

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 299
1:00 p.m., Warsaw Campus
Tuesday, November 12, 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)
Mrs. Ellen Davis (New Kent)
Mrs. Jamie Tucker (Northumberland)
Mrs. Maxine Ball (Richmond)

Excused: Mr. Michael Beavers (Mathews)
Mrs. Victoria G. Roberson (Westmoreland)

Absent: Mr. Matt Walker (Middlesex)

Staff Present: Dr. Shannon L. Kennedy, 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, Vice President of College Advancement
Mrs. Caroline Stelter, Human Resources Director
Mrs. Christine Stamper, Administrative Staff Specialist

Ms. Barbara Hudgins read the RCC Mission Statement.

Minutes of Board Meeting No. 298 – Mr. Pennell moved the minutes of meeting No. 298, held on September 11, 2019, be approved as mailed. The motion was seconded by Mrs. Ball and unanimously approved.

Communications and Introductions – Dr. Kennedy announced Mr. Michael Beavers and Mrs. Victoria Roberson had communicated they would not be present.

Special Report: Strategic Plan 2020-2025 – Dr. Kennedy reported on the survey regarding RCC's proposed Mission, Vision and Values. Approximately 500 people, including all staff and the Local Board, received the survey. The comments received were that of overwhelming

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approval. All of the RCC community was able to participate in the process through work conducted at the RCC Administrative Retreat, RCC Convocation, and the survey.

It was suggested that the word proven, in the excellence value statement, be replaced because proof would largely be based on opinion. It was suggested proven be replaced with holistic. Mr. McGettigan made a motion to approve the proposed mission, vision and value statements with the replacement of the word proven with holistic. Mrs. Eubank seconded and the motion passed unanimously.

President's Report

Mrs. Caroline Stelter, human resources director, reminded members they would be receiving information on the Conflict of Interest Statement in January.

Mrs. Stelter distributed an information sheet indicating college positions. The areas included were full-time and part-time new hires, separations, and current open positions. She asked members to notify her of any changes or additions they would like to see to the report and it was suggested she add how each position is funded. The report will include funding information going forward.

Dr. Donna Alexander, vice president of instruction and student development, reported Professor Hatley Bright was nominated by RCC for the Chancellor's Award for Teaching Excellence, consideration was submitted to the VCCS New Horizons Excellence in Education Competition for RCC's work with the Haynesville Correctional Center, 16 students were attending the VCCS Leadership Conference, one student was competing for the PTK Academic All Star Award, and nursing faculty member, Carrie Lewis, was nominated for the Susan S. Wood Professorship for Teaching Excellence.

Dr. Jason E. Perry, vice president of workforce development, reported welding classes at the Montross site were going well with 14 day students, 13 of whom had earned credentials. All 13 were hired by Carry-on Trailer. The evening class had 66 students out of which 32 had earned credentials to date. Many of the students are funded through grants.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported the fall survey for currently enrolled students had been sent out and results were pending.

Ms. Sarah Pope, vice president of college advancement, reported the Scholarship Reception and Program was a success and thanked all those who had attended. It was announced at the Program that Kathy and Jim Morrison have funded a new scholarship for a King William high school student, and John and Cathy Christian funded a first time scholarship for a New Kent student. Last year, 360 students received scholarships totaling \$623,796.

Monday, December 2nd, there will be a holiday party at the Chinn House and all Local Board members are invited to attend. The Northern Neck Garden Club will decorate.

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Thursday, January 9th, special guests, including the Local Board, are invited to a celebration of the 50th Anniversary of the actual date the RCC Local Board met for the first time. The celebration will be held at the Chesapeake Inn, formerly The Vacationer Restaurant. The event will be catered by Prue Davis.

Saturday, January 11th, there will be a 50th Anniversary open house and homecoming at the Glens Campus that will be open to everyone.

Saturday, May 16, 2020, the Preakness Party will take place at Kennersley in Northumberland County.

The Annual Fund Drive will focus on needed unrestricted gifts. These gifts are used for many purposes including free rides for students on Bay Transit to and from classes, and shelving and refrigerators for the new food pantries.

Mr. William Doyle, Jr., vice president of finance and administrative services, reviewed financial information stating some of it was new and would be reported going forward. He reviewed the Revenue and Expenditure Report for the month ending October 31, 2019. He noted E&G carryover typically rolls to the next year, but this year the College is allowed to carry over and maintain up to 3% in a reserve, and would do so.

Mr. Doyle also reviewed the audit findings stating four areas needed corrective action. Action was taken and submitted to the VCCS in September.

Financial standards for the VCCS were reviewed including Appropriation Act Requirements for Higher Education Institutions.

