

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 292**  
**1:00 p.m., Warsaw Campus**  
**Wednesday, May 9, 2018**

**MINUTES**

Members Present: Mr. Donald O. Sandridge (Gloucester)  
Mr. Joseph L. McGettigan (King George)  
Ms. Kathy H. Morrison (King William)  
Mr. William H. Pennell, Jr. (Lancaster)  
Mr. Matt Walker (Middlesex)  
Mr. Stephen M. Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)

Excused: Mrs. Julia A. Allen (Essex)  
Mrs. Helen Mae Kemp (King and Queen)  
Mrs. Maree S. Morgan (Mathews)  
Mrs. Ellen Davis (New Kent)  
Mrs. Victoria G. Roberson (Westmoreland)

Staff Present: Dr. Elizabeth Hinton Crowther, President  
Dr. Donna Alexander, Vice President of Instruction and Student Development  
Mr. William Doyle, Vice President of Financial and Administrative Services  
Dr. Glenda D. Haynie, Dean of Research, Effectiveness, and Planning  
Dr. Jason E. Perry, Vice President of Workforce and Community Development  
Ms. Sarah Pope, Dean of College Advancement  
Ms. Caroline Stelter, Human Resources Director  
Mrs. Chris M. Stamper, Administrative Staff Specialist

Mr. William Pennell read the RCC Mission Statement.

**Minutes of Board Meeting No. 291** – The minutes of meeting no. 291, held on March 14, 2018, were unanimously approved as amended prior to the meeting.

**Communications and Introductions** – Dr. Crowther announced Mrs. Julia A. Allen, Mrs. Helen Mae Kemp, Mrs. Maree Morgan, Mrs. Ellen Davis, and Mrs. Victoria G. Roberson had communicated they would not be present.

**Recognition of College Board Retirement** –

Dr. Crowther announced Mrs. Helen Mae Kemp and Mr. Stephen M. Tucker would retire from the board the end of June.

Dr. Crowther expressed thanks to Mrs. Kemp for representing King & Queen County and giving much insight during her two terms, particularly in regard to RCC's nursing program. Mrs. Kemp would be presented with an engraved Chesapeake Cup, from the local board, at a later date.

Dr. Crowther remarked Mr. Tucker had represented Northumberland County beautifully and had served as board vice chair and chair. He was a pioneer who brought service area counties into

the capital support arena. Dr. Crowther remarked Mr. Tucker would be missed and that she had gained much knowledge from him over the years. She appreciated his external approach and internal wisdom. Mr. Tucker was presented with an engraved Chesapeake Cup from the local board. Mr. Tucker remarked that Dr. Crowther was from Northumberland County and that had made his job successful. He said it had been an honor to work with the board, wonderful RCC staff, Dr. Crowther, and all the people who had come and gone during his years on the board. He stated RCC was a great group and organization to be associated with and he had looked forward to, and enjoyed, serving on the board. Mr. Pennell thanked Mr. Tucker for all he had learned from him and his service.

Dr. Crowther reported Mr. Pennell had served as the local board vice chair for two years and was completing two years' service as board chair. She stated he had advised well and was always clear and helpful. Mr. Pennell would continue to serve another two years as a board member. Dr. Crowther presented Mr. Pennell with a retiring board chair plaque. Mr. Pennell remarked it had truly been a pleasure and honor to serve as vice chair and chair and it was nice to work with such a great group.

**Special Report:** Convocation Safety and Security Exercise – Mr. William Doyle reported the RCC full time staff and faculty had a unique Convocation experience on April 30, as it was the first Convocation to include an exercise with non-live weapons and armed individuals. Previous faculty and staff surveys had prompted concerns and questions regarding campus safety and security that prompted the president to urge the Convocation focus in those areas. Members of the RCC Threat Assessment Team, that included law enforcement in all jurisdictions, worked with Mr. Doyle to develop the program. The Gloucester County Sheriff, Richmond County EMS and the Community Services Board presented. All employees were screened on their way into the building in the morning, and a live active shooter scenario was presented when armed, yelling assailants entered the room unannounced. Other presentations included a video on what to do in an emergency situation, discussion on behaviors of people who become violent, and a good question and answer session. It was emphasized that first responders from law enforcement are initially on the scene to contain the threat and not to treat the injured, so it was important for employees to know what to do while waiting. To assist the College staff in emergency care before EMS arrive after a situation, Ms. Ellen Vest presented a first aid session with a focus on tourniquets. First aid kits were located in select areas at all campuses. Convocation afternoon sessions focused on first aid responders in emergencies other than shooters. The Community Services Board, serving 10 of the 12 counties in the RCC service region, focused on post trauma support for people after an event and stated there was a new program on mental health first aid for students to identify people in stress or crises. The training program was available to RCC. The RCC faculty and staff gave very favorable feedback on the program following Convocation. The day helped make everyone more aware and prepared for the future.

