

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 284
1:00 p.m., Warsaw Campus
Wednesday, November 9, 2016

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
Mr. Michael S. Gallier (King George)
Mrs. Maree S. Morgan (Mathews)
Mrs. Ellen Davis (New Kent)
Mr. Stephen M. Tucker (Northumberland)
Mr. William H. Pennell, Jr. (Lancaster)
Mr. John A. Brown (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: No member on board representing Gloucester County
Mrs. Helen Mae Kemp (King and Queen)
Ms. Kathy H. Morrison (King William)
Mr. Matt Walker (Middlesex)

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

J. Allen read the RCC Mission Statement.

Minutes of Board Meeting No. 283 – The minutes of meeting no. 283 held on September 14, 2016, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mrs. Helen Mae Kemp and Ms. Kathy Morrison had communicated they would not be present. Gloucester County will assign a new representative at their December meeting.

E. Crowther introduced Professor Glenda Lowery and announced she would be retiring from RCC on December 31, 2016 after 35 years of full-time service at the college. She continued saying G. Lowery was a model instructor at the college since 1981. She is highly student oriented, especially assisting with developmental English students who are not quite ready for college level work. She has interacted with students at a level that changed many lives because she involved and advised them, helping them to establish and achieve their goals. G. Lowery has also put much emphasis on student mentoring. She was instrumental in the 2008 reaffirmation of accreditation process, governance practices on campus, and with VCCS initiatives. She was part of the redesign team for English, and from 1980-1998 sponsored the student newsletter called “The Gull.” E. Crowther commented Professor Lowery would be missed at RCC.

G. Lowery commented RCC had been a large part of her life and she would like to give back in some way and stay involved. She thanked the board for inviting her to the meeting and giving her recognition.

Special Report: College Educational Foundation – E. Crowther reported B. Pennell is the liaison between the college and Foundation boards and she greatly valued his participation. The Foundation is an important source of funds to maintain quality experiences for students in a time when state funds are decreasing. Foundation assets have grown to approximately \$9 million today.

The Foundation purchased two pieces of adjoining property that gives the college land to further a master plan to make a campus loop road. The Foundation supports student scholarships and is an important factor in recruiting students.

S. Pope commented it is an advantage to building relationships to have a college president from the area. Approximately $\frac{3}{4}$ of donations to the Foundation are restricted. Unrestricted money is needed to manage the assets, staff the Foundation, and respond with initiatives. An appeal will be mailed the end of November for the Annual Fund, for which the unrestricted goal is \$65,000. The Preakness Party has raised almost \$700,000 in unrestricted funds since its inception in 2005.

B. Pennell remarked that any board members who know people who wish to give to the college should ask them to make unrestricted donations. He also stated the members of the Foundation board were some of the nicest people he had met, were all professionals, and proved to be a wise group to work with.

E. Crowther commented that RCC is looking for ways to more heavily utilize additional funding resources like the Foundation, which is currently in a position to be more helpful. S. Pope is a very good and committed director. The RCC business office is involved in the management of Foundation accounting, and some funds are invested in CD's, checking accounts, and a portfolio

managed by an investment company. An independent Foundation audit is done annually, and an Investment Committee oversees the funds' investment and use.

Presidents report:

E. Crowther gave a state of the college update. Community colleges were initially exempt from the first wave of state budget cuts; however, they now have been advised they must cut .44% this year, which equates to \$31,000 for RCC. The next fiscal year cut will be 7.5%. Some colleges have announced they will not fill, and may cut positions. RCC is working to anticipate the loss which will be at least \$600,000 from the budget. The college is excelling in many areas but may reach a time when it has to look at the landscape and decide there are things it cannot provide any longer.

Ms. Caroline Stelter, human resources manager, reported the conflict of interest act requires all board members of state agencies file a conflict of interest form each year. RCC board members would receive an email in the next few days with information on how to file on line. The deadline to file is December 15.

