

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 313**  
**1:00 p.m., Wednesday, November 16, 2022**  
**Warsaw 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)  
Mrs. Debbie Richards (New Kent)  
Mr. Richard W. Gouldin, Jr. (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Dr. Ann Bueche (King George)  
Mr. Matt Walker (Middlesex)  
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: Victoria Boone, College Navigator  
Carrie Dos Santos, Librarian  
Sarah France, Health Sciences Clinical Coordinator  
Renee Ward, Credential Specialist

Rich Gouldin read the RCC Mission Statement.

**Minutes of Board Meeting No. 312** – Mr. Rich Gouldin moved the minutes of meeting No. 312, held on September 21, 2022, be approved as presented. The motion was seconded by Mr. Don Sandridge and unanimously approved.

**Communications and Introductions** – Dr. Shannon Kennedy reported Dr. Ann Bueche, Mr. Matt Walker 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: Victoria Boone, Sarah France, Carrie Dos Santos, and Renee Ward.

## **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of September 21, 2022. There were 17 new employees hired, 4 separations, and 2 status changes. She noted there have not been many applicants for key positions and RCC is looking at ways to attract more interest. Professional recruiters may be used. Dr. Kennedy will conduct second interviews for faculty and administrative council level positions and will ensure they understand where the college is headed and its philosophy.

Ms. Tara Walker, vice president of finance and administrative services reported the college's state budget is doing well with appropriations above costs. There is currently a surplus of \$1.8 million.

The local budget is healthy as well with a balance of \$94,500. The local contributions budget is well as counties continue to honor their approved amounts.

Lactation pods have been installed on the Glens and Warsaw campuses.

The business office renovations are ready to begin when the VCCS gives approval to proceed.

Masonry repairs at the Glens campus are complete.

Logo updates on signage is complete.

The access control system going out for rebid.

The welding ventilation system at the Montross site is inadequate and in process of updating. Students are attending classes at Glens while the work is done and are receiving gas cards due to the commute.

The New Kent welding project has been awarded to a Richmond company.

Dr. Eric Barna, vice president of instruction, reported grant applications for various programs are either complete or in process.

Dr. Glenda Haynie, dean of research, effectiveness, and planning reported her office is, among other projects, currently working on paperwork for SACSCOC and the required quality enhancement plan. The fall survey is out for students to reply.

The location of postsecondary student enrollment was reviewed showing the percentages of students who take classes in person, in person and online, and online only. Over half of the students are taking all their classes online.

Ms. Sarah Pope, vice president of college advancement, distributed the booklet from the scholarship reception held in October that gives a snapshot of the scholarship program. The board was asked to spread the word that the scholarship application is available online and will close the middle of February. Applicants do not have to complete a FAFSA form and all scholarships are not need based. Every high school student who applied last year received at least one scholarship. Members were encouraged to give to the annual fund as 10% of its funds go to scholarship funds and assisted 14 students last year.

Public relations and marketing are sending information to the public via various media sources including newspapers, radio, billboards, television and, social media.

Dr. Jeffery Hayman, CIO, reported the following:

Migration to ONE DRIVE to be complete by end of December.

SharePoint data migration to be complete end of January.

Expanded cybersecurity training starting in 2023.

Zoom Room Upgrade (W153 and G153 “may be” complete by end of December pending contractor).

The System Office led first table top exercise focused on cybersecurity.

Evening IT support is in effect.

Numerous utility upgrades underway from the System Office.

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

Ms. Beth Robins, support staff association president, reported a successful coat and toy drive was held for the RAM event.

A Thanksgiving food drive to benefit RCC students and employees is underway. There are collection boxes on the Glenss and Warsaw campuses and gift card donations are also welcome. Nineteen families have been identified for assistance.

There will be a clothing drive held in the new year to assist people who need clothing to wear to job interviews. Individuals will be given tickets to exchange for clothing at The Haven in Warsaw and DAV in Gloucester.

Dr. Shannon Kennedy, president, reported the following:

Fall enrollment ended up being up 1.97% compared to last fall in FTE. The system average was .13% down. Our “regular” FTE was up 5.43% and dual enrollment FTE was down 1.85%. Our FastForward enrollments are up 4.06% from this time last year. Spring registration is underway.

S. Kennedy continues to do regular appearances on local radio. WIGO and Bay FM have a monthly spot reserved for RCC. It is the first Wednesday of the month at 8:05 (101.7) and 8:35 (104.9). X99 (99.1) in Gloucester is not on a set schedule but approximately every six weeks. S. Kennedy appeared on the Hampton Roads Show on Wavy News 10 on Monday, November 7.

