

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 288
1:00 p.m., Glens Campus
Wednesday, September 13, 2017

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
Mr. Donald O. Sandridge (Gloucester)
Mrs. Helen Mae Kemp (King and Queen)
Ms. Kathy H. Morrison (King William)
Mrs. Maree S. Morgan (Mathews)
Mrs. Ellen Davis (New Kent)
Mr. William H. Pennell, Jr. (Lancaster)
Mr. Matt Walker (Middlesex)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mr. Stephen M. Tucker (Northumberland)

Staff Present: Dr. Elizabeth Hinton Crowther, President
Dr. Donna Alexander
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

Mr. Matt Walker read the RCC Mission Statement.

Minutes of Board Meeting No. 287 – The minutes of meeting no. 287, held on May 10, 2017, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mr. Stephen Tucker had communicated he would not be present due to illness. E. Crowther welcomed new board member, Maxine Ball, representing Richmond County. An orientation had been provided that morning for Mrs. Ball and D. Sandridge, along with three new RCC EFI board members.

E. Crowther announced Ms. Sue Broaddus, RCC Business Manager, was retiring after 39 years' service to RCC. S. Broaddus had mentored and trained many previous and current RCC employees and developed a devoted working group in the business office. She served as acting Vice President of Finance on a couple of occasions, and also supported Foundation business functions. Ms. Broaddus made excellent decisions, and every business office process she developed was based on assisting students. She made a positive difference at RCC. E. Crowther remarked S. Broaddus was a personal friend to many and part of the fabric that made the college special. She also stated she could not picture what the college

would be like without her daily presence and Sue's retirement was a personal and professional loss. S. Broaddus thanked E. Crowther and stated she had never regretted working the past 39 years at RCC, as it had been a great place to work.

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, and other data which presented a profile of RCC students. The college serves the largest percentage of students attending higher education from the region. In addition, there are many potential students who are not going anywhere after high school, and RCC is positioning to reach out to that group.

President's Report

E. Crowther reviewed the college calendar at the bottom of the meeting agenda:

Tuesday, October 3, 8:30 a.m. – 3:30 p.m., College Convocation at Bethpage Camp Resort. Convocation is a time all full time employees get together for professional development and fellowship. All board members were invited.

Wednesday/Thursday, October 11-12, Chancellor's Planning Retreat in Virginia Beach. All board members were invited and instructed to notify C. Stamper if they would like to attend.

Tuesday, October 24, 7:00 p.m., Scholarship program and reception at Cobham Park Church in Warsaw. The event connects scholarship recipients and donors and is followed by a president's reception.

Wednesday, November 8, local board meeting on the Warsaw Campus.

B. Pennell announced the RCC EFI board had approved the local board's request to provide a pay supplement to E. Crowther.

E. Crowther welcomed D. Alexander stating all were glad she was back and healthy. D. Alexander commented E. Crowther had been very supportive to her and her family while she was on leave.

E. Crowther stated the JLARC (Joint Legislative Audit and Review Committee) report on the VCCS was available. The examination was the first from JLARC of the community college system in 25 years. Five areas of consideration are reported and can be found in the on-line report at the State Council of Higher Education in Virginia (SCHEV) website. Twenty-one

recommendations include increased resources for academic advisors, and improving dual enrollment, which had been a target politically with perceived differences in quality throughout the state. A system-wide audit of dual enrollment is now also available. RCC has a higher percentage of dual students than other colleges and the study did not find anything to cite the college on. SACS (Southern Association of Colleges and Schools) had performed a review that described RCC's dual enrollment system as a remarkable partnership with the local school systems. Another area reported on was increasing transparency for transfer pathways, reporting a desire to be more informative for families. The colleges needed to make sure students were aware of the transferability of courses they were taking. General VCCS operations were also reviewed, suggesting tuition policy for college and campus consolidations and closings. The report did not recommend closing or consolidating institutions, but this was happening in other states. RCC needed to continue to show its value and good fiscal operations. The final reporting area was the Workforce Investment Grant that pays 2/3 of tuition for students in certain qualified Workforce programs. Colleges can potentially be paid more for completers which enables them to initiate more programs to serve more people.

Ms. Caroline Stelter, human resources director, reported RCC had once again been designated "A Great College to Work For" with the elite status of Honor Roll. This was the third year RDC had participated and been recognized in the program. The program was designed by the national publication *The Chronical of Higher Education* to recognize colleges who are successful in creating great workplaces. In 2017, 232 colleges participated nationally with 77 of them being 2-year colleges. There were 29 in RCC's size category and only four were selected as Honor Roll.

Dr. Donna Alexander, academic dean and vice president of instruction and student development, reported Gabby Balderson had been selected to serve as the student representative to the SCHEV (State Council of Higher Education for Virginia) student advisory committee. She also is a student ambassador for RCC.

RCC faculty were engaged in the QEP (Quality Enhancement Plan) which was part of the college reaffirmation of accreditation. Enhancing and improving computer skills was the topic.

The new diesel mechanics program at New Kent had a waiting list.

Squall, RCC's mascot, would be appearing at local service region football games.

Northern Neck Technical Center nursing students had toured the Warsaw Campus the previous week and watched a presentation on taking the credential with dual enrollment programs at Northern Neck Tech Center and Bridging Communities Tech Center.

