

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 291
1:00 p.m., Warsaw Campus
Wednesday, March 14, 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)
Mrs. Maree S. Morgan (Mathews)
Mr. Stephen M. Tucker (Northumberland)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Helen Mae Kemp (King and Queen)
Mr. Matt Walker (Middlesex)

Staff Present: Dr. Elizabeth Hinton Crowther, President
Dr. Donna Alexander
Mr. William Doyle, Vice President of Financial and Administrative Services
Dr. Jason E. Perry, Vice President of Workforce Development
Ms. Sarah Pope, Dean of College Advancement
Mrs. Chris M. Stamper, Administrative Staff Specialist

Excused: Dr. Glenda D. Haynie, Dean of Research, Effectiveness, and Planning
Ms. Caroline Stelter, Human Resources Director

Mr. Joe McGettigan read the RCC Mission Statement.

Minutes of Board Meeting No. 290 – The minutes of meeting no. 290, held on January 10, 2018, were unanimously approved as mailed.

Communications and Introductions – E. Crowther announced Mr. Matt Walker and Mrs. Helen Mae Kemp had communicated they would not be present.

President's Report

Dr. Crowther reviewed the College calendar at the bottom of the meeting agenda. May would be a busy month. All board members were invited and encouraged to attend graduation on Friday, May 11 at 6:30 p.m. on the Warsaw Campus to support the RCC graduates and hear guest speaker, Senator Mark Warner.

The local board would meet Wednesday, May 9, and the Preakness Party would take place the following Saturday, May 19.

Following up on RCC's FOIA compliance, Dr. Crowther stated the College meeting notices had been posted on the State Commonwealth Calendar and would soon be listed on the RCC website; full compliance would then be met.

Dr. Crowther reported Dr. Haynie was currently on a well-deserved vacation, remarking the College was very lucky to have her. She complemented Dr. Haynie's hard work and guidance. Dr. Haynie had just completed her work for RCC's SACSCOC 10 year reaffirmation of accreditation report. Mrs. Glenda Lowery had assisted and contributions were made from everyone at the College. Good outcomes were anticipated. The SACSCOC team would visit RCC September 24-27. The College was working on a QEP, with a focus on improving student technical skills, that was also required for the reaffirmation and would be submitted in the summer. Dr. Crowther gave credit to Dr. Alexander and her team for implementing, and flawlessly following, good processes.

Dr. Crowther reported Mrs. Stelter was absent as she had been called to a Shared Services meeting in Richmond. Shared Services was working on the Human Resources side of the process. RCC currently had active job searches in place including positions in Financial Aid and Admissions and Records.

Dr. Donna Alexander, vice president of instruction and student development, reported RCC would participate in the Gloucester Daffodil Festival March 24-25.

RCC was continuing its intentional trend to educate and graduate more nurses. The College would graduate 70 ADN (associate degree nurse) students in May which would be the largest ever class of nurses. The College historically graduated approximately 40 each year.

Graduation participation as a whole would be the largest to date including an increasing number of awards.

In the Fall, Dr. Crowther started a campaign titled "Retain and Reengage", calling it active advising and intentional outreach. An advising coordinator had been hired and there would be an upcoming All Academic Student Development Advising meeting. The College had become more knowledgeable about students pathways, and were completing more students.

RCC had four academic finalists for PTK (Phi Theta Kappa) who would be honored at a luncheon on Wednesday, April 18 in Richmond. There would be an induction for RCC PTK honor students on Friday, April 20 at the Essex County High School. .

Mr. William Doyle, Jr., vice president of financial and administrative services, reported five service region county administrators had been visited regarding county local funds request solicitations. These counties historically had not contributed to RCC's capital requests, however conveyed positive feedback on the recent visits.

Visits with local county boards of supervisors had begun, with eight completed to date. The visits had gone well and were a great opportunity to update the boards on RCC activities.

