

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 281
1:00 p.m., Warsaw Campus
Wednesday, March 9, 2016

MINUTES

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

Members Excused: Mrs. Maree S. Morgan (Mathews)

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

S. Tucker read the RCC Mission Statement.

Minutes of Board Meeting No. 280 – The minutes of meeting no. 280 held on January 13, 2016, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mrs. Maree Morgan had communicated she would not be present at the meeting.

E. Crowther reviewed the calendar at the bottom of the meeting agenda.

Wednesday, May 11, 2016, 1 p.m., College Board Meeting, Warsaw Campus.

Friday, May 13, 6:30 p.m., Graduation, Warsaw Campus Front Lawn (details provided closer to event).

Saturday, May 21, 2016, Preakness Party, Mount Airy, Richmond County, VA (details to be announced).

College Convocation, Monday, April 25th, Bethpage Campground. All board members are invited to attend.

Special Report: RCC Safety and Security:

B. Doyle reported that RCC has safety and security plans in place, participates in drills, and works closely with police and local EMS providers. RCC has a non-administrative threat assessment team that operates internally and is focused on observed behavioral threats. There are two formal plans in place. The EOP (emergency operations and crises plan) is updated annually. The EOP describes how the college would respond internally to continue operations after an initial crisis. RCC provides a variety of resources and education to employees. New employee and new student orientations include information regarding campus security. RCC has text and internet alerts available that all students and employees can sign up for. B. Doyle stated his priority is to update RCC's emergency operations plan in 2016. The college is required by state code to practice, with local first responders, certain drills each year. It will continue to focus and be vigilant in providing security and training.

President's Report

E. Crowther remarked the executive staff team of the college is an exceptional group. There are a number of academic, safety, and student success initiatives which require expertise and hard work to understand how to position the college. Everything RCC does is to help students persist, complete, and be successful. RCC is now competing with other colleges for funding based on outcomes. The first round of RCC student success measures looked at student success indicators from 2013. RCC was in the top 10% for many of the indicator categories. RCC strives for more full time students who will stay until they finish and be successful when they leave.

Other initiatives include Title IX (awareness). E. Crowther remarked Title IX began as equality in athletics but the latest focus is sexual harassment and similar threats on campus. The college provides intensive training which is accomplished with no additional state funding. The wonderful employees at the college do a beautiful job folding these things in with their other duties.

Dr. Alexander, vice president of instruction and student development, reported enrollment is up at least 2% for spring. The current VCCS trend is downward.

D. Alexander distributed an article highlighting two RCC students who had been selected as NASA scholars. Both of the students are from Gloucester, are veterans, and had to compete for the honor. RCC is proud of students Gabriel Fearing and Vincent Lewis.

Additionally, two RCC students, Grete Brommett from Essex County and Emily Johnson from Lancaster County, have been nominated to the 2016 national Phi Theta Kappa Honor Society All-Virginia Academic Team. RCC is also proud of these two wonderful students.

D. Alexander thanked the board members for all they do in their communities.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported Mark Beaver and the building and grounds staff are focusing on the upcoming Warsaw Campus roofing project to take place May-August, 2016, and preparing for graduation and the Preakness Party.

Mr. Jason E. Perry, vice president of workforce development, reported he encounters someone who has benefitted from RCC everywhere he goes. Fibrotic installers trained at the Kilmarnock Center will soon be credentialed and begin work at Metro Cast. A program for Purina will begin in June with 7 cohorts of their maintenance workers to complete their 21 hour-long training program. Carry-On Trailer just finished its 2nd cohort of welding production training. The Verlander Foundation will award \$25,000 additional funding for workforce credentialing. The welding program is very successful, and another welding instructor will need to be trained.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported she is reviewing assessment outcomes, making improvement recommendations for next year. Next week general education testing will begin for graduating associate degree students.

Three staff members will be presenting at the New Horizons conference this year. G. Haynie and D. Alexander will speak on RCC's journey with assessment over the last five years. The college now has a culture of faculty driven student outcomes assessment. Lisa Tuckey is doing a great job as faculty lead. The culture of assessment has solidly become a culture of improvement. G. Haynie thanked D. Alexander for her leadership in effectiveness processes.

Ms. Sarah Pope, dean of college advancement, reported the Foundation is a vehicle that allows private citizens and businesses to support the work of the college.

Preakness Party: Last year the event netted over \$70,000 for RCC. This year it will be held at Mt. Airy in Richmond County. Small business in the community give great support for the event, with 11 restaurants in the service region providing 1,000 servings of food to the party for free.

RILL: Spring courses are still going on and can still be signed up for. **Scholarships:** E. Crowther's strategies allow for earlier notification and more availability of awards. The scholarship application is now an online process. To date, 313 applications for scholarships have been submitted, which is 83 more than last year.

