

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 314**  
**1:00 p.m., Wednesday, January 18, 2023**  
**Glenns Campus Room 172**

**MINUTES**

Members Present: Mr. Stanley S. Clarke (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Carol B. Holmes (King & Queen)  
Dr. Ann Bueche (King George)  
Ms. Judith M. Rowe (Mathews)  
Mr. Kevin Gentry (Middlesex)  
Mrs. Debbie Richards (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mr. Richard W. Gouldin, Jr. (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Dr. Andrea M. Perseghin (King William)  
Mrs. Cassie Thompson (Lancaster)

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: Brittney Stephens, High School Navigator  
Dr. Kendra Wood, Dean of Strategic Enrollment Management

Mrs. Debbie Richardson read the RCC Mission Statement.

**Minutes of Board Meeting No. 313** – Mr. Stanley Clarke moved the minutes of meeting No. 313, held on November 16, 2022, be approved as presented. The motion was seconded by Mr. Donald Sandridge and unanimously approved.

**Communications and Introductions** – Dr. Shannon Kennedy reported Dr. Andrea Perseghin and Mrs. Cassie Thompson had communicated they would not be attending and were excused from the meeting.

The following RCC employees attended via Zoom and introduced themselves: Brittney Stephens and Dr. Kendra Wood.

**President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of November 16, 2022. There were 16 new employees hired, 6 separations with 3 of those being retirements.

Ms. Tara Walker, vice president of finance and administrative services reported on the following:

State Operating Budget review as of 12/31/22 showing a positive variance of \$289,483; FY2022 Local Funds Budget; Local Operating Budget as of 12/21/22; Student Activities Budget report as of 12/31/22; personnel updates in the business and facilities offices; and, status of several college facility projects including completion of the masonry wall work at Glens and sign replacement at all sites. Work is ongoing with business office renovations at Glens; door access control cards; Montross ventilation system; and, welding at New Kent. All items were for information only.

Dr. Eric Barna, vice president of instruction, reported receiving requests for workforce and credit programs at RCC to have paid apprentice and internship programs. The College is currently working with several businesses to develop programs.

There is critical need for K-12 teachers in Virginia. RCC will provide information sessions in February for school systems and anyone with a Bachelor's degree interested in becoming a teacher.

Along with academics, RCC will begin workforce programs at Haynesville. RCC is partnering on a PH3 grant through the DOL that involves providing education at the Middlesex Regional Security Center.

with Hampton Group and the Middlesex Regional Security Center on a Department of Labor Grant to provide a program there similar to Haynesville.

Nestle Purina is interested in building a facility outside of King William. RCC is in the early stages of preparing a grant request to be able to hold classes such as engineering technology and machining there. King William County schools are interested in joining the College in partnerships.

TimelyCare tele-mental health is now offered to college faculty and staff as well as students.

RCC is working with Bowhead, a government contractor in Dahlgren, who is interested in hiring students. Bowhead will come to the college campuses for a presentation.

Work continues on the one door concept where students only need to speak to one individual at the college who can provide all the help and information they need rather than being sent to several different offices.

Dr. Glenda Haynie, dean of research, effectiveness, and planning provided highlights of her report showing the 5-year change in fall headcount from 2017 to 2022 and the fall 2022 student survey which showed overall high satisfaction with RCC.

Ms. Sarah Pope, vice president of college advancement, reported the Foundation is the 501(c)3 arm of the College that supplements where state and local funds are not able to help. They

have emergency funds available for students and work with college financial aid and navigators to assist students through an online emergency assistance form.

The Foundation has over \$500,000 to award in scholarships. Any student can qualify and all should apply. The online application closes February 18 for the 2023-24 academic year.

An estate gift of \$175,000 has been received from a Northumberland County family to be used for tuition or emergency support for students in trade and technical programs and teacher education.

The College is in process of developing a new website that will be student-focused and easier to navigate. It will go live in April or May.