Dr. Marty Brooks, Glens Campus, academic dean and interim vice president of instruction and student development, reported on recent activities at the college. Two college transfer fairs were held, 13 students attended a 2-day leadership conference, 4 students attended graduate education day at William and Mary, and there was a fall bash on both the Warsaw and Glens Campuses. In addition, financial aid counselors and admissions staff are visiting public schools to provide information and assistance. Carter Machinery has donated a school bus to the RCC diesel tech program at Bridging Communities.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the business office had just received a report from the VCCS on their standards and compliance. Sue Broaddus and her team received a score of 23 out of 23 categories. He remarked it takes a lot of hard work and diligence to perform at that level. The business office is also supporting the system-wide Shared Services initiative. In addition, B. Doyle reported he is looking at the 2017 budget to determine how to handle the upcoming budget cuts. Many of the college costs are fixed and he is looking at revenue opportunities. It is a challenge to determine how to increase marketing and attract more students. Continuing, he reported the facilities department is busy with transition planning. Mark Beaver will retire December 31st after 31 years of service with the state, most of it with the college. M. Beaver is committed to the college and worked approximately 200 extra hours during the latest roofing project. We will miss him. The roofing project continues, and additional masonry work should be completed by Christmas. Regarding campus safety and security, a new RCC alert system has been activated through the VCCS that

utilizes texting, voice messaging and email. B. Doyle is also working on updating the emergency operations plan.

Mr. Jason E. Perry, vice president of workforce development, explained that there may not be a large number of attendees in some classes when new programs are launched; however, we are moving ahead in these areas. The plumbing, electrical wiring, and carpentry programs will be initiated this spring. If programs like these are not launched, then the college can't demonstrate it can do a good job. A real estate licensing course was recently provided with 8 students attaining their license. Virtual welding equipment has arrived at the Glens Campus. E. Crowther commented the new virtual equipment is very impressive. Also, workforce is trying to expand technical training, talking with the tech center on possible options for an automotive tech course.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported the graduate student survey had previously been conducted in the spring but would expand into the Fall this year. She collects alumni information currently and asks on the survey if they would like to keep in touch with RCC. Also, SCHEV manages a state competency test each year and scientific reasoning is this year's topic. Fall and spring students will participate in this survey as well. Additionally, an RCC in-house education assessment will be taken and will be kept open for students throughout the year. SACS reaffirmation of accreditation is coming up, and the college has a little over a year to collect data and write a report. D. Alexander and M. Brooks have set things up very well and the college continually performs a laudable mix of assessments.

Ms. Sarah Pope, dean of college advancement, reported the scholarship application is ready for the website and will go live from December 1, 2016 to February 17, 2017. The Scholarship Committee will then review the applications and select students by the end of March. Last year \$430,000 in scholarships was given to 200 students. The 2017 Preakness Party will be held in Middlesex County at the home of Marilyn and David South. Continuing, she reported the Foundation had recently awarded an additional \$5,000 in professional development funds to RCC faculty and staff. RCC alumni will be a focus for the Foundation next year.

Committee Reports

Curriculum and Programs Committee – Mr. Mike Gallier, chair, reported the committee had not met.

Finance and Facilities Committee – Mr. Stephen Tucker reported in the absence of Mrs. Kathy Morrison, chair. He reviewed the local funds budget for information only.

S. Tucker presented the proposed 2017-18 local funds budget as distributed. The Finance and Facilities Committee recommended approval of the budget to the local board. The recommendation was seconded and unanimously passed.

The capital needs sheet showing RCC's value to each county in the service region was reviewed for information only. It is excellent information to take to individual counties when approaching them for support as it helps them visualize that their requested contributions are small compared to what they receive for their counties and the region. The possibility of a statewide advocacy group for VCCS college board members was discussed. B. Pennell will meet with E. Crowther and Ellen Davenport from the VCCS to determine how to bring this advocacy voice together.

Personnel and Public Relations Committee – Mrs. Ellen Davis, chair, reported the committee had not met.

Representative to the Joint School Board for the Chesapeake Bay Governor's School - E. Crowther reported Mrs. Kathy Morrison had been a fabulous representative and had agreed to continue in the role. It was moved, seconded and unanimously approved for K. Morrison to serve another year. It was also moved, seconded and unanimously approved for Mrs. Victoria Roberson to serve as an alternate.

Other Business – There was no further business.

Adjournment – The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Elizabeth Hinton Crowther, secretary

Approved:

William H. Pennell, Chair