

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 285
1:00 p.m., Glens Campus
Wednesday, January 11, 2017

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
Mr. Michael S. Gallier (King George)
Ms. Kathy H. Morrison (King William)
Mrs. Maree S. Morgan (Mathews)
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. Helen Mae Kemp (King and Queen)

Staff Present: Dr. Elizabeth Hinton Crowther, President
Dr. Marty Brooks, Glens Campus Academic Dean
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

Guests: Mr. Mark Beaver, retired Facilities Manager
Dr. David Keel, Dean of Student Development

M. Gallier read the RCC Mission Statement.

Minutes of Board Meeting No. 284 – There were two corrections to the minutes. M. Walker is to be listed as absent at the November 2016 meeting, and J. Allen read the Mission Statement at the November 2016 meeting. The minutes of meeting no. 284 held on November 9, 2016, were unanimously approved with corrections.

Communications and Introductions – E. Crowther announced Mrs. Helen Mae Kemp had communicated she would not be present. There currently is no representative from Gloucester County.

E. Crowther introduced Mark Beaver, retired RCC facilities manager. Mark had retired from the college effective December 31, 2016 after 31 years' service. Mark shepherded the enormous

2008 renovation of the Glens and Warsaw Campuses, several roofing projects, exterior projects, and anything involving buildings and grounds. Mark was committed to the college 24/7, even spending numerous nights in a Warsaw hotel so he could be on the roof at 3:00 a.m. during the roofing project to keep the contractor going. He gave this level of service and commitment throughout his years at RCC. His influence is evident everywhere from the college's appearance, respectfulness of his employees, and many operations most people don't see. E. Crowther remarked she was happy he was able to retire and that she was at RCC for many years with him to witness what he had given, including the lasting gift of training Richard Lewter. Along with two engraved pewter cups previously presented to Mark from the college, E. Crowther, on behalf of the board, presented him with an engraved pewter tray on which to display the cups. M. Beaver commented how different things were when he first came to RCC and how great his career had been here. The support of E. Crowther and overall support at the college had been substantial and made his job easier.

Special Report: RCC Student Activities – Dr. David Keel, dean of student development, reported \$94,000 was projected to come into the college to the students activities account through the student activity fee. The largest portion of these funds goes toward staffing two part time student activities coordinators who are responsible for many college activities for students, assisting with activities and making sure students are engaged. Students who are engaged and have a relationship with faculty and staff outside of the classroom have a greater success rate. In the last Fall Student Survey, students requested RCC be more of a “real college,” meaning activities are important. In response, there are now plasma screens in the student lounges that were installed free from Viacom. The college has events such as Fall Bash and Spring Fling where students can enjoy food, music, and games. Several students have attended the VCCS Student Leadership Conference at no cost to them. There is a student support specialist at King George whose salary is funded partially by student activities, with half of their time being devoted to student activities. RCC will have the same position at New Kent soon. The college wants to make sure all students, no matter what RCC location they use, have access to similar experiences. The regional accrediting organization is also very clear that colleges have a responsibility to make student life amenities available to all students.

Presidents report:

E. Crowther reported spring classes begin Monday, January 16. Enrollment is down across the country and RCC is experiencing slow enrollment. The college will be open late Thursday and on Saturday to provide students additional time to pay, and more recruiting will be done to get non-returning students enrolled for spring.

E. Crowther reported she and her executive staff (ES) had instituted an ERM (enterprise risk management) study similar to those done at banks and insurance companies. We are in a new time where funding may never get better and we have to think of different ways to accomplish our goals. E. Crowther and the ES had been engaging the past couple of months to determine

what ERM for RCC will look like. Operating risks need to be fully described, quantified and qualified, and opportunities need to be explored through this process. A product mix needs to be developed that allows the college to keep “high touch,” job preparation, and student success and completion a hallmark. This will require careful identification of risks and allocation of current resources. When the description of the process is described, it will be presented to the board. E. Crowther said dual enrollment is getting a lot of attention currently; a high percentage portion in ratio to “core” enrollment is an operational risk, but dual enrollment is the highest form of advance standing in the region. Programs will be evaluated to determine which are healthy and which make fiscal operation more difficult. With additional budget cuts likely, ERM will be a tool to help RCC focus its resources on viable programs and services.

Ms. Caroline Stelter, human resources manager, thanked the board for its patience in dealing with the many emails they had recently received concerning Conflict of Interest reporting. The Conflict of Interest filing is due January 15. C. Stelter thanked all who had already completed it and encouraged those who had not to do so. She is available for assistance.

In early December, the Title IX training regarding sex discrimination in education was sent to the board for its information. All faculty and staff are required to take the training.

Dr. Marty Brooks, Glens Campus academic dean and interim vice president of instruction and student development, reported math courses for the VCCS are changing. RCC faculty were currently working on which math courses would be incorporated into curricula.

Nursing faculty are training on a new statewide concept-based nursing programs for the VCCS, and view them as productive initiatives.

M. Brooks reported there recently had been many radio and television ads aired about RCC. E. Crowther remarked printed brochures had been mailed to 56,000 households in the region for many years, with limited direct effect on enrollment. Brochures with class offerings can now be found on Facebook, Pandora, Instagram, and Twitter.

