

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 286
1:00 p.m., Glens Campus
Wednesday, March 8, 2017

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. 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: Mrs. Wanda Fary (Gloucester)

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: Mrs. Rebecca Beaver, Business Office Accountant

Mrs. Ellen Davis read the RCC Mission Statement.

Minutes of Board Meeting No. 285 – The minutes of meeting no. 285 held on January 11, 2016, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mrs. Wanda Fary, from Gloucester, had communicated she would not be present.

E. Crowther remarked it was a pleasure to introduce Ms. Becky Beaver who would be retiring the end of March. Ms. Beaver has been an accountant in the RCC business office for 33 years. Students face many challenges that require humanity and problem solving, and Ms. Beaver has provided both with excellence.

S. Broaddus remarked B. Beaver is exceptional and excels in all aspects of her job. E. Crowther presented B. Beaver with a gift of appreciation and remarked she would be receiving the traditional Chesapeake cups and tray from the college and board. She further commented that B. Beaver is one reason RCC is a “Great College to Work For” and why student services is a hallmark.

Presidents report:

E. Crowther reported RCC’s nursing program was ranked #2 in the state, behind only Bon Secours, and ahead of all university and community college programs. This honor is based in large part on pass rates for the board of nursing exam, and is a significant accomplishment. E. Crowther praised the work of RCC nursing faculty members.

E. Crowther reported C. Stelter had recently earned a promotion to director of human resources. She also remarked C. Stelter had worked at RCC for 12 years and is substantially responsible for college growth and success as a team. She is the thoughtful HR professional that the college needs.

Ms. Caroline Stelter, human resources director, reported the college would be participating in the Great Colleges survey this spring for the third year. The state had also approved 3% raises for classified employees and 2% for faculty that would be applied in July.

Dr. Marty Brooks, Glens Campus academic dean and interim vice president of instruction and student development, reported student enrollment for spring is close to last year and more will come in. Seven career fairs had been held. The award winning nursing program has a record enrollment with 63 PRN and 34 LPN applicants. Dual enrollment gaming and web design at New Kent and Bridging Communities had refurbished 6 computers and donated them to students in the New Kent Middle School. E. Crowther reported she, M. Brooks and several others had been working on a Title III grant application for strengthening the Institution.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported he had been sharing the news about RCC’s nursing programs 2nd place ranking in the state on his visits to the service area counties. RCC is in the process of converting processes to the VCCS Shared Services Center. The process is set to begin in April with procure to pay and accounts payable. The move is a huge step for the college and the VCCS and does impact the RCC business office as two positions will be lost. College administration is working to retain employees. An emergency operations plan will be prepared to present to the board at the May 10th meeting. Five of the twelve county boards of supervisors budget meetings have been held. The Foundation’s Triennial Report was shared with the counties, and was very effective for telling the college story. Plans are moving forward to make improvements to the Glens Campus entrance. More information would be presented to the board as it becomes available. Drawings for the culinary arts kitchen have been submitted to BCOM for approval. The current plan is to have the kitchen completed to open for the fall 2017 semester.

The Warsaw roof project is coming to a close and the contractor is completing punch list items. The facilities team has done a great job facilitating the work.

Mr. Jason E. Perry, vice president of workforce development, reported the spring schedule had been distributed and included more industry based programs. J. Perry had met with the Shipyard recruiter in Newport News who is hiring approximately 300 welders. Workforce is positioned to help with 24 students in the welding program. The college may need to open another welding section due to so much interest. The CDL (truck driving) program just completed another 8 students who are all placed in employment. Workforce holds mini job fairs to bring employers on campus and expose students to employment opportunities. The fairs rotate campuses and one is planned for this month. The state allows Workforce to provide tuition assistance for certifications, which have increased dramatically this year.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reviewed the currently enrolled student surveys handout. General comments have improved; out of 531 students, only 7 made negative statements. One student who has a disability and told how he feels he fits well in the RCC environment. Additionally, a challenged single mom expressed how supportive everyone is at the college. Areas of concern include advising, with 41% of students saying they do not contact an advisor before registering for classes, and 21% saying they never contact an advisor. A small percentage reported concerns about book store and testing center hours, including King George availability. 29% of students reported never using the college library. Regarding internet access, 12% of students say they have no internet access at home and another 9% only have dial up. RCC administration, faculty and staff use these survey results to make improvements.

