

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 283
1:00 p.m., Glens Campus
Wednesday, September 14, 2016

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
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. Matt Walker (Middlesex)
Mr. John A. Brown (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: No member on board representing Gloucester County
Mrs. Maree S. Morgan (Mathews)

Staff Present: Dr. Elizabeth Hinton Crowther, President
Marty Brooks, Glens Campus Academic Dean
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 presented S. Tucker with a retiring board chair plaque. S. Tucker remarked RCC is a wonderful institution and it is a pleasure to be part of the board. B. Pennell introduced himself and said he is honored to have been selected as board chair.

B. Pennell read the RCC Mission Statement.

Minutes of Board Meeting No. 282 – The minutes of meeting no. 282 held on May 11, 2016, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mrs. Maree S. Morgan had communicated she would not be present. Gloucester County is in the process of assigning a representative.

Special Report: RCC Demographic Profile: G. Haynie provided and reviewed a handout with RCC demographic information. Headcount and FTE student enrollment were reviewed by semester, full-time and part-time, program area, residence, and day, evening, or anytime users. Also reviewed were residents' enrollment in Virginia colleges, percentage share of county residents in Virginia colleges, enrollment statistics for high school diploma graduates, statistics for dual enrolled students by service area, headcount by gender and ethnicity, headcount by age,

first generation and minority headcount, graduate awards by program area, AA&S transfer degree awards, graduate certificates by program, CS certificates, graduates by gender, ethnicity, age, and residence. RCC attracts a majority of college-attendees from the vast majority of its counties served.

President's Report

E. Crowther reported it is the 50th anniversary year for the Virginia Community College System and many celebrations were occurring. There is a Gala on October 15th in Richmond with a cost of \$500 per ticket. She reminded the board RCC's 50th anniversary would be coming up in 3 years.

E. Crowther reviewed the calendar at the bottom of the meeting agenda. Board members are invited to attend all functions and were asked to please let E. Crowther or C. Stamper know if they would like to do so.

For example, on Tuesday, October 4, 2016, 8:30 a.m., the College Convocation would meet at Bethpage Campground in Urbanna. All full-time employees meet twice a year for professional development and team building.

Other events include:

Tuesday/Wednesday, October 12-13, 2016, Chancellor's Planning Retreat, Virginia Beach.

Saturday, October 15, VCCS 50th Anniversary Gala, Richmond Marriott.

Wednesday, October 26, 2016, 7:00 p.m., Scholarship Reception, Glens Campus. Scholarship recipients and donors are invited to attend a program and reception.

Wednesday, November 9, 2016, 1 p.m., College Board Meeting, Warsaw Campus.

E. Crowther would be on vacation September 27-October 17 and B. Doyle would be acting president in her absence.

Ms. Caroline Stelter, human resources manager, reported RCC had once again been selected as one of *The Chronicles Great Colleges to Work For* and had risen to the rank of "Honor Roll." This is an exceptional designation. The Chronicle started the program to gather information for college and university leadership to understand their workforce environment and how engaged their faculty and staff were. All RCC employees were invited to participate in the survey. Of 92 two-year colleges participating, twelve colleges made the honor roll nationally. E. Crowther commented the designation is significant because we have a large number of employees who are committed, student focused, innovative, and carry unbelievable workloads.

C. Stelter reported one Strategic Priority of RCC is to have a diverse and inclusive workforce. Among full-time teaching faculty, the composition in 2006 included 6% minority. This increased in 2015 17%, and 24% in 2016. Student minority headcount is at 28%. Important progress is being made.

The college is providing important online Title IX training for employees and students. Information would be sent to board members for their review. There have been a number of updates and changes in the past several years in regard to avoiding discrimination on the basis of sex that include new requirements for institutional response.

Dr. Marty Brooks, Glens Campus academic dean, reported that enrollment is still coming in for Fall, but the college was up for summer semester.

Dean Patricia Mullins and Dr. David Keel had applied for a federal pilot Pell grant to be used to enroll inmates at the Haynesville Correctional Institute in arts and science and business management programs. The second chance award of \$200,000 was granted.

Three faculty positions have filled.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported Sue Broaddus is a long term employee who does a remarkable job. She and the business office staff have accomplished a successful yearend accounting closure.

Mark Beaver, in facilities, also a long term employee and will retire at the end of the year. A new building and grounds supervisor with 13 year's experience had recently been hired for the Warsaw Campus. Richard Lewter would continue to supervise the Glens Campus.

The Warsaw roofing project was within a few weeks of completion.

Culinary arts is in the planning phase for a new kitchen to be housed at the Glens Campus with a goal to be operational by summer 2017.

Mr. Jason E. Perry, vice president of workforce development, reported workforce would conduct the 2nd annual career fair on October 7th at the Kilmarnock Center. Approximately 30 employers participated last year.

Plans are developing for a Northern Neck Outdoor Recreation Expo to be held at the Kilmarnock Center on May 27, 2017.

J. Perry encouraged members to stop by the Kilmarnock Center. The facility has a more technical look with educational areas in plumbing, electrical, and residential wiring. RCC partners with Metrocast to train installers for cable television fiber optics. RCC has advanced manufacturing trainers, carpentry at Northern Neck Tech Center, and a real estate course at Glens. Industrial and commercial refrigeration courses will soon be offered at Glens. Ten CDL truck drivers were recently trained, with 6 finding employment so far.

Technician training in King William at Purina is a success. Purina has asked for additional training for its staff.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported we are approaching our 10-year reaffirmation of accreditation review and are currently writing the compliance certification. G. Haynie complimented everyone at RCC who worked very hard to organize and document processes. Faculty leaders are running college governance beautifully.

Ms. Sarah Pope, dean of college advancement, reported the mission of the Foundation is to support the mission of RCC, and they do so in part by facilitating student scholarships, funding faculty and staff education, and Rappahannock Institute for Lifelong Learning (RILL).

The Preakness Party cleared \$62,000 in 2016. The 2017 event will be held in Middlesex County at Millmont, the home of David and Marilyn South.

In last year's scholarship round, 317 students applied, and 205 students were awarded 286 scholarships. E. Crowther commented the Foundation had grown and its main focus was on student scholarships. Foundation assets are currently near \$9 million.

E. Davis commented the Preakness Party was orchestrated wonderfully despite the rain, and Richmond County was nice to offer use of their school buses.

M. Gallier inquired on a grant to improve the Glens Campus entrance. E. Crowther commented the legislature had changed the way highway funds are allotted and it is now up to individual regions to handle. We are in the system for an award of \$640,000. The timeline and amount to be received by RCC is to be determined, as is the commitment RCC will be liable for to complete the project. This reflects the importance of raising capital funds from the counties.

J. Allen inquired about the Richmond Road property. E. Crowther reported the Foundation owned two lots beside the Chinn House on Rt. 360. One house had previously been torn down, and the second house was not adaptable and would soon be torn down. The Master Plan for the Warsaw Campus includes a loop road going around the core buildings. Owning these properties allows the Warsaw Campus road to go through the current Chinn House parking lot and around the field.

Committee Reports

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds budget as of June 30, 2016, for information only.

The local funds year-end account adjustments and transfers were reviewed and the Committee brought forth the following requests for board approval:

- Transfer \$921.00 from contingency to the student development account for loans two years and older.
- Transfer \$2,174.27 from site reserve to site development.
- Transfer \$15,892.63 from operating account to contingency.
- Transfer \$18,521.53 from contingency to college reserve.

The request was unanimously approved by the board.

K. Morrison presented the Proposed Student Activities Budget for 2016-2017. The Committee recommended approval of the budget. The recommendation was unanimously approved by the board.

The proposed 2017-2018 Local Funds budget was distributed. The proposed budget will be voted on at the November 9, 2016 board meeting.

Curriculum and Programs Committee – Mr. Mike Gallier, chair, reported the committee had met and had a quorum. He presented the following proposed curriculum change on behalf of the committee:

Diesel Mechanics Technology Career Studies Certificate. (Implementation: Spring 2017)

M. Gallier 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 – Mrs. Ellen Davis, chair, reported the committee had not met.

VCCS Statewide Chancellor's Planning Retreat –

Any board members interested in going to this in Virginia Beach, please let Dr. Crowther know.

Goals for the President for 2016-2017:

E. Crowther reported her goals had been amended to reflect updates to the second year of a 2-year cycle. RCC follows the VCCS chancellor's format and adapts it with RCC's goals. The board would be voting to approve the amended goals for next year which are based on the college Strategic Plan. A motion to approve the goals was made and seconded. The goals were approved unanimously.

Other Business: There was no further business.

Adjournment: There being no further business, the meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, chair

