

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 320
1:00 p.m., Wednesday, March 20, 2024
Warsaw Boardroom

MINUTES

Members Present: Mr. Stanley S. Clarke (Essex)
Mr. Donald O. Sandridge (Gloucester)
Mrs. Carol B. Holmes (King & Queen)
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)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Dr. Andrea M. Perseghin (King William)

Staff Attending: Dr. Shannon L. Kennedy, President
Dr. Jeffery Hayman, CIO/IT Manager, Technology
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning
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. Sherry Grantham, Support Staff President
Ms. Janet Little, Faculty Senate President

Mr. Stanley Clarke read the RCC Mission Statement.

Minutes of Board Meetings No. 318 and 319 – Mr. Rich Gouldin moved the minutes of meeting No. 318, held on November 14, 2023 and January 17, 2024, be approved as presented. The motion was seconded by Mrs. Vicki Roberson and unanimously approved.

Communications and Introductions – Dr. Shannon Kennedy reported Dr. Andrea Perseghin had communicated she would be unable to attend and was excused from the meeting. Dr. Ann Beuche from King George has resigned from the Board as she is no longer available to attend meetings in person since taking a position in Stafford County.

Board Chair Report – Mrs. Tucker, Mr. Sandridge, Mr. Gentry, and Mr. Gouldin attended the January 23 legislative reception at the Jefferson Hotel in Richmond with Dr. Kennedy. The group heard from Governor Youngkin and spoke with some representatives including Delegate Hillary Pugh Kent.

Mrs. Tucker encouraged all members to continue speaking with their county representatives, and others, about the college. Ms. Thompson reported she again attended the Board of Supervisors meeting for Lancaster County where she presented information about RCC's scholarship funds and application. The county put the information on their website and online and News on the Neck picked up the information as well.

Mrs. Holmes attended the King and Queen County supervisors meeting on February 12 with Dr. Kennedy.

Dr. Perseghin attended the King William meeting with Dr. Kennedy also on February 12.

President's Report

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of January 17, 2024. There were 3 new employees hired, 5 separations and 1 status change.

Ms. Tara Walker, vice president of finance and administrative services, reported on the state operating and local funds budgets for FY2024. New Kent County is waiving the \$65,000 rent for the county site RCC uses and may use that as their annual contribution.

The preliminary student activity budget as of February 29, 2024 was also reviewed.

All budgets were positive.

Dr. Eric Barna, vice president of instruction, reported on two long term projects: transitioning AA&S to AA and AS degrees by the fall of 2025 and the One Door financial aid training for navigators to be able to help students more quickly.

The book store transition to Akademos, an online store, is moving along. RCC was first to initiate the switch and other VCCS colleges are now doing the same.

The College is working with King George High School to develop a dual enrollment certificate that meets the needs of a local company, CMC Rebar. This will build upon the Computer-Aided Drafting Career Studies Certificate and will include paid internship opportunities. This is a high demand occupation and opportunities beyond CMC Rebar are available.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reviewed RCC graduation rates from two different sources, iPEDS 3-year report and NSC (National Student Clearing House) 6-year report. NSC exclusively tracks full time and mixed enrollment. RCC's overall rate was 44% in 2016 which is higher than the 31% national average. RCC's rate in iPEDS of 45% for 2019 is also above the national median of 37%.

Ms. Sarah Pope, vice president of college advancement, reported the Foundation scholarship application process closed February 19 with 522 received. Students will be notified by April 5.

The 20th Anniversary of the Preakness Party will be held Saturday, May 18 at Shandy Hall in Richmond County.

The Foundation is assisting with a golf tournament this Friday that was organized by Gloucester High School student, Andrew White. Proceeds will go toward endowing the Ruth Ann Whitby Greene Memorial Fund for student emergency assistance.

A grant for \$500,000 was submitted to the Southeast Crescent Regional Commission for the new Health Science Building and the grant to the EDA will hopefully be submitted by March 29.

This year's Chancellor's Philanthropy Award for RCC will go to donors who gave to the Catherine Courtney Endowed Nursing fund.

The spring enrollment campaign is wrapping up with about the same post-secondary applications received as last year.

Dr. Jeffery Hayman, CIO, reported on the following:

The IT department has had two state implemented cybersecurity audits.

Annual cyber training is complete but some training will be an ongoing from now on.

Two more Zoom rooms are to be completed in May or June. IT has also discovered a way to connect to VCCS Zoom by laptop for a fraction of the cost of actually creating a Zoom room. They will proceed with this in some smaller classrooms.

