

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 296
1:00 p.m., Glens Campus
Wednesday, March 13, 2019

MINUTES

Members Present: Mrs. Ann Beverly Eubank (Essex)
Mr. Donald O. Sandridge (Gloucester)
Ms. Barbara Hudgins (King & Queen)
Mr. Joseph L. McGettigan (King George)
Mrs. Kathy H. Morrison (King William)
Mr. William H. Pennell, Jr. (Lancaster)
Mr. Matt Walker (Middlesex)
Mrs. Ellen Davis (New Kent)
Mrs. Jamie Tucker (Northumberland)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mr. Michael Beavers (Mathews)

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

Ms. Barbara Hudgins read the RCC Mission Statement.

Minutes of Board Meeting No. 295 – The minutes of meeting No. 295, held on January 9, 2019, were unanimously approved as presented, with one abstention.

Communications and Introductions – Dr. Crowther announced Mr. Michael Beavers had communicated he would not be present.

Dr. Crowther reviewed the College calendar at the bottom of the meeting agenda. She announced graduation would take place Friday, May 10, on the Warsaw Campus and would be a treat with a wonderful speaker, Julian Patterson. Mr. Patterson was an international businessman who had recently sold a large international security company. He was Chair of the Virginia Chamber of Commerce and Virginia Economic Development Partnership and currently had a home in Kilmarnock.

Nurse pinning would take place Friday, May 10, at 1:00 p.m. in the graduation tent on the Warsaw Campus.

The 2019 Preakness Party would take place Saturday, May 18, at Grove Mount in Richmond County. All members were encouraged to attend this special fundraising event.

Presidential Search Update -

Mrs. Davis reported the committee for the presidential search was in process of reviewing resumes. Over 40 had been received to date with the cutoff date and all application submissions due by Thursday, March 14. Each committee member would submit their yes, no, or maybe opinion on which candidates to further consider. Ms. Jennifer James, RCC liaison at the VCCS, was assisting the Committee. Ms. James was an RCC graduate and was very effective in her present position. She presented the committee a matrix with her opinions halfway through the reviews which was very helpful. The first face-to-face meeting of the full committee to walk through the process would take place Friday, March 22, in Richmond. The Committee would spend two full days with selected candidates in Richmond on April 2-3. From the candidates interviewed on April 2-3, 3-4 would be selected to visit RCC. The candidates would meet with the College Board, Foundation Board, college community, faculty and staff. The RCC Local Board would have an impact on who the next president would be. All board members who wished to vote on the candidates for president would have to attend all meetings of the board with each candidate. Those not meeting all candidates would not be allowed to vote. It was hoped a new president would be selected by May 18.

Part of the process was to select the person the Board thought was the best fit and then have the VCCS make them an offer. The Local College Board did not have control over the financial offer from the VCCS; however, the Foundation Board could offer a one-time \$15,000 on top of the VCCS offer if the candidate was thought to be top notch and it was felt an incentive was needed to attract them to RCC. All candidates to date had applied not only to RCC but to other VCCS colleges as well. The Local Board would need to send a letter to the EFI requesting they approve a one-time supplement up to \$15,000, if needed. A motion was made to send a letter to the Foundation Board asking for a one-time supplement up to \$15,000, if needed, to the president salary offered by the VCCS. The motion was seconded and passed unanimously.

President's Report

Dr. Crowther reported the spring enrollment had dropped more than anticipated. Part of the reason was the announcement from the VCCS of possibly equalizing dual enrollment fees. The announcement scared schools, resulting in reduced dual enrollment of about 100 FTE's. RCC had notified the service area high schools that its dual enrollment would remain at \$15 a credit until it was forced to do otherwise. The College was still working with the advising department on the recruit, retain and reengage program.

The College had two instructional leaders out on prolonged leave for health reasons. Dr. Donna Alexander would hopefully return in April. Dr. Crowther thanked Dr. Marty Brooks for her leadership as acting vice president of instruction and student development. Dr. Charles Smith, dean of health sciences, was out on health leave and three nursing faculty members had stepped up to fill in.

Dr. Marty Brooks, acting vice president of instruction and student development, reported the Newport News Shipyard experience lab simulator was on the Glens Campus the previous day. Over 140 students participated from the Chesapeake Bay Governors School, and Westmoreland, Mathews, and Lancaster counties. On campus RCC students also attended, with over 200 touring the simulator.

Outreach Enrollment was about to begin with visits to the 14 service region schools.

Two exceptional RCC students, Debra Jenkins and Jacob Bavuso would attend the Phi Theta Kappa All American Luncheon on April 17 in Richmond.

Ms. Caroline Stelter, human resources director, reported RCC was participating, for the fifth year, in the Great Colleges to Work For Survey. All faculty and staff had received a link to the Survey. The program was the largest and most comprehensive workplace study in higher education and was conducted nationally by Modern Think. RCC had been recognized four years in a row attaining the title of Honorary one year. Results would be received in June.

Mr. William Doyle, Jr., vice president of financial and administrative services, reported the Chinn House renovations were getting under way, with a mobilization date of March 28 and completion set for July 1. The renovations were being funded by VCCS maintenance reserve funds.

A mass causality drill with Gloucester EMS for the nursing department was scheduled for April 25 on the Glens Campus.

The finance and business office was preparing for the FY 2020 operating budget process to involve all deans and department heads across campuses.

Meetings with service area county boards of supervisors were underway with five visited to date. Mr. Doyle noted RCC had been received well at all meetings and it was always nice to have board members present at the meetings in their respective county. Mr. Doyle used the EFI biennial report profiling students and college highlights at the meetings and stated it was a very effective tool. All the boards were friendly and happy to hear the good things going on at the college.

The New Kent County Board of Supervisors meeting would be held April 8 and they would recognize Dr. Crowther.

Dr. Jason E. Perry, vice president of workforce development, reported he had attended the Westmoreland County Board of Supervisors meeting, with Carry On Trailer managers, to discuss the status of the Go Virginia grant, which funded the Westmoreland Training Center. Eleven workers had been trained and were now full time welders at Carry On. Work was being done to get the Machining Program up and running at the site by late summer.

The next round of evening welding classes at Glenss and Montross were completely full. The current CDL class in Gloucester was the largest to date, with three trucks and eleven total students.

Regarding grant funds RCC utilized for tuition assistance, Mr. Perry remarked he was proud of the work RCC was doing with the local Bay Consortium Workforce Development Board administering youth and adult services contracts for people with barriers to employment. The previous provider had served just over 100 people for a full year. To date, through the third quarter, RCC had 110 active clients, making a larger impact providing training services for people in the region.

The workforce staff was doing a great job and training for spring and summer was robust. Ten new courses were about to launch at Kilmarnock. New ventures included hospitality training, cyber security with NetWare plus, security plus, and others.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, was on vacation. Dr. Crowther reported RCC had made its one required response on the SACS Report by the February deadline. It was extraordinary for a college to only have one response. The College would hear by June if it would be fully confirmed for reaccreditation. When reviewers come to RCC, the first thing they comment on in their exit interviews is the wonderful culture at the College. It is a great reflection on the commitment of people at the college.

Ms. Sarah Pope, dean of college advancement, reported just under 500 scholarship applications were received by the February 15 deadline. Committed faculty and staff were currently reviewing the applications and would complete the work Friday, March 15. The Committee would meet a week from Friday and select the candidates. The Foundation always raises funds for scholarships and would continue to do so as part of the college's 50th Anniversary campaign. Students would be notified in April whether they had received a scholarship and would have until mid-May to let the Foundation know if they would accept it. Alternates would be selected by June for scholarships not accepted by initial recipients.

The Preakness Party would be held Saturday, May 18th, at 1780's Grove Mount in Richmond County, about five miles from the Warsaw Campus. The fundraising goal was to net \$100,000. The event would be held from 3:00 – 7:00 p.m.

The Foundation would offer approximately 12 RILL classes in the spring and would develop classes for the summer as well.

The chair of the 50th Anniversary Campaign and celebration was faculty emerita, Mrs. Leslie Smith. Other committee members include former and current faculty and staff. A survey had been sent to faculty and staff asking them to sign up to assist with celebrations. The 50th Anniversary kick off would be January 9, 2020. The related fundraising Campaign had 1.2 million in hand and in pledges. It was important to be able to say both boards were giving 100%. Faculty and staff were hoped to give 100%, which helped motivate other givers. Grantors and others ask what the internal constituent groups' giving was. The goal for the Campaign was \$5 million. The last campaign, during the recession in 2008, raised \$3 million.

Committee Reports

Curriculum and Programs Committee – Mr. McGettingan, chair, reported the Committee recommended approval of a proposed curriculum change for the Advanced Culinary Arts Career Studies Certificate in response to multiple members of the hospitality businesses in our service region. The current course, HRI 206, International Cuisine, is not relevant in our region for nutrition and health concerns. HRI 288, Health Conscious Baking, provides the educational foundation, which can increase workforce readiness in additional areas of professional food service such as hospitals, retirement communities, and assisted living establishments. The change is an even swap in lecture and lab credits. Coming from committee recommendation, no second was required. The recommendation was approved unanimously.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, reviewed the local funds budget and county funds summary for information only. The student fee recommendation was the only action item. Mr. Doyle reported the student fees recommendation for FY 2020 would go to the State Board for final approval. The Committee recommended leaving student and parking fees unchanged. There would not be a raise in tuition and RCC's mission was to keep the College as accessible and affordable as possible. RCC ranked 7th of community colleges in fees. Regionally, Germanna, Thomas Nelson and John Tyler had lower fees and J. Sergeant Reynolds was a little higher. The Committee recommendation was to not raise fees for FY 2019-2020. Coming from committee the recommendation did not require a second and was approved unanimously.

Personnel and Public Relations Committee – Mrs. Maxine Ball, chair, reported the Committee recommended changing the May 2019 meeting date from May 8 to May 22, due to more activity than usual. May would include the interview process for presidential candidates, commencement, local board meeting, and the Preakness Party. Coming from committee the recommendation did not need a second and passed unanimously.

The Committee put forth a proposed slate of officers for 2019-2020 to be voted on at the May meeting. Recommended for chair was Mrs. Ellen Davis and co-chair, Mrs. Maxine Ball.

College Mission – Mrs. Maxine Ball, chair, reported the Committee recommended leaving the College Mission Statement as stated for the next year. The recommendation required no second and was passed unanimously.

Citizen's Advisory Committee, 2019-2020 – information. 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 its 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. Action would be taken at the May meeting.

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, Mrs. Ellen Davis, asked Mrs. Stamper to poll 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”.

Mrs. Ellen Davis thanked Dr. Crowther for all she had done and stated the board would send a letter of praise to the Chancellor. Dr. Crowther commented she loved working with the board, and RCC was a great institution and great group to work with. She stated it would be a great time for the College to have a new president and get another 50 years started.

A motion was made and seconded to nominate Dr. Crowther for the honor of receiving President Emeritus status. The motion was approved unanimously. The Board would forward a letter of recommendation to the Chancellor.

Other Business – no other business.

Adjournment – The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, Secretary

Ellen Davis, Acting Chair