

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 290
1:00 p.m., Glens Campus
Wednesday, January 10, 2018

MINUTES

Members Present: Mrs. Julia A. Allen (Essex)
Mr. Donald O. Sandridge (Gloucester)
Mr. Joseph L. McGettigan (King George)
Ms. Kathy H. Morrison (King William)
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)
Mrs. Maree S. Morgan (Mathews)
Mr. Matt Walker (Middlesex)

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

Excused: Dr. Glenda D. Haynie, Dean of Research, Effectiveness, and Planning

Maxine Ball read the RCC Mission Statement.

Minutes of Board Meeting No. 289 – The minutes of meeting no. 289, held on November 8, 2017, were unanimously approved as mailed.

Communications and Introductions – Dr. Crowther announced Mrs. Helen Mae Kemp, Mrs. Maree S. Morgan, and Mr. Matt Walker had communicated they would not be present.

Dr. Crowther announced she was delighted to introduce Mr. Joseph L. McGettigan who was the board member representing King George County. Mr. McGettigan had been associated with the College in the past and Dr. Crowther was happy to have him join the Board.

Special Report: FOIA (Freedom of Information Act) –

Dr. Crowther remarked that any organization receiving public funds must adhere to FOIA rules. The law does not pertain to entities receiving only private funds such as the College Educational Foundation, a distinct 501c3 organization.

Mr. Doyle reviewed a PowerPoint presentation produced by legal counsel at the VCCS which explained requirements of the College. Mr. Doyle noted that FOIA was detailed in Virginia Code 2.2-3700 and guaranteed citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. All public

meetings of the College Board must be publicly advertised and minutes of such meetings publicly posted. Exceptions to public publication were personnel records, records subject to attorney-client privilege, vendor proprietary information, and records relating to the negotiation and award of a contract.

Dr. Crowther would update the Board at its March meeting on RCC's actions to comply with public meetings.

Mr. Pennell reminded Board members that emails and texts are retrievable from personal devices for FOIA purposes. Phone calls were not retrievable. In addition, any meeting of at least three board members wherein College business is discussed is considered a FOIA-able public meeting.

Anyone requesting information through FOIA could be charged by the College for any costs associated with the request.

President's Report

Dr. Crowther reviewed the College calendar at the bottom of the meeting agenda noting that the traditional Legislative Reception in Richmond was no longer being held.

Wednesday, March 14, 2018, College Board meeting, Warsaw Campus.

Wednesday, May 9, 2018, College Board meeting, Warsaw Campus.

Friday, May 11, 2018, RCC Graduation, Warsaw Campus.

Saturday, May 19, 2018, Preakness Party, Ben Lomond in Essex County.

Dr. Crowther remarked it was nice to have most College Board members attend graduation. It is a moving and inspiring event. Mrs. Stamper would order regalia for any members who needed it.

Dr. Haynie had been excused from the Local Board meeting, as she was working heavily on RCC's 10-year Reaffirmation of Accreditation Report for SACSCOC. Many individuals in the College were working hard to create the document. Dr. Crowther said she felt good about College progress. Dr. Alexander and others had put into place comprehensive processes and documentation for the past ten years. February first was the goal to produce the final draft. The report would be available to the Board after the response was received from SACSCOC.

Dr. Crowther commented the environment changes fast and RCC was an organization that was under stress because it did not receive the amount of funding from the State it had in the past; enrollment was down, as in all community colleges; and the College had a long-standing business manager retire who had sole knowledge of many processes. The College was performing well but had increased accountability for initiatives that it may not be originating. RCC employees were doing a lot of work, and many were over-performers, leading to increased stress. Dr. Crowther commended employees who continue to value high touch, present high quality, try new things, and take risks to make improvements.

The SACSCOC team would be at RCC on September 24th, 2018 for its on-site review of the College. The team is a peer group of Reviewers from community colleges in other states. Their response would be received by RCC in December, 2018, indicating whether the College would be reaffirmed for accreditation. Fourteen and a half years ago, the College was on warning from SACSCOC. It was given four years to make corrections, which it did. In 2007 the College had a very strong reaffirmation visit.