Since our last Board meeting, S. Kennedy has attended the following meetings and events:

- Neuro-Leadership Academy for Presidents and Chief Academic and Workforce Officers (VCCS) on September 29-30.
- Met with Sherry Spring, Gloucester County Economic Development Director, and E. Barna on October 6.
- VCCA conference awards banquet in Virginia Beach on October 6-7.
- Virginia Chamber and Virginia Business Higher Ed Council Conference in Richmond on October 11.

- RCC Scholarship Reception on October 12 on the Warsaw Campus.
- Tappahannock Rotary Club to present with Lorraine Justice on the College and the Upward Bound program on October 13.
- Dahlgren community event (gala) in Fredericksburg on October 14.
- SCHEV General Professional Advisory Council and Council of Presidents meetings in Richmond on October 17.
- Advisory Council of Presidents (VCCS) in Richmond on October 18-19.
- Met with new VCCS Human Resources Consultant for RCC with Caroline Stelter on October 20.
- GO Virginia Region 6 Council meeting on October 24 in Warsaw.
- Council of Presidents meeting with Governor Youngkin on October 25 in Richmond.
- Principals, Counselors, and Academic Leaders Annual Meeting and Enrollment Management Planning Retreat on November 1. Meeting was virtual and retreat was at Glens.
- AACC Commission meetings (Small and Rural Colleges Commission) on November 2-3.
- Haynesville Correctional Center Graduation on November 4 and served as keynote speaker.
- HIRE Ed Conference (VCCS) in Roanoke from November 9-11.

S. Kennedy will attend the SACSCOC Board meeting from December 1 – December 4 and the Annual meeting from December 4 – 6. S. Kennedy is a member of the Board; therefore, SACSCOC pays for the Annual meeting and all travel expenses. Several administrators and faculty will attend the Annual meeting.

The College participated in the [ALL IN Campus Democracy Challenge](#) again this year. The Challenge empowers colleges and universities across the country to achieve excellence in nonpartisan student democratic engagement. RCC earned the inaugural ALL IN Most Engaged Campus for Student Voting. In total 394 colleges and universities earned this recognition. Only 3 community colleges in Virginia made the list.

This year, our holiday celebrations for faculty and staff will also be our retirement celebration. We will be honoring all faculty and staff that have retired since 2019. An event will be held on the Warsaw campus on December 20 and on the Glens campus on December 21. It will be a catered lunch. We plan to do this annually as a way to celebrate our retirees. Board members will be invited.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reviewed action items for approval.

Changes in the following certificates:

Emergency Medical Technician Career Studies  
Advanced Emergency Medical Technician Career Studies  
Emergency Medical Services, Paramedic II Career Studies  
Pre-Practical Nursing Career Studies  
Pre-Nursing Career Studies

Coming from committee recommendation, a second was not required and the changes were unanimously approved.

Proposed New Certificates:

Pre-Diagnostic Medical Sonography: Echocardiography Career Studies  
Diagnostic Medical Sonography: Echocardiography Specialization, AAS

Coming from committee recommendation, a second was not required and the new certificates were unanimously approved.

The following degree and certificate have been dropped from the VCCS course file and the committee recommends RCC drop them also:

Sustainable Science Specialization in Arts and Science for Transfer Associate Degree  
Autism Career Studies Certificate

Coming from committee recommendation, a second was not required and the items were unanimously approved to be dropped.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair presented the following action items:

Local funds budget for fiscal year 2022-2023.

FY 2024 county contribution proposal calling for a 3% increase in contributions due to inflation and the increase in consumer price index.

Student activities budget for fiscal year 2022-2023.

Coming from committee, a second was not required and the four action items passed unanimously.

RCC received an engineering proposal for repair of the Glenns retention pond in the amount of \$74,567. The committee recommended approval. Coming from committee, a second was not required and the proposal passed unanimously.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported no action items and information items were reported by C. Stelter and S. Pope in their individual reports.

**Financial Audit** – According to RCC bylaws, any audits of the college and any findings are to be shared with the board. A financial audit was recently conducted with several small systems findings that will be updated.

**College Bylaws** – Mr. Rich Gouldin made a motion to approve the bylaws as presented at the September 21 meeting. Mrs. Vicki Roberson seconded and the bylaws were unanimously approved.

**Representative to the Joint School Board for the Chesapeake Bay Governor's School –**

The board unanimously agreed to have V. Roberson remain as the RCC representative to the CBGS Board.

**Other Business –**

All board members are invited to attend the following holiday retirement celebrations to honor 18 individuals who have retired since 2019:

Tuesday, December 20, 12 noon, Warsaw student lounge  
Wednesday, December 21, 12 noon, Glens student lounge

**Adjournment** – The meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mr. Stanley S. Clarke, Vice Chair