

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 297
1:00 p.m., Warsaw Campus
Wednesday, May 22, 2019

MINUTES

Members Present: Mr. Donald O. Sandridge (Gloucester)
Mrs. Kathy H. Morrison (King William)
Mr. William H. Pennell, Jr. (Lancaster)
Mr. Michael Beavers (Mathews)
Mrs. Ellen Davis (New Kent)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Ann Beverly Eubank (Essex)
Ms. Barbara Hudgins (King & Queen)
Mr. Joseph L. McGettigan (King George)
Mrs. Jamie Tucker (Northumberland)

Absent: Mr. Matt Walker (Middlesex)

Staff Present: Dr. Elizabeth Hinton Crowther, President
Dr. Donna Alexander, Vice President of Instruction and Student
Development
Mr. William Doyle, Vice President of Finance 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

Guest: Ms. Jennifer James, VCCS Human Resources Consultant

Maxine Ball read the RCC Mission Statement.

Mrs. Davis welcomed Jennifer James, VCCS Human Resources Consultant, to the meeting. She commented Ms. James was a native of the Northern Neck, an alumna of RCC, and had done a wonderful job assisting the Presidential Search Committee.

Minutes of Board Meeting No. 296 – The minutes of meeting No. 296, held on March 13, 2019, were unanimously approved as corrected.

Communications and Introductions – Dr. Crowther announced Mrs. Ann Beverly Eubank, Ms. Barbara Hudgins, Mr. Joseph L. McGettigan, and Mrs. Jamie Tucker had communicated they would be absent. Mr. Matt Walker was absent.

President's Report

Dr. Crowther reported she was very proud of the RCC Executive Staff, and that the team was the best part of her legacy at the college. She thanked the Board and staff saying it had been a great pleasure to be associated and work with them through the years. She was leaving having made many good friends and partners.

Ms. Caroline Stelter, human resources director. Dr. Crowther remarked that one of her dreams for RCC was to have a professional human resources department. Mrs. Stelter began work at RCC shortly after Dr. Crowther's arrival and had grown, figured out the industry, assisted employees in life changing ways, and built a department that was highly confidential, trustworthy, and revered by all in the college. Dr. Crowther and Mrs. Stelter had inherited a situation where RCC was at the bottom of the VCCS in most indicators, with the most upsetting being the lowest salaries of any college in Virginia. Dr. Crowther thought they could improve beginning with alignment studies each year to evaluate RCC salaries as compared to other state agencies. Mrs. Stelter led the process that made salaries higher, equitable, and competitive. RCC's salaries are now in the middle. Mrs. Stelter remarked it had taken a lot of analyzing and planning to make the increases happen during the recession. RCC had hired, and were retaining, high-quality faculty and staff.

Mrs. Stelter reported the highest participation rate in the Great Colleges Survey than in any year in the last 5. The participation was a testament to Dr. Crowther and the employees' desire to express their opinions.

Faculty and staff were looking forward to salary movement in the next couple months. In addition to the alignment study for classified staff, Mrs. Stelter would be working on faculty increases. Virginia had approved increases for employees that would range from 3% - 5%. Adjuncts were not included in the State approvals, but RCC would include them with a 2% raise.

Mr. William Doyle, Jr., vice president of finance and administrative services, reported the FY 2020 budget process was under way and should be completed by the end of June.

The solicitation of service region counties for local funds had been completed. All meetings had gone well with compliments on RCC's sharing college happenings. Confirmation was coming in from the counties stating budget approvals of RCC requests.

The Chinn House renovation continued with the VCCS paying for the entire project. Everything was going smoothly. A July 19 completion date was expected, which was approximately three weeks later than originally proposed.

Some of the parking lots at the Glens Campus would be repaved, and some resealed, over the summer.

Regarding campus safety and security: a mass causality drill was held on April 25th for the nursing program and it went very well. Participants learned how they could and should respond in a mass causality situation.