Dr. Crowther noted the passing of Mr. George R. Hayes, 92, from Gloucester Point. Mr. Hayes was an early, instrumental advocate for the College. He had been on the Foundation Board since 1999 and will be missed. Importantly, he was among the early community advocates championing the College and helped in every way early in its history. He was a member of the Local Board 14 years, serving from 1980-1984, returning in 1986 to fill an unexpired term, and remaining to serve two more terms. He retired from the Board in 1992. He was the Local Board chair from 1990-1992, and vice chair from 1987-1989. E. Crowther expressed the College's appreciation for Mr. Hayes and sent regrets on his passing to his family. Mr. Pennell moved that Dr. Crowther prepare a resolution from the Local Board for presentation to Mr. Hayes' wife, Betsy. The motion was seconded and unanimously passed.

Dr. Crowther reported the College had celebrated its 48th anniversary on January 9. The College would soon reach its 50th anniversary. Mrs. Pope was working to put together a 50th anniversary committee to engage alumni and others in planning 50th anniversary activities. There would likely be a fundraising campaign associated with the 50th Anniversary.

Ms. Caroline Stelter, human resources director, reported the State Conflict of Interest Act requires certain state employees and all Local Board members to complete annual training and a statement of financial interest. Members would receive two emails with instructions on how to access training and a provided link for the on-line statement filing system. Mrs. Stelter would be happy to answer any questions and provide assistance. The deadline to file was February 1, 2018.

Dr. Donna Alexander, vice president of instruction and student development, reported Squall, the RCC mascot, had visited many area holiday parades and football games. There were many community requests for Squall to attend events, especially at elementary schools. Many faculty, staff, and students attended parades as well did a nice job representing the College.

Dr. Alexander's team was working on several projects, one of which was Early College to take place on campus and begin in the fall. The emphasis would be on health areas, including practical nursing programs, for grade 12 students. The project was made possible by a grant from Anthem's Healthcare Foundation.

With oversight from Mr. Doyle's team, a room was being refurbished as a culinary lab. RCC would offer culinary classes on the Glens Campus starting in February.

Also with the help of the Mr. Doyle's team, work had been completed at the Glens Campus to prepare a room for its engineering technology lab that would be used the following week.

There was a waiting list for the diesel program at New Kent. Three students had already been offered day jobs due to their enrollment in the program.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the culinary kitchen was close to completion, a first rate commercial kitchen on Glens Campus. Dean Marty Brooks and Professor Hatley Bright oversaw much of the construction. Culinary classes would begin in February. The September 2018 Local Board meeting would include a tour of the new culinary kitchen.

RCC was in the design phase of the Chinn Center renovation and work would go out to bid in late spring, 2018.

Alissa Nashwinter is the new business office manager. Some internal functions were being transferred to the VCCS Shared Service Center and other functions were being evaluated and streamlined with the help of a VCCS audit, which RCC had requested. With RCC retiring nearly 80 years of experience in the past six months, it was prudent to have an outside evaluation done.

The College was replacing campus surveillance cameras and examining options to expand surveillance on campuses. The units created the sense “you are being watched.” The cameras are not continually monitored but tapes were kept on file. Local law enforcement were responsive to and involved in RCC safety and security issues through membership in the RCC Threat Assessment Team.

Dr. Jason E. Perry, vice president of workforce development, reported state funding for workforce tuition assistance had been put on hold, and RCC had worked hard to acquire tuition assistance from private sources to fill the need. All welding students would receive some tuition assistance. Workforce was pursuing a grant from DuPont for just under \$90,000, the VCCS had appropriated an additional \$18,000 to help with tuition assistance, and Verlander Foundation was contributing.

A Regional Go Virginia application had been submitted to boost economic development by creating high wage jobs. The application would help RCC partner with Carry-on Trailer to do welding training at the Northern Neck Tech Center and another facility in Montross.

Pipe fitting and forklift training were being offered for the first semester. OSHA training was being expanded at different levels. A babysitting certification course and a pharmacy tech training course were being developed to begin in the spring semester.

Ms. Sarah Pope, dean of college advancement, reported the Foundation Board had met in December and reported its assets had surpassed \$10 million.

