

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 280**  
**1:00 p.m., Glens Campus**  
**Wednesday, January 13, 2016**

**MINUTES**

Members Present: Mrs. Julia A. Allen (Essex)  
Dr. J.C. Phillips (Gloucester)  
Mrs. Helen Mae Kemp (King and Queen)  
Ms. Kathy H. Morrison (King William)  
Mrs. Maree S. Morgan (Mathews)  
Mrs. Ellen Davis (New Kent)  
Mr. William H. Pennell, Jr. (Lancaster)  
Mr. H. Dieter Hoinkes (Middlesex)  
Mr. John A. Brown (Richmond)  
Mr. Gerald B. Roane (Westmoreland)

Members Excused: Mr. Michael S. Gallier (King George)  
Mr. Stephen M. Tucker (Northumberland)

Guest: Ms. Eleanor Saslaw, VCCS State Board liaison to RCC

Staff Present: Dr. Elizabeth Hinton Crowther, President  
Dr. A. Donna Alexander, Vice President of Instruction and Student  
Development  
Mr. Jason E. Perry, Vice President of Workforce and Community  
Development  
Dr. Glenda D. Haynie, Dean of Research, Effectiveness, and Planning  
Mr. William Doyle, Vice President of Financial and Administrative  
Services  
Ms. Sarah Pope, Dean of College Advancement  
Ms. Caroline Stelter, Human Resources Manager  
Mrs. Chris M. Stamper, Administrative Staff Specialist

B. Pennell, vice chair, presided in the absence of S. Tucker, chair.

B. Pennell read the RCC Mission Statement.

B. Pennell offered condolences to E. Crowther, on behalf of the board, on the death of her father. E. Crowther remarked her father had been a member of the local board for RCC in the 1980's and had influenced her to value the community college.

B. Pennell reported Mr. Bobby Kenner had passed away. B. Kenner had been an employee of RCC, primarily on the Glens Campus, who was loved by his co-workers. He worked in buildings and grounds and was a lovely presence. He also provided all the support for the local board meetings on the Glens Campus, anticipating needs and having things set up in advance. He was always cheerful and helpful to students, faculty, and staff. At Christmas he would give out lottery tickets, hoping someone other than himself would win. He will be missed greatly.

**Minutes of Board Meeting No. 279** – The minutes of meeting no. 279 held on November 11, 2015, were unanimously approved as mailed.

**Communications and Introductions** – B. Pennell welcomed E. Saslaw and remarked the board was always happy to have her attend their meetings. E. Crowther commented E. Saslaw's background and position on the state board were important to her understanding of the college's business. She is active on the SBCC Audit Committee, has gotten to know RCC well, and has donated RCC student scholarships. E. Crowther said all her efforts are greatly appreciated. E. Saslaw said she was so glad to help.

E. Crowther announced Mr. Stephen Tucker and Mr. Michael Gallier had communicated they would not be present at the meeting.

E. Crowther introduced Ms. Caroline Stelter, Human Resources Manager for RCC. C. Stelter provides professional human resources support that any college or organization would be proud to have. Due to her excellent work and college-wide scope, she was recently brought on to the President's Executive Staff at the college.

E. Crowther also introduced two new staff members. Mr. William Doyle, Jr., Vice President of Financial and Administrative Services, enjoyed a career in community banking as CEO and numerous other positions. He was captured by the mission of RCC and views the college as a new venue for creating community and strengthening the region. Ms. Sarah Pope, Dean of College Advancement, brings non-profit experience with Virginia's Department of Housing and Community Development and as the Director of the Menokin Foundation. She is adept at supporting foundation boards, and overseeing endowments. E. Crowther was happy to have both individuals join the staff.

**Special report: Health Sciences Program**

E. Crowther introduced Ms. Ellen Koehler, head of the nursing program at RCC, stating E. Koehler had achieved national accreditation and recognition for the ADN program. Next she introduced Mr. Charles Smith, dean of health sciences. Also, Ms. Ellen Vest, EMS program head, was introduced. She had recently earned the credential of national EMS educator. E. Vest is pursuing another tier of accreditation for the RCC EMT/EMS program. Nursing and EMS are flagship occupational areas of the college. RCC has stellar students and great partnerships, and there are many jobs awaiting its students.

E. Koehler remarked the past accreditation study has set RCC up for constant, consistent, and regular assessment of all it does. The nursing program has grown so much it is challenging in class and lab size. She is most proud the program remains small enough to be able to maintain its mission, while allowing faculty to create individualized experiences for the students.

E. Vest reported there are different tiers in the EMS program; advanced, intermediate, and paramedic. RCC recently graduated its first cohort of Paramedics in May, and is pursuing national accreditation at that level. The paperwork had been submitted and a site visit is being scheduled for spring 2016. All levels of EMS have good graduation and pass rate levels. E. Vest is the only full time faculty for the program, and all are committed to helping all students excel to the best of their abilities. Students come to the RCC EMS program from as far as Fredericksburg to the north, and Hampton to the south.

E. Crowther commented interior rural counties are adding professional EMT/EMS personnel. E. Vest continued that all volunteer squads are supplemented with paid positions in order to assure enough coverage. Most RCC EMS students are already practicing in the emergency field, which is growing as a profession in this part of the country.

E. Vest remarked the paramedic program was originally started as a partnership with Northern Virginia Community College. Students began at RCC and had to complete at NVCC. RCC's program is now completely on its own. The partnership was a bridge to obtain credentialing needed until RCC could go on its own.

### **President's Report**

E. Crowther remarked that numerous nurses at Rappahannock Westminster-Canterbury nursing home were RCC graduates who were well qualified. She is proud that RCC faculty and staff do great things to bring talented young people along.

E. Crowther reported a new Center for Innovation and Development (CID) had an office in the Kilmarnock Center. This group is working with companies in Northern Virginia and other places to bring technology jobs to the area (on shoring). It is difficult to keep young families here in professional level jobs; therefore, the area is losing young people. All interior school systems are, in turn, losing census which is not good for the economy and quality of life in the community. The CID is working to bring software engineers and professionals to the area and to produce skilled workers from local schools and RCC. Friday, \$70,000 was received from the State of Virginia, presented by the Secretary of Commerce. It bolsters a USDA grant and private funds providing \$140,000 to get underway. The CID is working on a curriculum with high schools and RCC, creating a preparation pipeline for students.

B. Pennell remarked that E. Crowther is very active with economic development in the region. She recently was appointed by the Governor of Virginia to serve on the Virginia Economic Development Partnership Board. He thanked her for all she does.

Dr. Alexander, vice president of instruction and student development reported there are 956 FTE currently higher than last year. RCC underwent a VCCS dual enrollment audit in late fall which is not yet complete; however, the preliminary report is "glowing." Auditors were impressed with good practices and operations, so would be taking some RCC best practices to share with other VCCS colleges.

D. Alexander and S. Pope had been working on the scholarship process. Currently, the number of applications received exceeds last years.

As of fall 2015, there are 89 students receiving veteran's benefits, which is an increasing number. RCC is proud to serve its veterans.

It is anticipated RCC will reach a 5% increase in financial aid awards this year over 2015.

RCC has had a student chosen to be a NASA summer intern. Mr. Gabriel Fearing was chosen through a very competitive process.

Mr. William Doyle, Jr., vice president of financial and administrative services reported that he and Mark Beaver had been working on a facilities staffing plan, noting the department had been understaffed for some time.

The Warsaw roof replacement plan is on schedule for the upcoming summer.

Safety training was provided last week by Mary Savage, VCCS Emergency Preparedness & Safety Manager. B. Doyle appreciated the great connection with the VCCS expert early on in his employment. He would meet with the Faculty Senate to hear their concerns on campus safety.

B. Doyle remarked S. Broaddus had been working hard to establish the budget for 2016-17, which would be confirmed following the General Assembly session.

He stated he is delighted to be at RCC. He had worked in banking for 38 years and had the honor of leading several community banks in the state. He was looking for a different situation where he could utilize his skill sets and experience, while staying connected to the community.