Mr. Doyle reported the College is subject to an annual ARMICS review which is a self-check process to show whether the college is compliant with its own policies and procedures. No significant weaknesses were noted.

Dr. Shannon Kennedy, reported the college food pantries are partially funded by the Foundation. In October, 41 students were served. On the Warsaw campus alone, 307 grab and go packages were distributed. The RCC Support Staff Association is spearheading a Thanksgiving food drive for needy RCC families and the food pantries will contribute frozen turkeys. There would soon be a contest to name the pantries.

Dr. Kennedy thanked Mrs. Davis for filling in for her at the Glens Campus Bay Transit ribbon cutting while she attended the simultaneous cutting on the Warsaw Campus. Mr. Sandridge and two Foundation board members also attended at Glens. Warsaw attendees included Mrs. Ball and seven Foundation board members. It was announced at the cuttings that the RCC Foundation will pay for students to ride the bus to and from classes.

Foundation board member and Director of Strategic Planning at Sonabank, Patricia Gallagher, hosted a reception with Sonabank at her home in Tappahannock to introduce Dr. Kennedy to the community.

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Dr. Kennedy presented at the Abingdon Ruritan Club meeting with over 100 attendees.

The RAM event in Warsaw was a success and many RCC employees volunteered by cooking, bringing food and supplies, and on-site event duties over the weekend. The 2020 event will take place in Gloucester County.

Dr. Kennedy attended the Chancellor's Retreat and Annual Meeting of the Boards. She sent information from the Retreat to the local board members. She will work on a board orientation for next year's new members. She reminded the board to be mindful of using their email and personal phones for college business as they are subject to FOIA rules.

The enrollment management process is ongoing. Task forces were given charges on October 23rd and several have met.

The College underwent a three-day process mapping exercise facilitated by the VCCS. Many things were discovered about positions and functions not already realized. Marjie Lampkin and Dr. Dave Keel are using momentum from the process to work on the one door initiative.

At the last board meeting it was thought enrollment was going to be down but it was discovered several students coded as dual were actually regular students. The issue has been fixed and enrollment in dual is down but in regular students is up.

New employee ID cards will be created and all faculty and staff will be required to wear them beginning in January 2020. The cards will also be access badges as some exterior doors will be locked.

The College is beginning the process of looking for an architecture firm to complete a facilities master plan.

Dr. Kennedy's upcoming travel:

Attend AACC Commission on diversity, inclusion and equity Wednesday and Thursday.

Will meet her executive coach in Richmond on Monday, November 18. She also will appear at noon on NBC 12 news. Following will be a COP (Council of Presidents) meeting with all Virginia university public college presidents and five community college presidents.

Hire Ed Conference in Hot Springs December 4-6.

SACSCOC annual meeting in Houston December 7-10.

Mrs. Davis remarked she was very pleased to have attended the Chancellor's Conference in Roanoke and had learned many new things including responsibilities of local board members. Mrs. Tucker also attended. Mrs. Davis attended the ribbon cutting for Bay Transit at the Glens Campus on November 6.

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Committee Reports

Curriculum and Programs Committee – Mr. Joseph McGettigan, chair, reported the Committee had met without a quorum. Three proposed curriculum changes were presented:

Change Introduction to Personal Wellness Concepts to Fitness Walking,

Change Engineering Mechanics-Statistics to Engineering Mechanics-Statics or Approved Elective, and

Change Nursing in Health Changes I to Nursing in Health Changes I OR (PNE 193 plus PNE 195).

Mr. McGettigan made a motion that all changes be approved; the recommendation was seconded by Mr. Pennell and passed unanimously.

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

The proposed Local funds Annual Budget Requests from Counties, showing a 2% increase for each county, was recommended for approval by the Committee. No second was needed and it was unanimously approved.

The Committee recommended approval of moving \$15,000 from reserves to the Student Emergency Fund. In addition, they recommended authorizing Dr. Kennedy to approve additional funds of up to \$5,000, as needed, between local board meetings. No second was needed and the recommendations passed unanimously.

The Committee recommended using \$2,160 from reserves to purchase requested equipment for the new college food pantries. No second was required and passed unanimously.

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

Representative to the Joint School Board for the Chesapeake Bay Governor's School – Mrs. Kathy Morrison has served as the representative for many years and is willing to continue in the role. Mr. Pennell moved the Board approve Mrs. Kathy Morrison to continue as the RCC representative to CBGS, the motion was seconded by Mr. Don Sandridge and unanimously approved.

Other Business – There is no other business.

Adjournment – The meeting was adjourned at 2:03 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Ellen Davis, Chair