

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 301
1:00 p.m., Warsaw Campus
Wednesday, March 11, 2020

MINUTES

Members Present: Mr. Donald O. Sandridge (Gloucester)
Mrs. Kathy H. Morrison (King William)
Mr. William H. Pennell, Jr. (Lancaster)
Mrs. Ellen Davis (New Kent)
Mr. Matt Walker (Middlesex)
Mrs. Jamie Tucker (Northumberland)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mr. Michael Beavers (Mathews)
Mrs. Ann Beverly Eubank (Essex)
Ms. Barbara Hudgins (King & Queen)

Absent: Mr. Joseph L. McGettigan (King George)

Staff Present: Dr. Shannon L. Kennedy, President
Dr. Eric Barna, Interim Assistant Vice President of Instruction
Mr. William Doyle, Vice President of Finance and Administrative
Services
Dr. Jason E. Perry, Interim Vice President of Academic and Workforce
Programs
Mrs. Sarah Pope, Vice President of College Advancement
Mrs. Christine Stamper, Administrative Staff Specialist

Excused: Mrs. Caroline Stelter, Human Resources Director

Mr. Bill Pennell read the RCC Mission Statement.

Minutes of Board Meeting No. 300 – Mr. Matt Walker moved the minutes of meeting No. 300, held on January 8, 2020, be approved as mailed. The motion was seconded by Mrs. Jamie Tucker and unanimously approved.

Communications and Introductions – Dr. Kennedy announced Mr. Michael Beavers, Mrs. Ann Beverly Eubank, and Ms. Barbara Hudgins had communicated they would not be present.

Mr. Joseph McGettigan will be changing jobs and will need to resign from the Board. We will search for a strong replacement.

In the absence of Dr. Donna Alexander, Jr. Jason Perry is serving as Interim Vice President of Academic and Workforce Programs and Dr. Eric Barna is serving as Interim Assistant Vice President of Instruction.

President's Report

Dr. Shannon Kennedy thanked the executive staff, and others at RCC who have stepped up and worked hard during implementation of the new interim staffing plan. The Plan has been well received across campus. Dr. Kennedy also reported the following:

On January 9 and February 14, I was interviewed on Bay-FM and WIGO Country.

On January 9, we had a wonderful celebration of our 50th Anniversary in Urbanna. Thank you to all that attended. That afternoon, we celebrated with faculty and staff on both campuses with cake and 50th Anniversary polo shirts.

On January 11, we continued our celebration of the 50th with an incredibly well-attended open house at Glenns. The event was a huge success.

The Peninsula EMS Council hosted a luncheon to introduce me to PEMS on January 14. As a result of this meeting and the discussion, we are looking at improving and expanding our EMS offerings.

On January 23 and again on February 27, I attended the monthly sessions of Lead River Counties.

On January 27, I presented at the Delta Kappa Gamma meeting. Catherine Courtney is a member of this group.

Also on January 27 and on February 24, I attended the monthly meetings of the General Professional Advisory Committee and the Council of Presidents in Richmond.

I hosted the bimonthly celebration for employees with January and February birthdays on January 28 at Warsaw and February 3 at Glenns.

I spoke at the following Board of Supervisors budget meetings:

- Mathews – January 29
- Middlesex – February 7
- King William – February 10
- King George – February 11

Bill Doyle covered King and Queen (same night as KW) and Essex (on vacation). The Richmond County meeting is March 13, Lancaster is March 24 and Gloucester is March 25.

On February 3, Dr. Charles Smith, Dean of Health Sciences, and I met with the leadership team at Bon Secours Rappahannock General Hospital and toured the hospital.

On February 4, I spent a very productive day with Kathy Morrison in King William County. We met with the county administrator, school superintendent, visited the high school, and met with several members of the Board of Supervisors.

My first official meeting of the GO Virginia Region 6 Council was February 10 at the Glenns campus. A proposal for a workforce study that would cover our 12-county service region was approved.

I attended the Advisory Council of Presidents meeting in Richmond on February 12 and 13. Don Sandridge, Sarah Pope, and Rob and Beverly Gates attended the Legislative Reception with me on February 13 at The Jefferson Hotel.

Dr. Charles Smith and I met with the leadership team at Riverside Walter Reed on February 17.