RCC is also working with jails. Haynesville Correctional Center is part of national pilot to award Pell grants to prisoners. M. Brooks reported the college just had a second cohort of “Second Chance Pell grants” and has 30 students. Also, Hatley Bright is determining what can be added to the culinary program that will enhance the business management degree.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported his departments were largely business as usual. His office is working on the budget and local funds requests for FY 2018, with 9 of 12 packages having been distributed to the counties. Visits to each board of supervisors would begin in February.

The business office is in transition planning with the upcoming retirement of Sue Broaddus, business manager at the end of September after 41 years' service at RCC, and the implementation of new VCCS Shared Services Center.

B. Doyle reported one legacy of Mark Beaver is how the campuses respond to inclement weather and snow removal. Richard Lewter and Cheryl Boltz had done a great job preparing the campuses for the return of employees and students following the recent snow.

The Warsaw roofing project is coming to a close with anticipated completion to occur in the current calendar quarter.

College safety is a high priority. The Emergency Operations Plan is currently being updated and will be brought to the board for approval in March.

B. Doyle will send county budget request packages to board members for their respective counties. He asked board members to forward any information they feel should be shared with counties to make the budget requests more effective.

With Mark Beaver's recent retirement, Sue Broaddus' upcoming retirement, and the Shared Services Center transition, facilities and the business office are in transition. Facilities is on track with Richard Lewter and Cheryl Boltz as campus supervisors. S. Broaddus' position will be hard to fill. She is a valuable resource who will continue to be available for assistance as needed.

Dr. E. Crowther reported on behalf of Mr. Jason E. Perry, vice president of workforce development, that the college is now partially reimbursed for students completing programs, gaining credentials, and obtaining work. The Legislature has put in money to support qualified workforce programs. Students pay 1/3rd tuition at initial registration; if they complete, the college gets reimbursed for the second 3rd. If the student then gets a job in the field, the college is reimbursed for the final 3rd. This system is very resource intensive with someone required to follow up, determine which programs to offer, and sheppard people along. It is not a straightforward resource for college. J. Perry and workforce staff are excellent at figuring out ways to follow requirements with their small staff. The highest volume courses are heart saver CPR/AED, basic healthcare support, CDL training, CNS milling and turning, Serve Safe for food and alcohol, tradesmen, and welding. Some of the Workforce students go into credit pathways, so Workforce and the instructional unit work closely together.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported conducting several surveys including a Fall Survey of Students currently enrolled for credit courses. She will also administer a Graduate Survey where they are also asked if they would like to be part of an alumni list and many have said they would.

RCC is also currently testing in certain competency areas to measure student learning in general education. This year, SCHEV requires that at least fifty students must be tested for scientific reasoning, but RCC likes to have a larger sample.

RCC is a year away for reaffirmation of accreditation with the Southern Association of Colleges and Schools, Commission on Colleges. Some college staff recently went to Atlanta for classes on how to prepare. E. Crowther commented this is the big 10 year reaffirmation of accreditation. RCC is in great shape going into writing the reports, thanks to Dr. Haynie and many others at the college who have documented very well and instituted a culture of inquiry and improvement.

Ms. Sarah Pope, dean of college advancement, reported the triennial report 2014-2016 for the Foundation and College had been distributed.

The Annual Fund mailer had gone out in November. The Annual Fund unrestricted goal is \$65,000, which joins the Preakness Party in producing necessary unrestricted funds.

It is also scholarship season. The RCC Scholarship Application has been available online since December 1, and it will remain active until February 17th. Approximately \$430,000 is available for RCC students.

An Essex County donor has endowed a new scholarship with \$35,000 for Essex County first generation students.

The Preakness Party will be held May 20 in Middlesex County.

Sharon Drotleff will be developing an Alumni database.

E. Crowther commented the Foundation is also in grant identification mode. They are currently looking at sources and potential projects, including Title III Strengthening Institutions opportunities. When applying for grants, it is beneficial to be able to report 100% of the college boards, faculty, and staff give to the foundation.

Committee Reports

Curriculum and Programs Committee – Mr. Mike Gallier, chair, reported the committee had a quorum and were proposing two curriculum changes:

1. Curriculum changes to the Associates of Applied Science Degree in Nursing.
(Implementation Date: Summer 2017)
The new curriculum is now a full five semesters, compared to four semesters previously.
The emphasis continues to be on nursing concepts, practices, and content.

2. Curriculum changes to the Pre-Nursing Career Studies Certificate.
(Implementation Date: Spring 2017)

This curriculum is needed if students are going into the field without relevant background courses.

The committee recommended adoption of both changes. The recommendation was seconded and approved unanimously.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds budget for information only.

The local funds budget requests to counties was reviewed showing amounts approved by each county, payments, and outstanding balances. Approximately \$51,000 remains unfulfilled. B. Doyle remarked advocacy is part of the role of the RCC Local Board. Supervisors need board member help realizing the value of RCC for their communities.

Personnel and Public Relations Committee – Mrs. Ellen Davis, chair, reported the committee would like to nominate Mrs. Helen Turner Murphy for an Honorary Degree. Mrs. Murphy resides in Westmoreland County with her husband Tayloe. She was a founding member of the first Local Board for RCC. She participates on several area boards and community organizations. The committee recommends submitting the VCCS application to nominate Mrs. Murphy for an honorary degree honoring her for her commitment working with RCC and supporting the Foundation board. The recommendation was seconded and approved unanimously.

Other Business – There was no further business.

Adjournment – The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, Chair