February 16th was the deadline for scholarship applications for the coming academic year. One application would match students to over 100 available scholarships.

RCC partnered with the Tides Inn in 2017 for a special fundraiser called “Dining for a Cause.” The Tides Inn general manager, Gordon Slatford, had contacted Mrs. Pope to organize the Rappahannock Community College

fundraiser again when the restaurant opened in March 2018. Patrons would make special dinner reservations for certain days via the Foundation website. Thirty percent of the food bill would be donated to the RCC Foundation. Just under \$5,000 was raised in 2017. Guest maître d's invite their friends and the maître d' bringing the most guests wins a free dinner for two. Board members and others can be maître d's.

The Preakness Party would be held May 19, 2018. The event cleared approximately \$90,000 in 2017. The May 19 event would be held at Ben Lomond in Dunnsville, a 1730's landmark house owned by the Shirleys.

Mrs. Pope thanked all who had donated to the Foundation Annual Fund Drive to date, and remarked they would like 100% board participation again.

Committee Reports

Curriculum and Programs Committee – Mrs. Judy Allen, chair, reported the committee met with a quorum. There was one request for a minor change in the AAS General Engineering Technology program. The proposed change would switch out 2 courses that would result in a gain of 2 credits. The change would allow the program to better meet the needs of the business community and move curriculum forward with more focus on instrumentation. It would make RCC competitive with the model New River Community College program. The committee recommended the Board approve the change. A second was not required and the recommendation was unanimously approved.

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, reported the committee had met without a quorum.

One statement from the November 2017 committee minutes needed to be modified. The intent was to bring to the full board a description of a model used to assess RCC capital requests. The model had been accepted at the November meeting and the spreadsheet deferred to January. In Item #5 from the meeting minutes, the word January should be replaced with November. Mr. Tucker moved to amend the November minutes to reflect the correct statement in the full board minutes. The motion was seconded and unanimously approved.

The local funds budget as of December 31, 2017 was reviewed for information only. The report reflected the first half of the business year. Charges would begin to appear in early 2018 for site improvements.

The committee proposed, from Dr. Crowther's request, to convert the Local Funds emergency student loan fund to an emergency discretionary fund. Currently, students must pay back any loans from the fund by nine weeks into the semester, or be dropped from classes. The committee proposed converting this approximately \$15,000 fund to provide discretionary awards, which would better utilize the funds putting more into student enrollment and ensuring students don't Rappahannock Community College

have to drop courses. The committee recommended commencing this discretionary use in spring 2018. A second was not required and the recommendation was unanimously approved.

The local funds requests and receipts spreadsheet had been restructured to make it more easily readable. Service region counties were listed showing RCC requested funds and the action taken by each county in response. The current sheet reflected the first half of FY 2018. The committee decided it made sense to stay with the formula in place to determine the amounts to be requested from each county for 2018-2019, with a project-specific ask for capital funds. Counties that had previously paid in capital funds had received a credit. Mrs. Morrison moved the board accept the local funds requests and receipts spreadsheet as restructured. The motion was seconded and unanimously approved.

The spreadsheet showing economic value estimations by county was reviewed for information only. Each county only receives the information for its county, not all the counties in comparison. A copy of individual county information sheets would be provided electronically to each board member for his/her respective county. Mr. Tucker remarked the College demonstrates a distinctive return on investment for the counties, saying it needed to be stressed to each county that a very small portion of county budgets was requested by RCC, compared to the hundreds of thousands of dollars they received in return.

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

VCCS Legislative Reception –
There would not be a VCCS Legislative Reception in 2018.

Other Business –
Mrs. Morrison asked the rationale of the VCCS giving an additional \$18,000 funding for workforce aid. Mr. Perry replied that the VCCS announced colleges that had been able to spend down their dollar amounts in the time allocated through December could receive additional funding that was available to help students at poverty level.

Mr. Sandridge asked if the pharmacy course would lead to anything through the nursing program, a degree, or certification. Mr. Perry responded that the pathway had not yet been established and that this workforce offering was considered terminal.

Adjournment – The meeting was adjourned at 2:37 p.m.

Respectfully submitted,



Elizabeth Hinton Crowther, secretary

Approved:



William H. Pennell, Chair