Annual fund for unrestricted gifts: These unrestricted funds fuel the operations of the Foundation and allow for use of funds in the most needed scenarios. Just over \$50,000 has been raised this year. Fifty percent of the local board has given, and the hope is for 100% participation. E. Crowther remarked the college has never been in a better position for private funds. The Foundation now holds approximately \$8.6 million in assets and can offer so much more in the way of scholarship funds for students. We are moving toward the dream that everyone capable is able to come to RCC. Also, the Foundation is developing more grants and S. Pope has the expertise to assist. She thanked S. Pope for her energy. J. Allen remarked it speaks volumes to the community when the local board gives 100%.

Ms. Caroline Stelter, human resources manager, commented she is excited that RCC is participating in the Great Colleges Survey for a second year. The Survey would open March 14 for 2 weeks, and the college would receive feedback over the summer. She hoped the college might reach honor roll status this year.

Committee Reports

Finance and Facilities Committee – Mr. Gerald B. Roane, chair, reviewed the local funds budget as of February 29, 2016, for information only.

The committee recommended an increase in the for-credit student parking fee of \$.50 from \$3.40 to \$3.90 per credit hour and non-credit parking fee by \$.50 from \$3.50 to \$4.00 per class. The changes would become effective for FY 2017 beginning with the 2016 Fall Semester. The recommendation was seconded and unanimously approved. This amount is within the VCCS approved guidelines for increasing these fees.

S. Tucker asked for board support commenting that this is the time the board can get actively involved in regard to the budgetary process in individual counties. Presence by RCC board members at the meetings sends a message to county supervisors. The general public and county supervisors do not know everything about RCC. He urged members to attend their county board of supervisors meetings to advocate for RCC. M. Gallier commented an RCC student had joined the meeting in King George and he felt her presentation was effective.

Curriculum and Programs Committee – Mr. J.C. Phillips, chair, reported the committee had reviewed some housekeeping items that did not require action. He recognized the great work D. Alexander and her staff do stating this must be a wonderful place to work.

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

Citizens' Advisory Committee, 2016-2017 – Dr. Crowther requested members take the committee lists with them for review and contact her with any comments about who might be added or if anyone was no longer with us. The Board would vote on the final list at the May meeting.

Executive Session –

The Executive Committee asked E. Crowther who creates the President's Goals. E. Crowther remarked she receives the Chancellor's Goals, this year in a 2 year rather than 1 year format, and works with her executive staff and college community to determine college goals under the areas the Chancellor puts forward. The executive staff has a summer retreat. Strategic Priorities generate from the college Strategic Plan which is put together by a planning committee of the college (PPEC) and goes through multiple exposures to all employees. College Goals must align with the Chancellor's Goals for 2021.

A motion was made, seconded, and carried that the board convene in closed session at this time for the purpose of evaluating the performance of the president, pursuant to Section 3.15.2 of the *Virginia Community College Policy Manual*, Subject: Presidential Evaluation Procedure, and in accordance with Section 2.2 3711(A)(1), "Closed Meetings Authorized for Certain Limited Purposes," of the Code of Virginia.

Following the executive session, a motion was made, seconded, and carried to reconvene the board in regular session. Upon reconvening the board, its chair, Mr. Stephen M. Tucker, directed Mrs. 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—evaluation of the president. Mrs. Stamper called roll: Mrs. Julia A. Allen, yes; Dr. J.C. Phillips, yes; Mrs. Helen Mae Kemp, yes; Mr. Michael S. Gallier, yes; Ms. Kathy H. Morrison, yes; Mr. William H. Pennell, Jr., yes; Mr. H. Dieter Hoinkes, yes; Mrs. Ellen Davis, yes; Mr. Stephen M. Tucker, yes; Mr. John A. Brown, yes; Mr. Gerald B. Roane, yes.

On behalf of the board, S. Tucker would transmit to Chancellor Glenn DuBois, the “President’s Goals Accomplishments for 2015-2017 as of March 2016,” as well as a letter describing the local board evaluation of Dr. Crowther’s performance.

S. Tucker remarked E. Crowther and RCC staff have the unanimous support of the board, and the utmost devotion for their outstanding achievement. Continuing, he stated E. Crowther has the respect of colleagues and the community and the board is impressed with the faculty and staff that has been assembled who continue to achieve such high standards. B. Pennell remarked it was amazing this was all accomplished even in light of personnel absences over the past year.

G. Roane commented E. Crowther is very much appreciated.

B. Pennell made a motion that the local board forward a request to the RCC Educational Foundation Board to provide an increased stipend to E. Crowther as authorized by the State Board for Community Colleges. The motion was seconded and unanimously approved. The request would be sent to the Foundation Board.

E. Crowther remarked her position was very rewarding and she loves what the college has achieved for the community. Continuing, she reflected on the power of the employees in the room stating they are powerful and lovely, expert and committed. She also commented the power of the local board is exceptional. They are a professional board who care, providing expert insight, assessment of goals, and support. D. Hoinkes commented the employees follow E. Crowther’s direction and inspiration, stating she is an outstanding professional and human being.

Other Business: There was no further business.

Adjournment: There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

Stephen M. Tucker, chair

