goals 2023-2024.

The RCC goals are related to themes for the year as well as the overall goals from the College Strategic Plan. It is possible mandates may come from the System Office in the future.

The Chancellor would like colleges to work with state delegates and senators. RCC may host the November election winners for an event. More information to come.

The Chancellor plans to visit each college to spend a day in the spring. RCC does not have a day set at this time. More information to come.

Mr. Donald Sandridge moved to accept the Institutional Goals. The motion was seconded by Mrs. Cassie Thompson and passed unanimously.

Other Business – Mrs. Judy Rowe reported that retired board member, Mike Beavers, had passed away. His service will be held Friday, September 29 in Mathews.

Mr. Donald Sandridge challenged board members to visit their county Ruritan and other civic organizations to ask them give, or increase, gifts to the College. The Abingdon Club has sent \$2,000 a year for scholarships for 12 years.

Adjournment –The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair