

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 324**  
**1:00 p.m., Wednesday, January 15, 2025**  
**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. Sarah Pope, Vice President of College Advancement  
Ms. Christine Stamper, Assistant to the President  
Ms. Caroline Stelter, Director of Human Resources

Excused: Ms. Kelly Clifton, Support Staff President  
Mr. Craig Donor, Faculty Senate President

Guests: Jameka Campbell – Student Recruitment Specialist, Strategic Enrollment  
Management  
Cynthia Mescan – Title III Financial Outreach Technician  
Aubrey Ritenour, Business Manager  
Tracy Taylor – Welcome Desk Specialist, Student Development

Dr. Andrea Perseghin read the RCC Mission Statement.

**Minutes of Board Meetings No. 323** – Mr. Clarke moved the minutes of meeting No. 323, held on November 20, 2024, be approved. The motion was seconded by Mr. Sandridge and unanimously approved.

**Communications and Introductions** –

New RCC employees, Jameka Campbell, Cynthia Mescan, and Tracy Taylor, attended via Zoom link and told a little about themselves following an introduction by Dr. Kennedy.

Aubrey Ritenour, new business manager, attended in person and remarked she was excited to be at RCC and to move the business office forward.

### **President's Report.**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of November 20, 2024. There were 4 full-time employees hired, 21 part-time hired and 3 separations and 1 status change.

Finance and administrative services, S. Kennedy reviewed the budgets for the state, local funds, county contributions and student activities as of December 31, 2024. All are in good standing.

Projects: The VCCS has taken legal action against the contractor for the pond project at Glenns and have a bid bond for another contractor.

Drawings are complete for the diesel/welding facility and working drawings have been sent to the Department of Engineering and Buildings.

Bidding will open February 12 for the renovation of the student development suites.

The College is on track for table top exercises in the spring regarding active shooter drills.

Safety blinds for classroom doors will be installed this month.

Dr. Eric Barna, vice president of instruction, reported the Board previously approved splitting the AA&S degree into Associate of Arts in Liberal Arts and Associate of Science in Science. RCC received positive feedback on its submission and the change is waiting on approval by SCHEV.

The Haynesville graduation went extremely well. There are some things RCC can assist them with for future graduations and will do so.

Classes started Monday and FTE is up to 1,366 compared to 1,329 the previous spring, dual enrollment is up 580 from 512, and workforce has gone up 35% in two years. Progress is being made post-pandemic with continued growth even though demographics are not favorable.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reviewed results from the fall 2024 Currently Enrolled Student Survey. The majority of responses and comments were very positive.

Ms. Sarah Pope, vice president of college advancement, reported the online scholarship application closes February 19. Every high school student who applied last year received a scholarship.

Registration is open for spring RILL classes.

RCC will be premiering 40 student videos on its website and social media.

Dr. Jeffery Hayman, CIO, reported his area is on budget.

The two final Zoom rooms are complete bringing the total to 19. Ten Zoom huddle rooms are in process.

The Knowbe4 anti-phishing program through the VCCS is conducted quarterly and kicks off again January 21.

A meeting with the VCCS will take place soon regarding the MS Teams compatible phone system. RCC will have to pay for part of the system and is in process of getting quotes. Traditional phones will be replaced with an as yet undetermined system.

Cyber monitoring and reporting continue. RCC had, and was paying for, four separate systems that are being narrowed down. RCC handles its own internal monitoring and alerts have always been minor.

Mr. Craig Donor, faculty senate president, did not have a report and was excused from the meeting.

Ms. Kelly Clifton, support staff association president, did not have a report and was excused from the meeting.

Dr. Shannon Kennedy, president, reported the following:

The College has hired the Vice President of Instruction and Student Success. Dr. Marlena Jarboe will begin on January 27.

The College's Fifth-Year Interim Report to SACSCOC was reviewed. We have a few items to address. The follow-up report is due in September.

S. Kennedy and R. Gouldin gave an update on the Health Sciences building at the Warsaw Town Council meeting on January 9.

A campus-wide Town Hall was held virtually on January 6. Classes began on January 13.

The College hosted a chili cook-off on the Warsaw campus on January 8 and on the Glens campus on January 9.

S. Kennedy was on 99.1 on January 8 and on 101.7 and 104.9 on December 18 and January 10.

The College hosted two successful end-of-the-semester celebrations where we celebrated our retirees. December 17 was at Warsaw and December 18 was on the Glens campus.

The RCC Educational Foundation Board meeting was held in Warsaw on December 13.

S. Kennedy attended the Advisory Council of Presidents virtual meeting on December 11.

S. Kennedy concluded her Aspen Fellowship on December 2. The entire fellowship was an invaluable learning experience.

S. Kennedy met with Delegate Hillary Pugh Kent on November 22 to discuss the VCCS legislative agenda.

The Haynesville Correctional Center graduation ceremony on November 22 was very moving and successful. Delegate Hillary Pugh Kent, State Board for Community Colleges Chair Terri Thompson, and Chancellor David Dore all attend.

The VCCS Legislative Reception is Tuesday, January 21. S. Kennedy and D. Keel, Dean of Student Development, will take students to visit the General Assembly on January 30.

The Middlesex County budget hearing is January 24 at 11:15 a.m. and King and Queen is February 10 at 6 p.m.

The Health Sciences building plan has grown from 9,000 to 9,900 square feet. The floor plan and outside rendering was reviewed. To date, \$6,524,000 has been raised of the \$7.1 Million goal. Bidding on the project will hopefully take place April 15-May 14 with the goal of a July groundbreaking. There should be substantial completion by August 1, 2026, with a final inspection in May.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported the Committee did not meet.

Personnel and Public Relations Committee – Ms. Carol Holmes, chair, reported C. Stelter and S. Pope had covered all committee information during their reports.

She reported she had spoken with the supervisor at King & Queen social services who said she had taken classes at RCC that prepared her very well when she transferred to Liberty.

Finance and Facilities Committee – Mr. Kevin Gentry, chair, reported S. Kennedy had covered all information items in Finance and Administrative Services report and there were no action items.

**2025-2030 Strategic Plan** – Twenty-eight members of the Administrative Council of RCC attended a retreat on August 24 and discussed the framework for the next Strategic Plan with a focus on student success.

The Aspen College Excellence Program looks at a lot of data and narrows community colleges down to the top 100 in the country. They then choose the top 10 and dig deeper until they have a winner that will receive \$1 Million. RCC is creating its new Strategic Plan based on S. Kennedy's Aspen Fellowship.

Areas discussed were:

Student outcomes framework... during and after college.

Postsecondary education is critical to economic mobility.

Large and increasing proportions of good jobs require college degrees.

Enrollments have been declining nationally for over a decade.

Six-year outcomes for 2Y public starters by race/ethnicity – 2016 cohort.

Short-term credentials need improvement as most lead to low-wage work.

Bachelor's attainment rates for community college students need to improve.

Community College 1.0 was about access and 2.0 was about completion and access. The move now will be to 3.0 which is about post-college success, completion and access. Post-college success is moving students to transfer or getting a good living-wage job. Colleges need to set a living wage standard and transfer/BA attainment benchmarks, ensure strong programs, structure front door and first year advising to ensure students enter strong pathways early, advance teaching and learning, monitor program momentum, receive regular relevant structured feedback and, create strong structures for analyzing results and modifying approach.

RCC's Administrative Council came up with 3 focus areas:

1. Post-college success: The Student Success Council is working on using the Aspen tool kit on how to evaluate programs to see if they are of value.
2. Closing the loop with career services. Tracking where students are employed. Started last April with a new Career Services Coordinator funded by Title III.
3. Increase number of students who transfer and actually graduate with a bachelor's degree.

The College intends to rewrite its Mission Statement to 8 words or less to be very focused and easy to remember. The Statement will then be broken down in more detail. More preliminary information will be presented to the Board in March for their input and the final proposed statement will be brought to the Local Board in May for approval.

**Audits** – The College is required to notify the Board whenever audits occur and their results. An audit was done based on a former employee's complaint to the state fraud and abuse hotline. They indicated RCC had problems with its grants management process which triggered an audit by the VCCS internal auditors. RCC received the final complete report with no findings and only one recommendation to add more specific processes to its grant manual.

**Executive Session** – Mr. Gouldin made a motion, seconded by Ms. 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. Upon reconvening, Mr. Gouldin asked Ms. Stamper to poll the members present, each to certify by stating "yes" or "no" that what was discussed in the closed session was solely as stated in the motion to convene—discussing a personnel matter. All replied with "yes."

### **Other Business**

**Ethics Council** – Members were reminded to complete their financial disclosures for the Ethics Council that are due by February 1, 2025.

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Legislative Reception – The Reception will be held Tuesday, January 21 at the Jefferson Hotel in Richmond from 6:00 – 7:30 p.m. Any members who wish to attend and have not registered should let Dr. Kennedy know.

**Adjournment** –The meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mr. Richard Gouldin, Jr., Chair