

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 287
1:00 p.m., Warsaw Campus
Wednesday, May 10, 2017

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
Mr. Donald O. Sandridge (Gloucester)
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)

Excused: Mrs. Helen Mae Kemp (King and Queen)

Also not attending: Mrs. Victoria G. Roberson (Westmoreland)

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 Director
Mrs. Chris M. Stamper, Administrative Staff Specialist

Mrs. Judy Allen read the RCC Mission Statement.

E. Crowther remarked she was delighted to introduce new board member, Mr. Don Sandridge, who had been appointed to represent Gloucester County. Mr. Sandridge is retired from Gloucester Performing Arts and teaching at Gloucester High School.

Minutes of Board Meeting No. 286 – The minutes of meeting no. 286, held on March 8, 2017, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mrs. Helen Mae Kemp had communicated she would not be present.

Graduation was expected to be the largest to date with approximately 100 more graduates walking than in previous years. The college was at maximum capacity at the 2016 ceremony in regard to parking, and overflow was expected this year. E. Crowther asked all board members to please park in the EFI vacant lots. She also reported Helen Murphy would be joining the platform party to receive an honorary degree, and Jane Watkins, retired President and CEO of Virginia Credit Union, would be the guest speaker.

Donna Alexander is doing very well and is hoping to return to work in July.

Recognition of College Board Retirement -

B. Pennell announced with regret that Mr. John Brown, from Richmond County, would be retiring from the board July 1 after 8 years' service. E. Crowther remarked J. Brown had been an asset to RCC and seen it through some critical points in the last 8 years. J. Brown was an advocate for RCC and attended many functions. E. Crowther thanked him for his service. J. Brown replied with thank you and said the college meant a great deal to him. His family and three grandchildren had attended RCC. One of his grandchildren may have been one of the first dual enrollment graduates. He also reported he had been a member of the RCC adjunct faculty for 10-12 years.

Special Report: Emergency Operations Plan – B. Doyle reported the college had a process to update its Emergency Operations Plan every four years. He presented the Plan to the board for adoption. Upon approval, the Plan would be submitted to the State Emergency Management office. With input from several county EMS professionals, the old plan had been updated to fit RCC's current locations and needs. He was impressed with the counties' preparedness and remarked they are very proactive in partnering with the college.

Kathy Morrison, chair of the Finance and Facilities Committee, reported the committee recommended adoption of the plan. No second was needed and the plan was approved unanimously.

Presidents report:

E. Crowther congratulated Jason Perry on receiving his doctorate, announcing it was well deserved and he would graduate the next day.

E. Crowther reported many colleges were having reductions in force and eliminating positions. RCC had done so and will soon relate this to the community. Approximately seven positions would be eliminated, and the majority of employees in the eliminated positions were retiring. Some aspects of the jobs will be covered with lower level employees. The college is actively reviewing its risks, business practices, and resources.

Many staff members assisted with the Title III grant application which could potentially award RCC over \$2 million over 5 years. The Grant would help establish an advising center to help advise and retain students. If the Grant is not received, RCC will still devote some resources to identified functions. M. Brooks, S. Pope and G. Haynie were key contributors to the grant project.

Ms. Caroline Stelter, human resources director, reported there would be salary increases from the state in the summer. She also suggested everyone keep an eye on the RCC website and newspapers through the summer as the college would publish the results of The Great Colleges Survey expected in June.

Dr. Marty Brooks, Glens Campus academic dean and interim vice president of instruction and student development, reported the current graduating class was the largest ever.

There were 76 inductees into Phi Theta Kappa Honor Society in April, and Congressman Rob Wittman had been the guest speaker for their ceremony.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the budget process was underway. The college anticipates 4 ½ percent lower funding from the state and a decline in enrollment of about 3%. RCC had fared well in relation to its peers in the VCCS as the college is maintaining fairly level enrollment compared to declines statewide.

It is hoped the culinary kitchen building project would be completed by the end of the fall semester to be ready for spring at Glens.

