

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 294**  
**1:00 p.m., Warsaw Campus**  
**Wednesday, November 14, 2018**

**MINUTES**

Members Present: Ms. Ann Beverly Eubank (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Ms. Barbara Hudgins (King & Queen)  
Mr. William H. Pennell, Jr. (Lancaster)  
Mr. Michael Beavers (Mathews)  
Mr. Matt Walker (Middlesex)  
Mrs. Ellen Davis (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)

Excused: Mrs. Kathy H. Morrison (King William)  
Mrs. Victoria G. Roberson (Westmoreland)  
Mr. Joseph L. McGettigan (King George)

Staff Present: Dr. Elizabeth Hinton Crowther, President  
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  
Mrs. Sarah Pope, Dean of College Advancement  
Mrs. Caroline Stelter, Human Resources Director  
Mrs. Martha Rest, Administrative Staff Specialist

Mr. William Pennell read the RCC Mission Statement.

**Minutes of Board Meeting No. 292** – The minutes of meeting No. 292, held on May 9, 2018, were unanimously approved as presented.

**Memo of Record Meeting No. 293** – A memo of record for meeting No. 293 was read for information only. It was moved and approved unanimously.

**Communications and Introductions** – Dr. Crowther announced Mrs. Kathy H. Morrison and Mrs. Victoria G. Roberson had communicated they would not be present. She introduced and welcomed Ms. Ann Beverly Eubank who would be representing Essex County while Mrs. Judy Allen was on leave. Each member present gave introductions.

Dr. Crowther expressed thanks to M. Rest for assisting during the absence of Mrs. Chris Stamper, noting that she was on leave due to her brother's passing.

**Special Report: College Demographics** – Dr. Glenda Haynie reported on the success of the SACSCOC reaffirmation of accreditation of the college. She noted that six issues, all non-core requirements, were identified from the off-site committee requiring more documentation. The College received a very good response in September from the on-site visit, receiving only one recommendation. She noted that the SACSCOC committee members were very impressed by RCC’s cooperation and support. Dr. Haynie commended the work done by the college and its employees efforts.

Dr. Haynie presented recent College data, noting enrollment trends. Referring to the data, Dr. Crowther said RCC is in a much better place than most colleges concerning enrollment losses.

### **President’s Report**

Dr. Crowther reviewed the college calendar at the bottom of the meeting agenda.

Dr. Crowther reported that RCC entered the year as a “Great College to Work For”; the number one Nursing program in the state; second in technology use nationally for a college RCC’s size; approved for ACEN national accreditation and EMT/EMS national program accreditation.

She continued to say there are many other exciting things going on such as the 49<sup>th</sup> anniversary coming soon, and work towards the 50<sup>th</sup> Anniversary with Mrs. Sarah Pope and a special committee’s help.

Ms. Caroline Stelter, human resources director, reiterated Dr. Crowther’s previous mention that RCC was awarded “Great College to Work For” status from the Chronicle of Higher Education for the fourth year in a row. Mrs. Stelter explained the process and how the decision is made given RCC employee survey feedback.

RCC is now a V3 Virginia Value Veteran institution. The V3 Program helps employers develop and implement long-term strategies and nationally recognized best practices in recruiting, hiring, and retaining veterans.

Mrs. Stelter said the Board member conflict of interest paperwork was coming due again. Advisory Board members were required by the Commonwealth to file statements of economic interest and financial disclosures. Board members would receive an email soon with details about the training required, then the COVA Ethics Council would send a link to file a disclosure statement. The paperwork would only need to be completed once annually. If members had already filled it out for another agency, they needed to notify the College HR department.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the finance department transitional issues with VCCS Shared Services were ongoing. The centralized business had existed 18 – 20 months and training was constant. The College hoped for improvement.

The College was taking advantage of opportunities to speak to county administrators, and looked forward to the completion of the EFI annual report to share with them.

Safety and security had been a busy area. B. Doyle and others attended an active shooter drill in Gloucester and he noted it was informative. RCC was coordinating with Gloucester and Richmond Counties for its own drill on campus. Thanks to Professor Ellen Vest, EMS Program Head, the College had *stop the bleeding kits* placed in all its buildings. With the kits, the College would be prepared for assisting the wounded, before first responders arrive, in case of an emergency. New cameras for surveillance and LED lights were being replaced near emergency call boxes on campuses.

The College facilities department responded well to restore power after the effects of tropical storm Michael. Trees were cleaned up and no structural damage was reported.