Dr. Jeffery Hayman, CIO, reported the following:

Thirteen rooms have upgraded to be Zoom capable with two more in progress. Old audio visual equipment is being replaced at the same time.

The migration to ONE DRIVE is almost complete. SharePoint data migration to be complete the end of January.

The College has experienced recent changes of security, network, and face-to-face personnel. RCC participates with three other colleges with a shared security and network engineer.

Annual and expanded cybersecurity training is in process.

Tik Tok and associated apps on state-owned devices and networks has been banned by the Governor. This does not apply to personal devices.

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

Ms. Beth Robins, support staff association president, did not have anything new to report.

Dr. Shannon Kennedy, president, reported the following:

S. Kennedy and E. Barna attended the VCCS Legislative reception in Richmond on January 17. Chancellor-elect Dr. David Dorè and Governor Youngkin attended.

The College hosted a chili cook-off on the Warsaw campus on January 11 and on the Glens campus on January 12.

Convocation was held virtually on January 4.

The College hosted two successful end-of-the-semester celebrations where we celebrated our retirees from the past three years. December 20 was at Warsaw and December 21 was on the Glens campus.

On December 14, S. Kennedy attended the virtual meeting of the Peninsula EMS Council Board.

On December 8, S. Kennedy attended the Advisory Council of Presidents (ACOP) virtual meeting.

From December 1-6, S. Kennedy attended the SACSCOC Board of Trustees meeting and Annual Meeting in Atlanta. Four other employees attended the Annual Meeting.

S. Kennedy attended the virtual meetings of the General Professional Advisory Committee to the State Council of Higher Education in Virginia and the Council of Presidents on Monday, November 21.

S. Kennedy is serving on a VCCS Fiduciary project task force which is looking at establishing a consistent vendor for 401a and 457 plans.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported there were two proposed career studies certificate changes:

- To define the Computer Applications Specialist CSC to align with other VCCS programs and industry needs,
- To add four credits to the Basic Networking and Cybersecurity CSC to make it financial aid eligible at 16 credits.

Coming from committee recommendation, a second was not needed and the changes passed unanimously.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair, reported there were no action items and T. Walker had reviewed all information items in her report.

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

**Remote Meeting Policy** – The VCCS approved a policy for the State Board in December and the same template was used to update the policy for RCC. The proposed policy for RCC Board states, in part, that members may participate in meetings by electronic means if they notify the board chair in advance that they are unable to meet in person due to a disability, medical condition, medical condition of a family member, if their principal residence is more than 60 miles from the meeting location or, other personal matter they identify with the chair. Remote participation due to personal matters is limited to two meetings per calendar year or 25% of the meetings. Remote participation for other reasons is unlimited. A quorum of the board must be physically present at any meeting. Mr. Donald Sandridge made a motion to accept the proposed policy for RCC. Mrs. Vicki Roberson seconded the motion and it passed unanimously.

**Free Expression Statement** – The Governor requires all colleges and universities to have a Free Expression Statement. A collective statement was drafted by the Governor's Council of

Presidents. The VCCS has a statement as a whole for its colleges but each Board needs to endorse the statement showing their commitment to free expression. The statement reads:

As presidents of Virginia’s public colleges and universities, we unequivocally support free expression and viewpoint diversity on our campuses. Free expression is the fundamental basis for both academic freedom and for effective teaching and learning inside and outside the classroom. Our member universities and colleges are bound to uphold the First Amendment. We are committed to promoting this constitutional freedom through robust statements and policies that are formulated through shared governance processes and through actions that reflect and reinforce this core foundation of education. We value a scholarly environment that is supported by a diversity of research and intellectual perspectives among our faculty and staff. We pledge to promote and uphold inclusivity, academic freedom, free expression, and an environment that promotes civil discourse across differences. We will protect these principles when others seek to restrict them.

Mr. Rich Gouldin made a motion the RCC Board endorse the statement. The motion was seconded by Mr. Stanley Clarke and passed unanimously.

**Other Business** – There was no other business.

**Adjournment** – The meeting was adjourned at 2:12 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair