

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 322
1:00 p.m., Wednesday, September 18, 2024
Glenns Boardroom

MINUTES

Members Present: Mr. Stanley S. Clarke (Essex)
Mr. Donald O. Sandridge (Gloucester)
Ms. Carol B. Holmes (King & Queen)
Dr. Jesse Boyd (King George)
Dr. Andrea M. Perseghin (King William)
Ms. Cassie Thompson (Lancaster)
Ms. Judith M. Rowe (Mathews)
Mr. Kevin Gentry (Middlesex)
Ms. Debbie Richards (New Kent)
Ms. Jamie Tucker (Northumberland)
Mr. Richard W. Gouldin, Jr. (Richmond)
Ms. Joyce Gunderson (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
Ms. Christine Stamper, Assistant to the President
Ms. Caroline Stelter, Director of Human Resources
Ms. Tara Walker, Vice President of Finance and Administrative Services
Mr. Craig Donor, Faculty Senate President

Excused: Ms. Kelly Clifton, Support Staff President

Guest: Brittany Coleman, High School Navigator
Pamela Foreman, Accounting Faculty
Billie Forrest, Facilities Custodial Technician
Juan-Pablo Gonzalez, Librarian
Jasmine Moats, Clinical Coordinator, Sonography
Jessica Thomas, Accounting Administrative Specialist
Sarah Zanoni, Accountant

Mr. Kevin Gentry read the RCC Mission Statement.

Minutes of Board Meetings No. 321 – Mr. Clark moved the minutes of meeting No. 321, held on May, 15, 2024, be approved as presented. The motion was seconded by Mr. Gentry and unanimously approved.

Communications and Introductions – Dr. Kennedy called on attending new RCC employees to introduce themselves.

President's Report.

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of May 15, 2024. There were 11 full-time employees hired, 24 part-time hired and 11 separations that included two retirements.

Ms. Tara Walker, vice president of finance and administrative services, reviewed financial reports stating they are all in good standing. The end of year local and state funds accounts are also in good standing.

Dr. Eric Barna, vice president of instruction, reported RCC has an approved MOU with Haynesville Correctional Center and the Department of Corrections.

The Hampton Roads Workforce Council visited the New Kent facility. RCC is working with them in shipbuilding trades.

RCC recruiter, Frances Kenyear, has been trying to get Northern Neck Regional Jail to work with the college. The Jail just hired someone to handle education programs and RCC hopes to start a pilot program there in October.

Marjie Lampkin, coordinator for office of career and transition services, submitted a grant for RCC to work collaboratively with Middle Peninsula Regional Security Center.

RCC has regular workforce collaboration discussions with Gloucester County high school.

The Claude Moore grant provides funding to connect high school students to healthcare pipelines. Bridging Communities received a grant to add dual enrollment EMT training. The grant provides funding for local school divisions to get credentialed instructors and almost all service region high schools added at least one instructor.

There were 680 dual enrollment FTE in the fall of 2023. This year to date, RCC has 714 that does not include Gloucester High School. RCC has the highest percentage of dual enrolled students than any other VCCS college.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported RCC's 5th year report was submitted on August 28 and her office is now getting back to more routine work. She gave an overview of the updated college fact book noting some numbers had changed since it was sent out. She will send an updated version.

Ms. Sarah Pope, vice president of college advancement, reported on fundraising. The RCCEFI owns two lots fronting Rt. 360 next to the Chinn House. The new Health Sciences building will be built on one of the lots. The current projected cost is \$6,319,904 with \$768,095 additional dollars for possible additional costs, making a total goal of \$7,088,000 to be raised.

To date, the Foundation has received grants and donations of \$6,248,000 in pledged or received funding leaving a balance of \$840,000 to be raised to meet the \$7,088,000 goal. A \$250,000 grant was recently submitted to the Cabell Foundation for the project.

The online scholarship application opens October 1 for fall 2025 and will remain open until mid-February. Over \$700,000 in scholarships was provided this year to approximately 500 students. Every high school student that applied received a scholarship.