Two major projects were underway. The Chinn House restoration design would be finalized soon, as would improvements to the driveway entrance at the Glens Campus.

Dr. Crowther reminded the board members that the Chinn House was used as the first college administrative and instructional building and is an historical building.

Dr. Jason E. Perry, vice president of workforce development, reported the exciting opening of the Westmoreland Workforce Training Center. He passed out copies of the press release to all board members. He noted the Center's success came from the extensive collaboration of Governor Ralph Northam's Go Virginia program, Carry-On Trailers, and many other local government supporters. Welding was the first training program with 13 students in the evening and Carry-On Trailers employees training during the day. Other training coming soon included a Machining (machine shop) program with traditional machines and computerized training. Separate classroom and ITE Equipment and offices were on site. He noted the Grant had a two-year cycle and conversation for long-term sustainability is underway. Mr. Perry welcomed all board members to come visit the new facility.

Mr. Perry mentioned he had been at Kilmarnock in the morning, and was happy to report that every classroom was being used from 8-10 a.m.

Fast-Forward is a state plan to support workforce and credential training. He explained the three levels for students to have free tuition. He noted that the Welding program doubled from last year as did the CDL and other programs. Some credentials constitute a pathway to the credit side of the house as the two sides of the college are collaborating more closely.

Dr. Crowther noted the College career coaches and counselors were always assessing what each student needed and what the next direction was for each student. Support in the non-credit and credit side of the house were working side by side.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported her office participated in the recording and setting of goals. Data recording and fall-student surveys were currently being completed.

Ms. Sarah Pope, dean of college advancement, explained to new members of the board what the Foundation did and how it provided a broad spectrum of support for students and staff. She reported that the EFI report \$11.2 million in assets, \$1.27 million total annual/donor contributions, and 534 scholarships awarded, equaling \$575,000 scholarship dollars.

The annual fund for the 2018-19 year was underway and letters would be sent soon. It was always the Foundation's hope to have 100% given by all board members. Stories from each county and pictures would be included in the Annual Report.

The largest fundraiser, the Preakness Party, was held on the same day as the Baltimore race, May 18, at the 1780 Historic house *Grove Mount*. Despite the torrential rains at this past year's event, the Preakness raised \$75,000 dollars.

The 50<sup>th</sup> Anniversary of RCC was coming, and the College and Foundation would be determining events and celebrations to occur through 2020.

Dr. Crowther noted the College was attempting to raise \$5 million with a capital campaign. The College would like to go out to the community stating 100% local and EFI board members and RCC employees had contributed.

Dr. Crowther said the semi-annual report, and College holiday card, would have the Downing Bridge on the cover. She referred to the calendar, noting there would be a new board orientation meeting the morning of the January 9th local board meeting. She explained the orientation would cover items from governance to advocacy. The orientation was normally held prior to the new board members' second meeting, and she asked all to allow 1 – 1½ hours for the meeting.

### **Committee Reports**

Curriculum and Programs Committee – Mr. McGettigan, chair, reported the committee had not met.

Finance and Facilities Committee – Mr. Matt Walker, member, reported in the absence of Mrs. Kathy Morrison, chair.

Mr. Walker reviewed the local funds budget as of 6/30/2018 for information only.

FY 2018 County Funds Report – Mr. Walker reported, for information only, that all counties were paid through the year end.

Local funds year-end adjustments and transfers – The Committee recommended approval of the following local funds year-end account adjustments and transfers:

Transfer \$2,675.04 from Site Improvements to Site Reserve

Transfer \$2,581.87 to Agency Other (Student ID One Card and Miscellaneous Third Party)

The recommendation was seconded and approved unanimously.  
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2018-2019 student activities budget – Mr. Walker presented the proposed 2018-2019 student activities budget. Mr. Pennell requested that in future years, he would like to see the prior year represented in the report beside the current year for comparison. The Committee recommended the budget approval to the full Board. The recommendation was seconded and unanimously passed.

Approval of Auxiliary Reserve Plan for College Parking Facilities 2018 – 2020 Biennium – Mr. Doyle presented a handout titled “Auxiliary Reserve Plan for College Parking Facilities – 2018-2020 Biennium (FY 2019 and FY 2020). He explained the College is required every two years to prepare and submit an Auxiliary Reserve Plan for Parking Facilities. This Plan is subject to Local Board approval, as the source of funding is local funds over which the Board has authority. Through an administrative oversight, the Plan was not completed for presentation at the May meeting of the Board. The Committee recommended Approval of the Auxiliary Plan with revenues shown below. The recommendation was seconded and unanimously approved.