The College was awarded funds from the state to renovate the Chinn House. The renovation will coincide nicely with RCC's 50th anniversary.

The transition to the VCCS Shared Services Center consolidated operations center for business office functions is underway. Financial benefit for RCC is still to be determined, but is not evident in the near term.

The Glens Campus entrance project by VDOT, through HB2 funds, has been moved to 2020-2021.

Dr. Jason E. Perry, vice president of workforce development, reported the statewide workforce credentials grant program at RCC had 141 registrations in WCG approved courses and 107 had completed the courses to date.

Carpentry training was a success and a utility shed had been built at Warsaw during the course. New Kent County Little League had purchased the shed.

A Dominion Resources grant had supported the Waterman's Heritage Training Tour with \$25,000.

E. Crowther explained that with the workforce training grant, the college receives a 3rd of the tuition up front, a second 3rd when the student completes program coursework, and the final 3rd when he/he earns a recognized credential.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported summer was a busy time for her office as it is when she completes the reporting for the year.

The Graduating Student Survey results were reviewed and will be used to make service and program improvements.

The College is beginning to write portions of its response to SACSCOC standards as part of its 10-year reaffirmation of accreditation process. Similarly, faculty are working on the Quality Enhancement Project (QEP) portion that is a project to enhance student learning.

Ms. Sarah Pope, dean of college advancement, reported the private scholarship cycle had recently ended and there had been an increase in applications this year. Over \$400,000 in donor funding would be used to award 360 awards from 91 scholarships.

The Preakness Party would be held at Millmont in Middlesex County. In the past, the event had raised a net of \$50,000-\$80,000 each year, and the Foundation is confident it will exceed the average this year.

The RCC dinner fundraiser at the Tides Inn had raised almost \$5,000 in unrestricted funds.

The goal for unrestricted funds in the annual fund drive is \$65,000. Approximately \$59,000 had been raised to date. B. Pennell stressed the importance of having every board member contribute.

Committee Reports

Curriculum and Programs Committee – Mr. Mike Gallier, chair, reported the committee had met but did not have a quorum. He made a motion the board accept and approve the new program of Diesel Mechanics Technology Certificate. The motion was seconded and approved unanimously.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds received from counties report and local funds budget college board accounts, for information only, remarking county collections for requested amounts were on track for this year. Presentations had been made to all county boards of supervisors describing RCC budget requests.

The committee would like to change the methodology devising county contributions and is beginning the process to determine what that will be. They will bring a recommendation for 2019 to the full board in September.

Personnel and Public Relations Committee – Mrs. Ellen Davis, chair, reported the suggested slate of officers for 2017-2018. The committee recommended Mr. Bill Pennell remain as chair for another year and Mrs. Judy Allen remain as vice chair. The recommendation was seconded and approved unanimously.

The committee recommended the following 2017-2018 meeting dates, noting there is no meeting scheduled for July. No second was needed and the recommendation was approved unanimously.

- July 2017, no meeting scheduled.
- 2nd Wednesday, September 13, 2017, 1 p.m., Glens Campus.
- 2nd Wednesday, November 8, 2017, 1 p.m., Warsaw Campus.
- 2nd Wednesday, January 10, 2018, 1 p.m., Glens Campus.
- 2nd Wednesday, March 14, 2018, 1 p.m., Warsaw Campus.
- 2nd Wednesday, May 9, 2018, 1 p.m., Warsaw Campus

Citizens' Advisory Committee, 2017-2018 – Mr. Mike Gallier, chair of the curriculum and programs committee, remarked the people on the citizens' advisory committees represent RCC's service region communities and represent many areas of expertise. All proposed members have been contacted and confirmed their interest. The committee met without a quorum; M. Gallier moved the list be accepted. The motion was seconded and unanimously approved.

Other Business – There was no further business.

B. Pennell reported he had completed E. Crowther's evaluation letter to Chancellor DuBois and it would be sent to him at the VCCS.

Adjournment – The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, Chair