Faculty were concerned that several classrooms could not be locked from the inside. The locks to those classrooms would be replaced so all could be locked from the inside in case of an emergency.

The College was replacing signage on campuses that did not currently include braille. The project would be completed by the fall.

Dr. Crowther remarked RCC had begun an ERM process (Enterprise Risk Management) two years prior. College leaders looked through college data and established its biggest risk was the fiscal situation which dual enrollment contributed to because students did not pay full tuition. Post-secondary enrollment was also diminishing. Out of the discussions came the Recruit,

Retain and Reengage Initiative, which had become the focus to bringing about fiscal sustainability and to driving RCC into sustainable enrollment management strategies. Security was another area of commitment. The group looked at priorities and strategies for the college. What should the college do with the structure inside to enable it to focus on what would keep it sustained and increase its touch on the landscape? RCC would invest in initiatives and resources that promoted post-secondary enrollment, and created fiscal revenue. It would determine how to provide security on a multi-campus college with very little resource. It came up with moving current funds to invest in a security position. There may be a new security coordinator by the fall.

Dr. Jason E. Perry, vice president of workforce development, reported 10 new courses had been developed at Kilmarnock with a major focus on the hospitality industry, including five different pathways tied to B&B's and hotels. Industrial refrigeration would also be offered in Kilmarnock.

Workforce again organized an annual regional summer education consortium for its 14 service region school districts. All high school employees were invited and over 1000 had registered to date for 85 summer classes.

Nine students were enrolled in the CDL program in Gloucester. A new CDL training cohort began every 4 weeks. Most trained so far, 99.9%, had been employed with 50% or more entering into truck or bus driving.

The Montross site continued to build offerings in computerized machining. There was a high school program tied to Fast Forward training for manufacturing and welding. Many welding students would earn 4 levels of certification. Six school divisions would partner next year. The night welding programs at Montross and Glenss were full.

E. Crowther remarked Chancellor DuBois and Vice Chancellor Sharon Morrissey had visited the Montross site on Friday, May 17. Montross was part of the Go Virginia partners. Westmoreland County donated the building and the College had top-notch equipment there.

B. Doyle stated the Kilmarnock Center would anchor RCC in the central part of the service region going forward. Work was being done with the landlord to improve spaces. He and J. Perry would study how to generate revenue.

With what J. Perry had put together and the College could accomplish with partners, RCC was 10th or 11th in the number of credentials earned in the VCCS, even though it was the 5th smallest Virginia community college in a rural, small production center. She was very proud.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported RCC had been tracking its performance that determines 20% of its funding from the VCCS.

Each spring RCC received results on funding based on competitive numbers. Funding was decided based on College production in certain categories. RCC was 14th or 15th in the System. The College was able to see year to year progress in measurement categories and how it compared to the VCCS and other community colleges. The College was very proud of its percentage of students in degree programs with 300-400 each fall.

Eighty-three percent of full time students beginning in the fall return for the spring. Percentage of students beginning in the fall and returning the next fall is 63% which is the largest area for

improvement. Percent of students transferring to another school before earning a degree at RCC is 84%.

Ms. Sarah Pope, dean of college advancement, reported the Scholarship program was the cornerstone of the Foundation. In 2019, over \$464,000 in competitive scholarships were awarded to 325 students. The Foundation also managed private scholarships. When the Board met for its next meeting in September, the numbers would likely rise to \$565,000 awarded to over 400 students.

The Foundation was working to build connections with RCC alumni. A mailing was sent in January to all alumni which included an RCC Alumni car sticker and an invitation to go on the Foundation website to share their stories about how RCC had changed their lives.

RCC graduates were celebrated for becoming new alumni with a letter from Dr. Crowther and a sticker placed in their diploma covers.

S. Pope thanked all who attended the Preakness Party noting the preliminary numbers indicating the event netted approximately \$90,000.