Total Revenues	\$157,937
Projected FY 2020 Available Parking Fund Total	\$406,318
Projected FY 2019 (6/30/20) Parking Fund Ending Balance	\$121,318

Local Funds Budget update as of 10/31/18 (FY 2019) – Mr. Walker reviewed the local funds budget as of 10/31/2018 for information only.

FY 2019 YTD County Funds Report as of 10/31/18 – Mr. Bill Doyle explained a handout showing how much each service area county had paid towards its approved Contribution. He announced that, for the first time, Gloucester County had contributed to RCC’s capital funds account, and the college is very appreciative. Five other counties had previously contributed to the capital account. Mr. Doyle stated the report needed to be corrected, and the report with corrected figures would be distributed at the next Board meeting.

Mr. Walker reported New Kent County had waived the facilities usage rental fees for the year which amounted to a savings of \$65,000 for RCC. The College was extremely appreciative of the waiver.

Request for Permanent Easement – Town of Warsaw/VDOT TAP Project – Mr. Doyle explained a handout concerning an action item for the November 15, 2018 meeting of the State Board for Community Colleges. It is an action item concerning the Warsaw Campus and an easement for VDOT to install sidewalks.

The Town of Warsaw had received a \$1.4 million Transportation Alternatives Program (TAP) grant disbursed through the Virginia Department of Transportation (VDOT). The TAP grant would be used to fund the design and construction of approximately 2,500 feet of new sidewalk along Highway 360 effectively connecting the RCC campus with downtown Warsaw. As part of

the project, the existing sidewalk would be moved away from the busy street for safe pedestrian travel and widened for handicap accessibility.

The proposed sidewalk provides a direct connection between RCC's campus and Town of Warsaw's downtown area. This would allow students, faculty, staff, and local citizens to move more safely between the two areas making food service and other retail establishments more readily accessible. The Richmond County Public Library housed on the RCC campus would also become more readily accessible to citizens.

The recommended action of the State Board of Community Colleges was to approve VDOT to install, operate, and maintain the sidewalk. The authorization was contingent upon satisfying all applicable requirements of the State Board Policy and the Commonwealth of Virginia.

Mr. Walker reported the Committee recommended approval of the project. The recommendation was seconded and unanimously approved.

2019-2020 Local Funds Requests for County Contributions – Mr. Walker explained that RCC usually requests a cost of living increase each year for county contributions and had recently requested a contribution to its capital projects account, to which six counties had contributed. RCC presented the capital request last year as a one-time request related to four specific projects. RCC may make a capital request in the future. VDOT was currently working on a project at the Glens Campus entrance, which included expanding turn lanes. RCC had requested a right turn only lane, an acceleration lane, and an expanded median in the center.

The Committee recommended approval of a 2% increase for operating requests from the counties and no requests for capital contributions this year. The motion was seconded and it passed unanimously.

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

**Goals for the President for 2018-2019** –

Dr. Crowther stated attention in her goals was given primarily to recruitment, retention, and success. She noted that full-tuition students would be the focus. Although Dual Enrollment is a large part of RCC's enrollment, only a small portion of its tuition comes to the college. As DE is good for the community, RCC needs to continue to strive for completions with this group. The board reviewed the President's Goals for 2018-2019. A motion to approve the goals was made and seconded and approved unanimously.

**Representative to the Joint School Board for the Chesapeake Bay Governor's School** –

Mrs. Kathy Morrison has done a great job representing RCC on the CBGS Board and was willing to continue. Dr. Crowther explained what the Board was and how each school system had a representative. Mr. Donald Sandridge requested to serve as an alternate. Dr. Crowther

explained that the CBGS board is strict about having others represented who are not appointed. A motion to approve Mrs. Morrison as representative was moved and seconded and approved unanimously.

**Other Business** –

Mr. Donald Sandridge commended the RCC faculty and staff for their participation in the RAM event held on November 4 -5. He complimented Hatley Bright and the nursing staff, noting their commitment was one reason why RCC was rated the top Nursing Program in the state. He said positive compliments were made from visiting RAM volunteers from all over the country regarding the great enthusiasm and organization of the RCC team, and he asked the board to recognize this accomplishment.

**Adjournment** – The meeting was adjourned at 2:33 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, Secretary

Ellen Davis, Acting Chair