

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 289**  
**1:00 p.m., Warsaw Campus**  
**Wednesday, November 8, 2017**

**MINUTES**

Members Present: Mrs. Julia A. Allen (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Ms. Kathy H. Morrison (King William)  
Mrs. Maree S. Morgan (Mathews)  
Mrs. Ellen Davis (New Kent)  
Mr. William H. Pennell, Jr. (Lancaster)  
Mr. Stephen M. Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Helen Mae Kemp (King and Queen)  
Mr. Joseph L. McGettigan (King George)

Absent: Mr. Matt Walker (Middlesex)

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

Mrs. Victoria G. Roberson read the RCC Mission Statement.

**Minutes of Board Meeting No. 288** – The minutes of meeting no. 288, held on September 13, 2017, were unanimously approved as mailed.

**Communications and Introductions** – E. Crowther announced Mrs. Helen Mae Kemp and Mr. Joseph L. McGettigan had communicated they would not be present. Mr. Matt Walker was absent.

**Special Report: Diversity** - Ms. Caroline Stelter, human resources director, reported diversity covered many different areas including background, ethnicity, race, and cultural heritage. RCC has a Diversity and Inclusion Council that assists the college in measuring progress in representing diverse constituents. The College had developed a dashboard over the past 10 years to track how closely its faculty and staff mirror the student body. In 2016-2017, there were 24 committees of faculty and staff convened to hire for positions. The College was deliberate in its policies and C. Stelter and the Council carefully guided the process, assuring that qualified and diverse candidates were interviewed. RCC's practices and policies were inclusive and fair for everyone who works there.

## **President's Report**

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

RCC would close ½ day Wednesday, November 22 for Thanksgiving and reopen Monday, November 27.

RCC would close ½ day Wednesday, December 20<sup>th</sup> for the Christmas holiday and reopen Wednesday, January 3<sup>rd</sup>.

Board members would be notified of any College holiday celebrations.

Wednesday, January 10, 2018, College Board meeting on Glens Campus.

Ms. Caroline Stelter, human resources director, did not have a further report.

Dr. Donna Alexander, academic dean and vice president of instruction and student development, reported Spring semester culinary classes would be offered in the new lab at the Glens Campus.

The diesel program at New Kent was full.

The College was getting ready for two high school principals and counselors meetings to be held November 28<sup>th</sup> and 20<sup>th</sup>. The meetings provide good exchange with partners. The annual high school superintendents meeting was held September 22<sup>nd</sup>.

RCC and its mascot, Squall, had attended many local high school football games.

The RAM event (Remote Area Medical) was held the weekend of November 3<sup>rd</sup> and was a great success with an excess of 700 people served.

The student development department held its first financial aid day in conjunction with the start of the FAFSA cycle. The day was supported by S. Pope and the RCCEFI Foundation. The goal was for students to complete the FAFSA application early so RCC could get them on the College scholarship list.

The College was working on a Guaranteed Admission Agreements with William and Mary, and VCU.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the business office leadership transition was underway. The VCCS had conducted a first time business office audit, at Dr. Crowther and Mr. Doyle's request, to review business procedures and policies. With this audit unit's assistance, workflow mapping would be conducted in February to update business office services.

A full service commercial kitchen was in development at the Glens Campus with completion scheduled for the first week in January in time for Culinary classes in the spring semester.

Plans were underway for a VCCS-funded renovation of the Chinn Center. Construction would begin in the summer of 2018, with completion in the fall.

Under the Clery Act, RCC reports annually on campus safety and security. All reports had been completed on time; Clery is related to federal funding. The College receives statistics from local law enforcement related to reported crimes on College sites.

RCC had a threat assessment team comprised of faculty, staff, and some outside partners. The team was working on adding other regional law enforcement officials – to assure broad participation and communication.

Dr. Jason E. Perry, vice president of workforce development, reported RCC workforce had received General Assembly support for tuition assistance for workforce training over the past 16 months. Workforce had been active seeking other funding sources such as DuPont and other private foundations.

The high school welding program had 10 students who all earned certificates from the American Welding Society. The goal is for all 10 to earn four credentials under this ground breaking program.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported the SACSCOC Reaffirmation Compliance Certification Report would be due March 2018. The goal was to have the certification ready the first of January for final editing. G. Haynie would be attending the SACS annual meeting in Dallas the first of December to determine exact details of the 10-year Reaffirmation of Accreditation process, to assure RCC did the best presentation possible of its excellent processes.

Regular reporting was also continuing, including IPEDS for the Department of Education through the VCCS. All reporting was up to date and on time.

Ms. Sarah Pope, dean of college advancement, reported the RCC Foundation was a 501c3 organization raising funds for support of College programs, professional development for staff, and library materials.

The Scholarship Reception for students and donors was held Tuesday, October 24<sup>th</sup> at Cobham Park Church with approximately 160 in attendance. The scholarship process opened earlier this year and the application process is currently available on-line. Many students could attend RCC at no cost through the use of scholarships and federal financial aid. There were currently 190 completed applications with the goal of 600. February was the deadline to apply.

The 2018 Preakness Party would be held at Ben Lomand in Essex County on May 19. The 2017 event cleared approximately \$90,000 in unrestricted funds.

The 2017-2018 Annual Fund solicitation would be mailed just after Thanksgiving.

## **Committee Reports**

**Curriculum and Programs Committee** – Judy Allen, chair, reported the committee did not have a quorum. They recommended the full Board approve the following proposed curriculum changes:

1. Discontinuation of the Industrial Electricity Career Studies Certificate.
2. Approval for the Arts and Sciences Transfer Degree: Pre-Bachelor of Science in Nursing (BSN) Specialization. (Implementation Date: Spring 2018)

The Committee's recommendation was seconded and unanimously passed.

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, presented the local funds budget as of 10/31/17 for information only.

B. Doyle reported the student activities budget update would be presented at a later date.

The committee had met on October 18 to discuss changes in the model used to request local operating funds from the counties. It was decided the operating portion in use was a superior approach, and no change would be proposed at that time, except to include a 2% cost of living adjustment for the 2018-2019 requests.

Five of the twelve counties in the service had supported RCC with a capital fund contribution to date, to total \$100,000. A more compelling approach for capital funding was discussed that would develop a specific list of envisioned capital projects to undertake in the next fiscal year, rather than asking for funding in advance of the need to implement projects. Prorated request amounts would be developed for counties who had already contributed a capital donation, and credit would be given to those whose capital balances exceeded next year's request.

For 2018-2019, this capital request is \$135,000 in total for these projects:

- Repaving the back parking lot on the Glens Campus.
- Extending sidewalks at the Glens Campus.
- Replacing campus safety and security equipment.

The Committee recommended approval of the \$135,000 capital improvement budget request from the counties. The recommendation was seconded and unanimously passed. An updated spreadsheet representing these projects would be given to Board members at the January meeting.

The Committee recommended the proposed 2018-2019 local funds annual operating requests from counties be tabled until the January 2018 meeting. B. Doyle would amend the budget for

presentation and final approval at that time. The recommendation was seconded and unanimously passed.

**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** – Kathy Morrison was the current RCC College Board Representative. The position is an important oversight function, and K. Morrison had been a wonderful representative. A motion was made and seconded for K. Morrison to continue to represent the RCC board. The motion was unanimously passed. It was noted that board member Vicki Roberson is also a member of the board, though not as an RCC representative.

**Other Business** –

**Adjournment** – The meeting was adjourned at 2:09 p.m.

Respectfully submitted,

Elizabeth Hinton Crowther, Secretary

Approved:



William H. Pennell, Chair