The Glens Campus culinary arts kitchen project had been completed. Board members were encouraged to make an appointment to come tour the facility.

The Chinn House renovation project was in the late stage of the design phase, to be complete in April. The bid process to negotiate a contract would soon begin with renovation work to begin in the summer. The completion would be in time to integrate the house in RCC's 50th anniversary activities.

Dr. Jason E. Perry, vice president of workforce development, reported a pharmacy tech course would begin in June. Auto training would begin July-August in Mathews. A day welding program, provided through a joint grant in partnership with GoVirginia, would begin in August for Carry-On Trailer.

King William, West Point, and Mathews would participate in daytime programs in the fall on the Glens Campus to include manufacturing training.

RCC's workforce department would hold an employer appreciation luncheon to recognize local employers that send employees to train with the College. Special recognition would be given to Jack Neal from the Verlander Foundation for their help with tuition assistance. Also, the Lancaster Library for their summer employment program conducted the past five years, and Miller Marine Company in Deltaville who had hired 6-7 RCC students.

Due to State funding being placed on hold, duPont had given a little over \$87,000 for tuition assistance for welding and CDL students.

Workforce was submitting youth and adult services grants. The College had been the youth provider for years and hoped to add adult services.

Ms. Vicki Reid, Workforce Education Training Manager, was working with the Regional Educator's Consortium to offer k-12 educators 26 courses in August. The courses would be for teachers, counselors and others in the school systems. New courses such as a package for children's engineering, crime solving activities for elementary age children, gang and suicide awareness, and a threat assessment program were being added.

Last year 230 industry credentials were awarded. With three months remaining in the current Fiscal Year, 225 industry credentials had been earned to date.

Ms. Sarah Pope, dean of college advancement, reported the Foundation was making a push for unrestricted contributions through its Annual Giving Campaign. The Campaign goal was \$65,000 and \$60,000 had been raised to date. The majority of Foundation funds generally come from earmarked scholarships.

A fundraiser with the Tides Inn was currently taking place each Sunday-Thursday through March 29. The Foundation would receive 30% of each meal ticket. In 2017, the Foundation received \$3,000-\$4,000 from the fundraiser. Anyone wishing to participate were asked to call the Tides Inn or go to the Foundation website to make a reservation.

The Preakness Party would be held Saturday, May 19 at Ben Lomond in Dunnsville in Essex County. Funds raised are unrestricted and the goal was to net at least \$100,000. Mr. Pennell encouraged board members to attend the Preakness Party. It is a great event and this year would be a good opportunity to meet Ben Lomond owners, Craig and Zorine Shirley. Mr. Shirley has written several books, is a New York Times best-selling author, and they are fascinating people.

Each year the College nominates a philanthropist in their region for the Chancellors Philanthropy Award. RCC had nominated Northern Neck Electric for their endowed scholarship with the Foundation. They would receive the award at a luncheon at the Country Club of Virginia on Tuesday, April 17.

Faculty were currently reviewing over 500 scholarship applications. Final selections would be made March 23 and students would be notified April 6.

The College had begun planning for its 50th anniversary. January 9, 2020 is the actual anniversary date as the first College Board meeting was held in Urbanna on March 9, 1970. A celebration committee has been formed that includes Leslie Smith, retired RCC dean of technology, chair; Catherine Courtney, retired RCC nursing head; and Glenda Lowery, retired RCC associate professor of English and reading. There were several other internal participants on the committee as well.

There was a new Alumni Connection page on the Foundation website. Page visitors could read stories of alumni and have an opportunity to tell their own story. Anyone with an RCC story could participate, including dual enrollment students, college friends or faculty and staff.

Committee Reports

Curriculum and Programs Committee – Judy Allen, chair, reported the committee had met with a quorum.

The committee recommended approval of a new “STEM at Work” Career Studies Certificate to be implemented in Spring 2018. The certificate would focus exclusively on science and math. No second was needed, 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. No second was needed and the recommendation was approved unanimously.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reported the committee had met with a quorum.