Mr. Stanley Clarke is the new RCC board liaison to the RCCEFI.

New RCC campaign brochures for high school students were distributed to board members.

Dr. Jeffery Hayman, CIO, reported the last two Zoom room conversions are in process and will make a total of 17 full rooms when complete.

Ten portable Zoom huddle rooms are in process.

VCCS anti-phishing training continues. The VCCS sends out quarterly phishing attempts to employees and colleges do not know when they will occur.

New ID badges are now integrated with facilities and can be used to operate college MFD's (multi-functioning devices) as well as building and room access.

Student MFD's are in and functioning.

Mr. Craig Donor, faculty senate president, introduced himself and did not have a report.

Ms. Kelly Clifton, support staff association president, was excused from the meeting.

Dr. Shannon Kennedy, president, reported the following:

Progress is being made on all of our facilities projects. For the office renovations on both campuses, working drawings were sent to the Department of Engineering and Buildings (DEB) on August 8. The architects are working on construction documents for the Health Sciences facility at Warsaw. We have decided not to renovate the warehouse on the Glenns campus. Instead, we will be building a new building for the diesel and welding programs. This project is in the working drawings phase. The pond project is ongoing with very little work done to date. The good news is that the VCCS has deemed this a maintenance reserve project so we will not use local funds for most of the project.

This year is a planning year for the College's next Strategic Plan. A retreat with members of Administrative Council was held on August 14 to kick-off the planning. All members of the faculty and staff will have input. The Board will also be included and we will use time in one of our upcoming meetings to discuss.

The College has engaged a search firm, Storbeck Search, for the Vice President of Instruction and Student Success position. E. Barna is retiring in March. Final interviews are scheduled for the week of October 28 and the subsequent week, if necessary.

S. Kennedy is serving on the VCCS Strategic Plan steering committee, chairing Objective 5, Investing in Virginia's Workforce.

S. Kennedy was appointed by the Chancellor to work on the System's plan for dual enrollment based on the new College and Career Ready legislation.

S. Kennedy is the representative on the state-wide College and Career Ready workgroup for the Region 3 area.

S. Kennedy continues to serve on the VCCS 403(b) Steering Committee.

S. Kennedy will travel to Aspen from October 7-11 for the final in-person session of the Aspen Presidents Fellowship. The fellowship concludes in November.

S. Kennedy and R. Gouldin attended the Richmond County Board of Supervisors meeting on September 12 to discuss progress on the Health Sciences building. The Board voted to give the College and additional \$25,000 for the facility.

S. Kennedy and Liz Martin, CEO of VCU Tappahannock Hospital, presented on our partnership to the Virginia Rural Leadership Institute class on September 12 in Tappahannock.

On August 28, S. Kennedy attended a Women's Brunch on the Bay event hosted by Delegate Hillary Pugh Kent.

The ribbon cutting for the New Kent welding facility was held on August 27. Dual enrollment students began classes on August 12 and evening classes began on September 17.

S. Kennedy attended the Board meeting from Rappahannock Westminster-Canterbury on August 21.

On August 19, S. Kennedy held a Town Hall to kick off the fall semester.

S. Kennedy attended the Advisory Council of Presidents meeting on August 7 followed by the Chancellor's Retreat which concluded August 9. Four other members of the faculty and staff and Vice Chair C. Thompson attended the Chancellor's Retreat.

On August 1, RCC hosted the annual Superintendents' meeting for all of our school divisions, virtually. S. Kennedy provided the welcome.

S. Kennedy and C. Lomax, Director of Professional and Technical Programs, attended an economic development meeting in New Kent with a prospective industry.

On July 25, S. Kennedy and E. Barna toured the Naval Surface Warfare Center at Dahlgren and discussed our continued partnership.

On July 22, S. Kennedy attended the GO Virginia Region 6 Council meeting.

S. Kennedy went to Tangier Island with students from the College's two TRIO programs on July 18.

S. Kennedy and E. Barna attend a press conference on July 1 to mark the one-year anniversary of the renewal of Pell for incarcerated persons. The press conference was held at the Department of Corrections headquarters.