E. Crowther reported the college had two topics to choose from for its quality enhancement project (QEP) as part of its 10-year Reaffirmation of Accreditation process, which were advising and technology. The technology topic was chosen, but RCC is finding a way to also work on the advising project.

Ms. Sarah Pope, dean of college advancement, was unable to attend the meeting. E. Crowther reported in her absence that exciting things are happening in the advancement area. Board member Kathy Morrison had gone to King William high school and met with students to assist them with the scholarship application process. This is the first year the process is fully automated. King William students are ahead on application numbers. An email had been sent to all service region school systems encouraging them to have students register. There were 550 applications received this year compared to 317 last year. The Scholarship Committee is in the process of reviewing applications and will complete the award process the end of March. There is \$450,000 available for distribution. The Foundation will have a fundraiser at the Tides Inn March 12th – 30th where 30% of each meal cost will be donated to the Foundation. Close to 190 reservations have been made to date. There will be a guest maître d' each night and E. Crowther would serve March 12th and 26th. The Preakness Party will be held May 20th at Milmont in Middlesex County. Annual fund envelopes have been mailed and all board members were

encouraged to give. When applying for grants, it is important for the college to report 100% of their board members have contributed.

Committee Reports

Curriculum and Programs Committee – Mr. Mike Gallier, chair, reported the committee had a quorum.

An **AA&S Transfer Degree and Specialization Programs Math Pathway Curriculum** was discussed for information only. The goal of Math Pathways is to improve student success in developmental mathematics and gateway math courses by removing barriers in mathematics.

The committee also discussed a course addition: **AA&S Transfer Degree: Pre-Engineering Specialization Course Addition**, which proposes a credit reduction in calculus courses, taking it from 5 credits to 4. A 3-credit transfer elective course would be added to the curriculum to meet the minimum credit requirement.

The committee recommended adoption of course addition and total credit increase as presented. The recommendation was approved unanimously.

Detailed copies of all curriculum changes are kept in the office of the vice president of instruction and student development.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds budget and the county funds summary, as of February 28, 2017, for information only. A new funding methodology model would be developed and presented to the board at their May meeting, possibly for consideration in the 2018-19 allocation request from the counties.

Each year the college is allowed to examine increasing fees for student activities and parking \$.50 per credit hour as a maximum. Last year the student parking fee was raised \$.50 per credit hour, but the activity fee did not go up. E. Crowther is sensitive to the cost burden to students. The committee recommends forgoing any increases in the fees for FY 2018. The recommendation was seconded and unanimously approved.

B. Doyle described the Glens Campus entrance plan. There is \$625,000 that will be provided by VDOT H1B state funds to improve the existing entrance on Rt. 30. The timeframe for the project is potentially 2018. Lewis Lawrence and his team at the Middle Peninsula Planning District Commission are credited with positioning RCC to win this project.

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

College Mission – E. Crowther reported the RCC mission statement had been reviewed by the President's Planning and Effectiveness Council, the President's Executive Staff, and all faculty and staff. The decision was made to propose the words "of the 21st century" be removed.

Current Mission Statement:

Rappahannock Community College provides access to high quality educational experiences for members of its community, preparing them for success as learners, employees, and citizens of the 21st century.

Proposed Mission Statement:

Rappahannock Community College provides access to high quality educational experiences for members of its community, preparing them for success as learners, employees, and citizens.

A motion was made and seconded to amend the mission statement by removing the words “of the 21st century”. The motion passed unanimously.

Citizen’s Advisory Committee- E. Crowther remarked the networking and advice gained from the Citizen’s Advisory Committees is very beneficial. She 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-

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. William H. Pennell, Jr., 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; Mrs. Helen Mae Kemp, yes; Mr. Michael S. Gallier, yes; Ms. Kathy H. Morrison, yes; Mrs. Maree S. Morgan, yes; Mrs. Ellen Davis, yes; Mr. Stephen M. Tucker, yes; Mr. William H. Pennell, Jr., yes; Mr. Matt Walker, yes; Mr. John A. Brown, yes; Mrs. Victoria G. Roberson, yes.

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

W. Pennell remarked the board thinks the world of what E. Crowther does and can’t imagine anybody better for the job than her.

E. Crowther responded saying it was a privilege for her to be at RCC. She liked bragging about her strong board and working with them is stimulating and rewarding.

W. Pennell made a motion to recommend the RCC Foundation supplement E. Crowther's salary by \$25,000. The motion was seconded and unanimously approved.

Other Business – There was no further business.

Adjournment – The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, Chair