Dr. Crowther remarked the Convocation program was very well planned out and executed. The College was lucky to have great local county partners.

## **President's Report**

Dr. Crowther reviewed the College calendar at the bottom of the meeting agenda. The current week was a busy one with the College Board meeting and the largest class, to date, to walk in graduation expected Friday, May 11. The Preakness Party would be held Saturday, May 19 at Ben Lomond in Dunnsville.

Dr. Crowther reported Congressman Rob Wittman had recently spoken of statistics indicating 60% of jobs in the future would not require a four-year degree, which is why RCC increasingly accents STEM courses and credential preparation. People are less interested in spending money for four year degrees, making it perplexing that enrollment in community colleges is down nationwide.

Ms. Caroline Stelter, human resources director, reported on how RCC had been successful in hiring quality instructors. The College had strategically supported raising faculty salary averages and made funding available for professional development. In 2004, RCC was last in faculty salary average in the VCCS. Dr. Crowther committed to raising averages each year and with each new hire, such that the College is now competitive with other colleges. Fifty percent of the faculty in 2004 were ranked at the instructor level. Currently, RCC had 20% ranked at the professor level and 52% at the associate professor level, a huge shift over the last decade.

Dr. Crowther remarked the College had been deliberate with regularly evaluating the salaries of every position and every hire as it was the right thing to do and because the College funding formula takes into account where faculty salaries rank in relation to other colleges. Ms. Stelter had been an advocate and reminded that this is the College goal. RCC also offers generous employee tuition reimbursement and prepares and advances employees from within where appropriate.

Dr. Donna Alexander, vice president of instruction and student development, thanked Dr. Crowther and board of directors for bringing RCC to another graduation. There would be 398 students participating in graduation with a total of 702 awards to distribute. There would be 127 arts and sciences for transfer graduates and another record 64 associate degree nursing graduates.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the College was in the final stages of the Chinn House renovation design.

Buildings and grounds was extremely busy preparing for both graduation and the Preakness Party.

The business office was in the midst of the FY 2019 budget process and anticipated a challenging year financially.

Dr. Jason E. Perry, vice president of workforce development, shared a success story. A gentleman resident of Warsaw who worked at Food Lion was participating in the commercial truck driving training program at RCC and was almost completely funded by Foundation

sources. Food Lion had already sent him a commitment letter to work at their distribution office and drive for them with an \$80,000 salary.

Workforce had recently acquired Workforce Innovation and Opportunity Act (WIOA) Adult and Youth Services funding for a total of \$505,000, with \$350,000 new funding, for RCC to serve clients in the area with barriers to employment.

Mr. Perry had met with a new Canadian based company that purchased a mulching company in King & Queen County. They will change the company focus to a high-end commercial-grade potting soil mixture used in greenhouse operations instead of mulch and RCC would assist them with training.

Workforce was planning to partner with an auto repair company to launch an automotive training program in Kilmarnock which would be the first adult automotive technology coursework from RCC in many years.

Commercial truck driver training had been held at the old Tappahannock airport with classroom instruction in Warsaw. RCC had partnered with Gloucester and would now also use the Page Middle School site for driving instruction.

Mr. Perry was excited about all the Workforce partnerships.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported it was good to be back at a board meeting, after missing March while working on the College reaffirmation of accreditation report.

The RCC Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) self-study was mailed on time by March 1 and the College was waiting to hear the results from reviewers. Once feedback was received from the off-site review committee, the College would respond to any questions or concerns raised. The College was also preparing a Quality Enhancement Plan.