S. Kennedy attended a town hall meeting with Senator Mark Warner on June 24 in Warsaw. Vice Chair C. Thompson attended as well. S. Kennedy was asked to present on the Health Sciences building.

S. Kennedy attended the Advisory Council of Presidents meeting on June 17 at the System Office.

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

S. Kennedy continues to appear on 101.7 and 104.9 monthly and 99.1 approximately every 6 weeks.

Haynesville graduation will be held on November 22 @ 10:00 a.m.

Mark Schmink reported on RCC's new active shooter video. House Bill 713 mandates all colleges and universities in Virginia provide annual training to first year students and to track that it has been accomplished. With a grant from the DOC and VCCS, M. Schmink led the process of creating a video that other colleges can tailor with their individual information. RCC's video laid the groundwork and seven colleges have signed on to use the video to date.

Jeff Hayman has researched vendors who supply methods of emergency alert systems including CENTEGIX that was used in the Apalachee High School, Georgia, incident. RCC's safety and security committee will lead the work of obtaining a system for the college.

Committee Reports

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported, due to a program code change by the System office, the committee recommended discontinuation of the Administration of Justice AAS and moving those students to the Criminal Justice AAS. The only change is the name of the course and program code; all curriculum and number of credits will remain the same. Coming from committee, there was no second needed and the recommendation passed unanimously.

Personnel and Public Relations Committee – Ms. Carol Holmes, chair, reported the committee recommended that board members arrange to meet with the college navigators in their counties.

Ms. Thompson said it might be helpful for service region realtors to have copies of the RCC brochure and made a motion that every board member take responsibility to deliver brochures to their county realtors. The motion was seconded by Ms. Gunderson and passed unanimously.

Finance and Facilities Committee – Mr. Kevin Gentry, chair, reported the committee recommended the transfer of \$18,106.51 from the operating budget to the college reserve, the

transfer of \$56,420.67 from site development to the site reserve and, the transfer of \$9,505.33 from contingency to the college reserve. Coming from committee, no second was needed and the recommendations passed unanimously.

The committee recommended approval of the FY 2024-25 local funds preliminary budget in the amount of \$108,927.00. Coming from committee, no second was needed and the recommendation passed unanimously.

The committee recommended the transfer of \$25,000 from the local funds budget to the Foundation which is allowed once each fiscal year. Coming from committee, no second was needed and the recommendation passed unanimously.

College Bylaws – Bylaw changes are needed to meet the Code of Virginia regarding remote participation and virtual meetings. Mr. Gentry moved the suggested new wording for sections 1.3.1.1, 1.3.1.2 and, 1.3.1.2.1 of the RCC bylaws be approved. Ms. Thompson seconded the motion and it passed unanimously.

Approval of Student Code of Conduct Addendum –The Chancellor would like one unified Code of Conduct for the VCCS. The VCCS created an addendum for all colleges to adopt that was legally vetted. Ms. Tucker moved to accept the addendum. The motion was seconded by Mr. Clarke and passed unanimously.

Representative to the Joint School Board for the Chesapeake Bay Governor’s School – Dr. Boyd moved the board approve Ms. Judy Rowe as the RCC representative to the CBGS. Ms. Tucker seconded the motion and it passed unanimously.

Goals for the President 2024-2025 – Dr. Kennedy reviewed the proposed RCC Institutional goals for 2024-2025:

- Maintain high academic standards through student-centered learning, relevant curricula, and holistic support services.
- Promote diversity, equity, and inclusion in all RCC settings.
- Provide educational opportunities that meet both current and future needs of students

Mr. Clarke made a motion to accept the goals. Ms. Rowe seconded the motion and it passed unanimously.

Executive Session – Personnel Matter – Ms. Thompson made a motion, seconded by Mr. Clarke, 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.

RCC Local Board of Directors
Wednesday, September 18, 2024
Minutes

Adjournment –The meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mr. Richard Gouldin, Jr., Chair