Mr. Jason E. Perry, vice president of workforce development, reported 9 individuals in Westmoreland County, all new hires, had been trained from Carry-On-Trailer and were now at work for the company. A second cohort would begin the end of January.

In King William, RCC is partnering with International College and Global Corporate College in March this year to offer mechanical maintenance training at the Purina site. RCC is providing almost \$50,000 of training in King William. Similarly, in Essex County, six students were trained in CDL at the Essex Airport in November and December. All individuals are now employed locally in transit companies.

A full report of data was received from the systems office tracking workforce training progress. Workforce had a slight decrease in headcount at 1655 individuals receiving training compared to close to 1800 previously. However, contact hours are up which means fewer people received training, but those who did took more training hours.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reviewed handouts including: *Fall Headcount and FTE, Fall Headcount by Residence, Fall FTE by Residence, Fall Headcount by College Comparison, FTE College Comparison, and Fall Currently Enrolled Student Survey*. Handouts were for information only.

Ms. Sarah Pope, dean of college advancement, remarked she was excited to be working at RCC. She had been working to understand how the Foundation meets the mission of the college, providing scholarships and doing everything it can to help students achieve their goals. She remarked she sees the community college as an anchor to the community.

The Preakness Party is set for Saturday, May 21, at Mt. Airy in Richmond County.

The RILL series brochures for spring were mailed out last week and included the first course offering in New Kent. S. Pope asked for board members to let her know if they have any ideas for courses, stating the target age is 55 and older.

E. Crowther reviewed calendar items. The General Assembly visits would be conducted differently this year. A student visit is scheduled, but would be much different, with an agenda set by the VCCS. In addition, E. Crowther would attend on January 26 with college service area business leaders. The visit would provide an opportunity to involve local business leaders in special talks with legislators. The big asking topic this year is for workforce training funding. There has never been a funding formula for up-front money for workforce training. Students have had to cover more cost than those in other states.

E. Crowther asked that any board members interested in attending the VCCS Legislative Reception on Wednesday, February 17 at the Jefferson Hotel in Richmond, let Chris Stamper know. The reception is another opportunity to meet and talk with legislators. E. Crowther encouraged members to attend.

The next meeting of the local board would be Wednesday, March 9, 2016 on the Warsaw Campus. E. Crowther referred board members to the calendar for the rest of the spring at the bottom of the board's agenda.

### **Committee Reports**

**Finance and Facilities Committee** – Mr. Gerald B. Roane, chair, reviewed the local funds budget as of December 31, 2015, for information only.

The local funds budget was reviewed. G. Roane reported visits would be made by E. Crowther to the counties in the service region asking for support and thanking those boards for their commitments. Board member assistance would be appreciated in support of the college and president when visits occur.

B. Pennell remarked every county board holds a public hearing where citizens can attend and talk about the budget. RCC needs voters, tax payers, and students to attend the meetings.

D. Hoinkes requested a line on the next information sheet indicating which payment plan each county is following.

**Curriculum and Programs Committee** – Mr. J.C. Phillips, chair, reported the committee did not have a quorum. He presented the following proposed curriculum change on behalf of the committee:

New Career Studies Certificate in Pre-Practical Nursing

J.C. Phillips moved, on behalf of the Committee, to accept the proposal. The motion was seconded and carried unanimously. Detailed copies of all curriculum changes are kept in the office of the vice president of instruction and student development.

**Personnel and Public Relations Committee** – Mr. H. Dieter Hoinkes reported the committee had not met.

**VCCS Legislative Reception** – This item was discussed in E. Crowther’s calendar review.

**Other Business:** E. Crowther reported she had just received notification from the Chancellor’s office of the deadline to nominate individuals to receive an honorary degree conferred by the VCCS at RCC’s graduation in May. It was moved, seconded and unanimously approved to nominate Judge Michael McKenney for the honor. E. Crowther would submit the nomination form.

**Adjournment:** There being no further business, the meeting was adjourned at 2:32 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

Stephen M. Tucker, chair