Ms. Janet Little, faculty senate president, was excused from the meeting. T. Walker responded to questions the group had previously asked. The college does not qualify for flashing lights near the entrance of the Glens Campus because VDOT policy states they are only for K-12 schools. The median at the entrance to Glens will be cut back by VDOT to make it easier for buses to turn and, any work on the ingress/egress at Glens Campus would fall to the College to fund and would have to be designed by VDOT engineers with Gloucester County involvement.

Ms. Sherry Grantham, support staff association president, was excused from the meeting. Dr. Kennedy reported that the group sponsored a cocoa bar on Valentine's Day on the Glens and Warsaw campuses for faculty and staff that was well received.

Dr. Shannon Kennedy, president, reported the following:

Spring credit enrollment was up 2.74% over last year. Fast Forward enrollment is up 29.76% over last year at this time. Summer registration began at the end of February.

Graduation will be held on May 9 and May 10 in the Essex High School auditorium. May 9 will be the Health Sciences ceremony and May 10 will be two regular ceremonies.

S. Kennedy presented at the King and Queen, King William, and New Kent Board of Supervisors since the last board meeting. Thanks to C. Holmes for attending and A. Perseghin for arranging the presentation.

S. Kennedy attended the GO Virginia Economic Development Summit on January 22-23 in King George County.

S. Kennedy and E. Barna attended the American Association of Community Colleges Workforce Development Institute in New Orleans from January 24-26. E. Barna served on a panel.

S. Kennedy, D. Keel, and four students visited the General Assembly on January 30 to advocate for the VCCS budget request. Students were able to meet with Delegates Hodges and Pugh Kent and Senator Richard Stuart. Delegate Hodges introduced the RCC delegation from the floor of the House.

S. Kennedy met with Ben Prescott on the Warsaw campus on January 31. Mr. Prescott is the new county administrator for Westmoreland County.

S. Kennedy appeared on HotMix VA on January 31.

S. Kennedy, E. Barna, and K. Wiersma attended a roundtable discussion with Senator Kaine in Washington, DC, on February 6.

S. Kennedy attended ACOP on February 20 and 21.

S. Kennedy attended the Rappahannock Westminster Canterbury Board of Directors meeting on February 21.

S. Kennedy attended the legislative reception hosted by McGuireWoods Consulting in Richmond on February 15. She was able to speak with Delegate Chad Green.

The College received a \$2.5 million grant in support of welding and maritime electrical and maritime engineering.

Committee Reports

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, deferred to Dr. Barna to review proposed changes. Five AAS transfer degrees need to be updated. Transfer Virginia removed one English elective from the approved list that needed to be updated at RCC to remove English 210 from five areas. Coming from committee, no second was needed. The recommendation was approved unanimously.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported two action items: approval of the newly formed and endowed Eldridge Cook Fund and the naming of two navigator suites (one at each campus). Coming from committee, no second was needed. The recommendation was approved unanimously.

Finance and Facilities Committee – Mr. Rich Gouldin, chair, reported two action items from the committee: the adoption of the resolution for the RCC Crisis Emergency Management Plan and the transfer of \$25,000 to the Foundation from college funds to cover consulting fees. Coming from committee, no second was needed. The recommendation was approved unanimously.

Title III Endowment – A \$205,000 match was requested for the federal grant for career services. RCC received \$5,000 from the Virginia Community College Foundation, an \$86,000 bequest from the Estate of Governor Holton and, \$300,000 from the Cook fund. The match went over the amount needed and can continue career services in perpetuity.

Appointment of Nominating Committee – An official committee of the board needs to be responsible for officer appointments. Mr. Gouldin made a motion that this year, the responsibility be added to the Personnel and Public Relations Committee. Mr. Gentry seconded the motion and it passed unanimously. To make this a permanent change, the bylaws will need to be amended.

Audit – The local board is responsible for reviewing reports from audits and college responses. The board was notified that some audits are in process and they will receive reports when complete.

Citizen’s Advisory Committee – Members are asked to review the proposed list of members for the 2024-2025 FY as emailed and let Dr. Kennedy or Mrs. Stamper know if they wish to propose any changes or corrections. Final copies of the list will be distributed prior to the May meeting for Board approval at the meeting.

Executive Session – Personnel Matter – Mr. Gouldin made a motion, seconded by Mrs. Thompson, that the board convene in closed session at this time for the purpose of discussing a personnel matter, scheduled pursuant to Section 3.15.2 of the *Virginia Community College Policy Manual*, Subject: Personnel Matter, and in accordance with Section 2.2-3711 (A)(1), “Closed Meetings Authorized for Certain Limited Purposed,” of the Code of Virginia. The motion was unanimously approved.

Following the executive session, the board reconvened in regular session.

Other Business – There was no other business.

Adjournment –The meeting was adjourned at 2:37.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair