

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 325**  
**1:00 p.m., Wednesday, March 19, 2025**  
**Warsaw 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. Debbie Richards (New Kent)  
Ms. Jamie Tucker (Northumberland)  
Mr. Richard W. Gouldin, Jr. (Richmond)  
Ms. Joyce Gunderson (Westmoreland)

Excused: Ms. Judith M. Rowe (Mathews)  
Mr. Kevin Gentry (Middlesex)

Staff Attending: Dr. Shannon L. Kennedy, President  
Dr. Marlena Jarboe, Vice President of Instruction and Student Success  
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  
Mr. Craig Donor, Faculty Senate President

Excused: Ms. Kelly Clifton, Support Staff President

Guests: Mr. Torrance Berry, Housekeeping

Dr. Jesse Boyd read the RCC Mission Statement.

**Minutes of Board Meeting No. 324** – Mr. Clarke moved the minutes of meeting No. 324, held on January 15, 2025, be approved. The motion was seconded by Dr. Boyd and unanimously approved.

**Communications and Introductions** – Dr. Kennedy reported Ms. Judith Rowe and Mr. Kevin Gentry had communicated they would be unable to attend and were excused from the meeting.

Dr. Kennedy introduced and welcomed Dr. Marlena Jarboe, vice president of instruction and student success.

Following introduction by Dr. Kennedy, new RCC employee, Torrance Berry, attended via Zoom link and told a little about himself.

**President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of January 15, 2025. There were 2 full-time employees hired, 6 part-time hired, 3 separations

and, 2 retirements. New hires were from the counties of Henrico, Lancaster, Mathews, Middlesex, and Richmond.

Dr. Marlena Jarboe, vice president of instruction and student success, reported she received a warm welcome at RCC and is learning a lot.

Working with Haynesville starting a second advanced solar program that will be called Shine Plus and with Northern Neck Regional Jail on a customer service program.

Updating the college catalogue and working on website changes.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reviewed the faculty staff survey results noting they were very positive.

The Haynesville site was approved by SACSCOC.

Ms. Sarah Pope, vice president of college advancement, reported over 600 scholarship applications had been received which is the most ever. The committee is in process of reviewing them now with awards being given mid-April. Recipients have until mid-May to accept and write a thank you note to their donor to receive the funds.

The Preakness Party will take place Saturday, May 27 at Millmont in Middlesex County.

The total pledged or received to date for the health sciences building is \$6,658,700. Strategies to raise the remaining \$1,341,300 of the \$8 million goal include asking individuals, naming opportunities, and an event at the Preakness Party called "Raise the Paddle" where every dollar raised will be matched by the Cabell Foundation.

Dr. Jeffery Hayman, CIO, reported the final two full Zoom room conversions will be complete by the end of April; 10 Zoom huddle rooms have been completed and the second 10 are in process; Knowbe4 annual employee training is in progress; MS Teams phone upgrades will be throughout the VCCS by the end of the year; cyber monitoring and reporting continues; and, there has been a major overhaul of IT personnel at the System Office.

Mr. Craig Donor, faculty senate president, reported the Senate is concerned that the high schools use their own learning management system for dual enrollment and our faculty do not have access to the courses. All RCC services are not available to those students (i.e. library). Dr. Kennedy and Dr. Jarboe will speak with some of the school superintendents.

Ms. Kelly Clifton, support staff association president, was excused from the meeting. Dr. Kennedy reported the Association had sponsored a hot cocoa event on March 17 for employees on the Glens and Warsaw campuses and at Kilmarnock.

Dr. Shannon Kennedy, president, reported the following:

The survey for the President's evaluation is open now through April 11. S. Kennedy will send the link to the Board members. Please complete the survey before the deadline.

Spring credit enrollment is 4.85% over last year at this time with 112 more students. FastForward enrollment is 23.87% over last year at this time. Summer registration began at the end of February.

Pending the Governor's signing of the State Budget, some Dual Enrollment will be at no charge to students and school divisions. There is no funding to cover the loss for colleges in the state budget. In the fall, we will offer courses in the Uniform General Studies Certificate that are currently offered at the high school and taught by high school faculty.

The College has engaged with Storbeck Search to search for the next Vice President of Finance and Administrative Services.

The Richmond County Public Library sign has been replaced with a new logo. The sign was paid for with a grant to the library from the Town of Warsaw.

A new state law has been passed requiring that a faculty and staff representative serve as ex officio members on the local board. Policy is being developed on the process for choosing those representatives. The College already invites the Faculty Senate and Support Staff Association presidents.

For many years, the Chancellor has had a Faculty Advisory Committee with a faculty representative from each of the 23 colleges in the VCCS. RCC's faculty representative is chosen by the Faculty Senate. The Chancellor is now developing a Classified Staff group. The group has had one meeting thus far and K. Clifton, the Support Staff Association President, represented RCC.

Graduation will be held on May 8 and May 9 in the Essex High School auditorium. May 8 will be the Health Sciences ceremony and May 9 will be two regular ceremonies.

S. Kennedy presented the College's budget request at the King and Queen, Mathews, New Kent, and Richmond County Board of Supervisors since the last board meeting. Thanks to C. Holmes, J. Rowe, and R. Gouldin for attending. S. Kennedy and C. Thompson will attend the Lancaster County budget hearing on March 27.

S. Kennedy, J. Tucker, R. Gouldin, D. Sandridge, and S. Pope attended the VCCS Legislative Reception in Richmond on January 21.

S. Kennedy attended the GO Virginia Region 6 Council meeting on the Warsaw campus on January 27.

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 Delegate Hillary Pugh Kent and Senator Richard Stuart. Senator Stuart introduced the RCC delegation from the Senate floor.

S. Kennedy met with Stacey Davenport, the new county administrator for King William County, on February 26.

S. Kennedy attended a virtual meeting with Senator Kaine on February 11.

S. Kennedy and P. Mooradian attended the DREAM conference in Philadelphia from February 18-21.

S. Kennedy attended ACOP on February 24 and 25.

S. Kennedy hosted a campus-wide Town Hall on March 3.

S. Kennedy visited Congressman Wittman's office in Warsaw with TRIO staff and students to advocate for TRIO programs. The College has two TRIO programs – Student Support Services and Upward Bound. These programs are funded by federal grants through the Department of Education.

S. Kennedy appeared on the Hampton Roads Show on March 11.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported the committee had met but there were no action items to bring forward.

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

Finance and Facilities Committee – Mr. Kevin Gentry, chair, was excused from the meeting. Mr. Clark reported the committee had met but there were no action items to bring forward.

**Strategic Plan** – The Board went over the Community College 3.0 concept at the January meeting. Using that framework as a guide, the next strategic plan will have 3 goals with the following intent:

Promote post college success by offering programs, instruction, and holistic advising that will improve student's quality of life, economic stability and job growth potential.

Create a career achievement culture that promotes economic stability for all students.

Increase the number of students who plan to transfer that actually transfer.

Those goals will be finalized before the May Board meeting. The Mission Statement will be revised to something much shorter so it is easy to remember. The Action Plan to achieve the goals will be developed as part of the College's participation in Achieving the Dream.

**Citizen's Advisory Committee** – Members are asked to review the proposed list of members for the 2025-2026 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.

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

RCC Local Board of Directors  
Wednesday, March 19, 2025  
Minutes

**Adjournment** –The meeting was adjourned at 2:06 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mr. Richard Gouldin, Jr., Chair