Mrs. Morrison reviewed the local funds budget and the county funds summary, as of February 28, 2018, for information only.

Mr. Doyle reported that 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 fees were not increased. This year the fees were reviewed from a competitive aspect and RCC, compared to other community colleges, remains a little on the high side. As the College is facing enrollment

challenges, the committee recommended not increasing fees for FY 2019 in an effort to keep down obstacles and impediments to the students. No second was needed and the recommendation was approved unanimously.

Mr. Doyle reported \$15,000 had been set aside for a student loan emergency fund, which allowed students 8 weeks to bridge the gap and repay the loan. The SSS (Student Support Services) had stated there was a need for more direct funding rather than loans. The \$15,000 was redirected to a discretionary fund and students in good standing that needed financial assistance were identified. Utilizing \$13,500, 31 students were assisted with just under \$500 for each. The estimated impact to the College was almost 13.5 FTEs and more than \$30,000 return in current admission. Based on these results, the committee recommended the use of an additional \$15,000 from local funds be directed for use beginning in summer 2018 for FY 2019. The funds would be used for summer and fall semesters. A second was not needed and the recommendation was approved unanimously.

Personnel and Public Relations Committee – Mrs. Ellen Davis, chair, reported the committee had met with a quorum.

Mrs. Davis reported the RCC Adhoc Professor Emeritus Committee had met, chaired by Professor Charles Crook, and had found Professor Glenda Lowery worthy to receive the designation of Professor Emeritus. Professor Lowery received all 12 points from a 12 point review scale. The committee agreed and recommended Professor Lowery for Emeriti status. No second was needed and the recommendation passed unanimously.

Mr. George R. Hayes, recently deceased, had served many years on the College and Foundation board. The committee recommended a resolution be put forth for Mr. Hayes to include both boards. Dr. Rob Gates and Mr. Bill Pennell would be signatories. A second was not needed and the recommendation passed unanimously.

The last update to the College Bylaws was in March 2010 for the Mission Statement. There had been no substantive updates since before 2010. Practices listed are not always in line with current operations. The committee recommended the board chair appoint an adhoc committee of the board to review the Bylaws. College staff would review the Bylaws initially to determine what wording needed to be included. The proposed changes would be presented to the board after September. No second was needed and the recommendation passed unanimously. Mr. Pennell would appoint the adhoc committee with advice from the president.

College Mission – Mrs. Judy Allen, chair of the Curriculum and Programs Committee, reported RCC staff had reviewed the College Mission Statement and did not recommend any changes.

The committee agreed and recommended to continue with the mission as currently presented for the next year. No second was needed and the recommendation passed unanimously.

Citizen’s Advisory Committee, 2018-2019 – Board members were presented with the list of proposed Citizen’s Advisory Committee members for their review. The CAC help design curriculum, locate instructors, and many other functions that assist the College in their work. Each CAC meets at least once a year. All board members were asked to review the list and let Dr. Crowther or Mrs. Stamper know if they felt any changes or corrections needed to be made.

Executive Session – Evaluation of the President –

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., polled 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. All replied with “yes”.

On behalf of the board, Mr. Pennell would transmit to Chancellor Glenn DuBois, the “President’s Goals Mid-Year Accomplishments for 2017-2019 as of March 2018,” as well as a letter describing the local board evaluation of Dr. Crowther’s performance.

Mr. Pennell remarked Dr. Crowther had done excellent work in the Northern Neck and Middle Peninsula, and the board couldn’t thank her enough. They gave her highest accolades.

A motion was made for the local board to ask the Foundation to reinstitute the \$25,000 honorarium to Dr. Crowther. The motion was seconded and passed unanimously.

Dr. Crowther responded with thank you to the board commenting it was a pleasure to work with such a wonderful board.

Other Business – There was no other business.

Adjournment – The meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, secretary

William H. Pennell, Chair