Currently, approximately \$2 million in funds had been committed in the quiet phase for the 50th Anniversary Campaign with a goal of \$5 million.

The Annual Fund had a current balance of approximately \$78,000 of an \$85,000 goal. S. Pope reminded members that the Foundation would like 100% participation from the Local and Foundation Boards and encouraged those who had not yet done so, to make their donation.

Dr. Donna Alexander, vice president of instruction and student development reported the dean of dual enrollment and an English faculty position were to be filled due to retirements.

There were 118 nursing students enrolled for the fall in the second year class, 75 in the first year, and 75 in practical nursing.

Committee Reports

Curriculum and Programs Committee – Mr. Don Sandridge reported the Committee did not have a quorum. The Committee recommended approval of a curriculum change for the **AA&S Transfer Degree: Teacher Education Specialization**. (Implementation Date: **Summer 2019**). A motion to approve the change was made, seconded and 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 with a quorum and she reviewed the local funds budget for information only.

B. Doyle reported he had worked with partners Richmond County, Richmond County Public Schools, and the town of Warsaw on a \$200,000 renovation of the College tennis courts. RCC would use \$60,000 from the Foundation and add \$20,000 from college reserves for a total of \$80,000 for its part of the partnership renovation. The College would fund the entire project up front with its partners paying back their portions, financed for 3 years. The Committee recommended the College provide the \$20,000 funding in addition to the \$60,000 Foundation

funds, and pay for the project with a 3 year pay-back plan from the partners. No second was required and the recommendation passed unanimously.

RCC was working on the details, but would like to rejuvenate the men's baseball program. The Committee recommended an allocation of up to \$20,000 to finance the program as it would go along with recruitment and retention. No second was required and the recommendation passed unanimously.

Personnel and Public Relations Committee – Mrs. Maxine Ball, chair, reported the Committee had met with a quorum and discussed the election of officers for 2019-2020 period. Mr. Beavers stated the Committee recommended Mrs. Ellen Davis serve as chair and Mrs. Maxine Ball vice chair for 2019-2020. A second was not required and the recommendation passed unanimously.

The Committee recommended the following schedule of meetings for 2019-2020:

- July 2019, no meeting scheduled.
- 2nd Wednesday, September 11, 2019, 1 p.m., Glens Campus.
- 2nd Wednesday, November 13, 2019, 1 p.m., Warsaw Campus.
- 2nd Wednesday, January 8, 2020, 1 p.m., Glens Campus.
- 2nd Wednesday, March 11, 2020, 1 p.m., Warsaw Campus.
- 2nd Wednesday, May 13, 2010, 1 p.m., Warsaw Campus.

No second was required and the recommendation passed unanimously.

Citizen's Advisory Committee, 2019-2020 – Mr. Don Sandridge reported the Curriculum and Programs Committee recommended approval of the committee membership as presented. A motion was made, seconded, and unanimously approved to accept the membership.

Other Business –

Mrs. Ellen Davis asked if board members participating in the presidential search interviews would be reimbursed for mileage. They would be reimbursed.

Mr. Bill Pennell reported E. Crowther had given permission for the Food Bank to use RCC facilities for their meetings. They had met and thanked RCC for the use of their space because it was much superior to their previous spaces.

E. Crowther reported RCC had received a grant from the VCCS to set up a food bank at the college and the faculty enthusiastically stepped up. The president office closets at Glens and Warsaw would be used for storage and a distribution site would be selected at each campus. The purpose of the pantry would be to assist students and help keep them in class.

Mr. Doyle report many community organizations use college facilities and technology. Non-profit organizations use the space for free and for-profit organizations are charged a nominal fee.

E. Davis thanked E. Crowther for her service to RCC stating it had been a joy and delight to work with such a consummate professional who brought so much to the College and community.

Adjournment – The meeting was adjourned at 2:20 p. m.

Respectfully submitted,

Approved:

Elizabeth Hinton Crowther, Secretary

Ellen Davis, Acting Chair