A VP of SACSCOC would visit in July to review the off-site report and QEP with RCC administrators and faculty. RCC would then submit additional reports in August for an on-site visit from SACSCOC planned in September.

Dr. Haynie was also working on surveys and other regular duties. RCC students were asked in surveys what the College could do to improve. The overall satisfaction from students was 95-96%.

Ms. Sarah Pope, dean of college advancement, reported the Preakness Party would take place on May 19. Ticket sales were going well with approximately 325 people expected to attend. The volunteer team was working hard and their goal was to net \$100,000. The event net in 2017 was approximately \$90,000. There were going to be great silent and live auction items offered.

Ms. Pope thanked the board for its support and asked any who had not already done so to consider a donation to the Foundation Annual Fund.

The scholarship selection process had ended with 202 students offered scholarships amounting to approximately \$400,000.

Ms. Pope handed out a working brief regarding RCC's 50<sup>th</sup> anniversary celebration. The Foundation board and college executive staff had reviewed the brief that included a timeline, celebration structure, fundraising, and campaign initiatives. Ten years ago, approximately \$3 million dollars had been raised in a major gifts campaign. The 50<sup>th</sup> anniversary campaign goal would be \$5 million. There would be four key areas of focus that were linked to the College and Foundation board Strategic Plans. Dr. Crowther reported there had been a \$500,000 lead gift already given.

### **Committee Reports**

Curriculum and Programs Committee – Mr. McGettigan, member, reported the committee did not have a quorum. He reviewed four proposals for board consideration:

1. Proposed Curriculum Change to Basic Networking and Cybersecurity Career Studies Certificate (**Implementation SU18**)
2. Proposed New Advanced Networking and Cybersecurity Career Studies Certificate (**Implementation FA18**)
3. Proposed New Baking and Pastry Fundamentals Career Studies Certificate (**Implementation FA18**)
4. Proposed 2018-19 Citizens' Advisory Committee membership (**Academic Year 2018-19**)

A motion was made, seconded, and unanimously passed by the full board to approve the four curriculum proposals.

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 no action items. Mr. Doyle reviewed the local funds budget and reported business as usual. Additional capital had been collected from the counties since the previous month, local funds county budget requests were on track, and a parking plan due to the VCCS the end of June would be prepared soon. Eleven of the twelve county boards of supervisors' visits had been completed. Ms. Morrison thanked Mr. Doyle and Dr. Crowther for their efforts with the counties. Mr. Sandridge commented Mr. Doyle had done a fantastic job in Gloucester expressing the value of the College by presenting supervisors with numbers, in writing, to promote the College and illustrate what it gives back to the county through its support.

Personnel and Public Relations Committee – Mr. Don Sandridge, member, reported the committee had met with a quorum. The Committee recommended Mrs. Judy Allen be appointed

chair for 2018-2019 and Mrs. Ellen Davis be appointed as co-chair. The recommendation did not require a second and was unanimously approved by the full board.

The committee recommended the following 2018-2019 meeting dates, noting there is no meeting scheduled for July. No second was needed and the recommendation was approved unanimously.

- July 2018, no meeting scheduled.
- 2<sup>nd</sup> Wednesday, September 12, 2018, 1 p.m., Glenss Campus.
- 2<sup>nd</sup> Wednesday, November 14, 2018, 1 p.m., Warsaw Campus.
- 2<sup>nd</sup> Wednesday, January 9, 2019, 1 p.m., Glenss Campus.
- 2<sup>nd</sup> Wednesday, March 13, 2019, 1 p.m., Warsaw Campus.
- 2<sup>nd</sup> Wednesday, May 8, 2019, 1 p.m., Warsaw Campus

**Citizens' Advisory Committee, 2018-2019** – Mr. McGettigan, member of the curriculum and programs committee, reported the committee had met without a quorum and therefore made a motion to accept the proposed list of Citizens's and Advisory Committee members. The motion was seconded and unanimously approved by the full board.

**Other Business** – Mr. Pennell announced he had been asked to select a committee to review the By-Laws for the local board. The first to review the By-Laws would be the executive committee of the board. The full board would then be asked for input.

**Adjournment** – The meeting was adjourned at 2:04 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, Secretary

Ellen Davis, Acting Chair