D. Alexander was working on additional health programs with J. Perry.

The new acting dean of the Warsaw Campus was Matthew Brent. D. Alexander remarked the college was delighted to have him serve in that capacity.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported Sue Broaddus would be the second recent major retirement in his department. Mark Beaver and S. Broaddus collectively had 80 year's experience and institutional knowledge. He stated he had never, in his years of experience, witnessed a group that worked so well together as the business office under S. Broaddus. A new business office manager had been hired, Alissa Nashwinter, who had 18 years state government experience with the Department of Health and had extensive financial and business management experience.

The model for RCC facilities management had changed, allowing RCC to meet challenges with reduced state support. There were now a building and grounds supervisor at each campus with oversight of off-campus activities as well. Richard Lewter at the Glens Campus and Cheryl Boltz at Warsaw were doing a great job.

The culinary arts kitchen buildout was in process. It was estimated completion would take 120 days, with the functional culinary arts kitchen lab ready after the first of 2018.

Chinn House renovations were being planned with maintenance reserve funds from the VCCS. The \$300,000 project was estimated to begin by late spring or early summer 2018.

It would be 2021 before funding was available for renovations to the Glens Campus entrance.

Dr. Jason E. Perry, vice president of workforce development, reported the pilot high school welding program partnership with West Point and Mathews schools was beginning with 10 students enrolled to date. The current welding program held in the evenings was at capacity and a new Saturday class would be opened.

Poverty level students generally are eligible for financial aid, but middle level students may not have as many opportunities. The RCC Foundation had given significant support with funding for middle level students through Verlander and Scott Robinson funding.

RCC held a regional education consortium last year with 532 educators from schools in the service region participating. The attendees included all levels of school employees.

Since July 1, 6 students had completed the CDL training, 5 students in customer sales and services, 53 in heart saver CPR, 4 in food sanitation, 4 paraprofessionals to be involved in public schools, and 16 awards of certificate in welding.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported that, in addition to federal, state and local reporting, RCC was in its reaffirmation of accreditation reporting year. She is the main organizer. The college is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), a regional accrediting agency. The college is preliminarily reviewed every 5 years, with a complete review every 10. A detailed report from RCC would be due March 1, 2018. The SACSCOC team would visit RCC the end of September 2018.

Ms. Sarah Pope, dean of college advancement, reported she oversees the work of the Foundation providing opportunities for the community to support the college. She thanked the local board members for their support. The Foundation had received \$630,000 the previous year in direct support to RCC students and programs. The Foundation had \$9.6 million in assets and the assets rise daily due largely in part to the groundwork E. Crowther made when coming to the college 14 years prior.

The 2017 Preakness Party cleared approximately \$90,000 that is applied to operations, scholarships, and professional development grants. The unrestricted annual fund drive received a record amount of over \$60,000.

The Foundation is working to develop an alumni association in anticipation of RCC's 50th anniversary. The first meeting of the local college board took place in January 1970 in Urbanna.

Over \$496,000 in scholarships had been distributed to almost 400 students for 2017-2018. Applications for next year would open earlier, October 1 instead of mid-November, integrating with the first day FAFSA opens.

S. Pope provided talking points with RCC Foundation information for board members to assist them when being advocates in the community.

Committee Reports

Curriculum and Programs Committee – Judy Allen, chair, reported the committee recommended the following proposed curriculum change:

Applied Science Degree: General Engineering Technology *Implementation Date: Spring 2018*
Replacing two history course electives and one humanities elective. The recommendation from committee was unanimously approved by the board.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds budgets as of June 30, 2017, and August 31, 2017 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 \$11,649.00 from site reserve to site development.
- Transfer \$18,392.40 from operating account to contingency.
- Transfer \$24,691.69 from contingency to college reserve.

The request was unanimously approved by the board.

K. Morrison presented the Proposed Student Activities Budget for 2017-2018 and reported there had not been any changes. The Committee recommended approval of the budget. The recommendation was unanimously approved by the board.

The proposed 2018-2019 Local Funds budget was distributed. The Finance and Facilities committee would meet in October for further discussion on revising the college requests to the counties. The proposed budget will be voted on at the November 8, 2017 board meeting.

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

Chancellor's Retreat – All board members were invited to attend the Chancellor's Retreat in Virginia Beach, October 11-12, 2017, and were asked to let C. Stamper know if they were interested.

Presidents Goals 2017-2019 – E. Crowther reported updates are made each year to her goals and are what her evaluation is based on in the spring. RCC follows the VCCS Chancellor's format and adapts it with RCC's goals, working in the College's Strategic Priorities. The current format shows the system goals followed by the college objectives in association. The presidents goals are focused on connecting students, and retaining them to completion. Affordability and sustainability are always a top priority. RCC is challenged with its budget and looks for new opportunities such as writing a Title III grant that could mean \$2.5 million to support advising and intake. A motion was made to approve the president's goals, and seconded. The goals were approved unanimously.

Other Business – E. Crowther announced Mr. Michael Gallier, representative from King George County, had decided not to serve a second term on the RCC local board of directors. King George County Board of Supervisors would advise E. Crowther when a replacement had been appointed.

Adjournment – The meeting was adjourned at 2:26 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, Chair