On February 25, President Troy Paino and I signed a transfer agreement between RCC and the University of Mary Washington. The event was held in Dahlgren.

I spoke to the Northern Neck Rotary Club about G3 on February 26.

I attended the Joint School Board and Steering Committee meeting of the Chesapeake Bay Governors School on January 27 in Tappahannock.

The Enrollment Management team met on March 9, to discuss and review proposals from the following task forces: Advising, Dual Enrollment Home School Academy, and Summer Melt. The proposals were outstanding and each group was asked to elaborate and fine tune. We will meet again in April to discuss implementation.

Mrs. Caroline Stelter, human resources director, is attending a conference. Dr. Kennedy reported personnel transactions since January. New hires: one full-time and three part time. There were two separations and four employees changed status with two moving from part time to full-time, one going from classified to professional faculty, and one from restricted full-time to permanent full-time.

Mr. Doyle will retire in December and the College will be hiring a new vice president of finance soon. We will have dual incumbency until the end of the calendar year. Interviews are expected to begin next week.

Dr. Eric Barna, interim vice president of instruction, reported dual enrollment is down a little for the spring but regular student enrollment is up over 8 ½%. RCC has the 3rd highest percentage increase in the VCCS.

There are two faculty positions posted, due to retirements, in math and accounting. The part-time clinical coordinator position that has been vacant is being filled.

Haynesville Correctional Center has a new warden and Mr. Barna will work to build a relationship with her and RCC. The Center's educational principal is on disability and not expected to return. The Department of Education has approved RCC to have 70 students in the 2nd Chance Pell at the Center and it should have that many, or close, by the fall.

Dr. Jason E. Perry, interim vice president of academic and workforce programs, thanked Dr. Barna for his help in the interim staffing changes.

The open house at the Montross facility was a huge success with close to 50 attending. The community was amazed with the site and what the College is able to do there. Carry-On Trailer reported they have over 230 positions and 30% of their total welding workforce was trained by RCC.

There is discussion of RCC expanding Gloucester evening programs with government and schools with partial funding from the Greater Peninsula Workforce Board.

Some workforce funding will be diminished and the College is in process of writing many grants and pursuing alternate funding opportunities.

The new full-time position posted for a grants coordinator has been advertised.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reported she is sending out surveys and supporting all areas of the College. She is also trying to determine what is working to create the rise in FTE. Factors may include higher retention, particularly in nursing and career studies certificates. Not including dual enrollment, RCC's population is comprised of 68% part-time students.

Ms. Sarah Pope, vice president of college advancement, reported the RCC 50th anniversary open house was a success with over 300 in attendance. The event at the Chesapeake Inn in Urbanna for past and present board members was also a success.

Planning continues for the Preakness Party at Kennersley in Northumberland County. Invitations will be mailed in the next two weeks.

The scholarship application closed in February with a record 542 applicants, 88 of them being high school students. Recipients will be selected March 27 and all will be awarded, and packages accepted, by mid-June.

Ms. Pope reviewed the current fundraising campaign noting four challenge areas. Scholarships: an additional \$410,000 in new scholarship funds has been raised with a goal of \$500,000. Academic Success Coaching: \$928,562 has been raised with a goal of \$2 million. Annual Fund which provides basic needs assistance: the goal is \$80,000 and RCC is half way. Additional Faculty: \$357,010 has been raised to grow the nursing program with a goal of \$2 million.

Mr. William Doyle, Jr., vice president of finance and administrative services, reported the recently vacant business office position is at the level of chief accounting officer. RCC is advertising for a vice president with a high level of accounting skills. The College financial reporting and analysis, streamlining of procedures, use of technology and day to day operations need to be transformed. The business office staff is doing a remarkable job and Sue Smith is working part time to assist.

Mr. Doyle and Dr. Kennedy have been attending county board of supervisors' budget meetings. The College message is always received well and the boards are supportive. Materials from the

Foundation and the course catalogue are distributed and attendees are often surprised to learn some of the things going on at the college.

All full-time employees have been given new ID cards that have an access control component for security. Starting March 23, the main entrances will be unlocked for all to enter. All other doors will be exit only.

The College leadership team is actively engaged with COVID-19 planning using the Virginia Department of Emergency and Virginia Health Department as valuable resources.

Committee Reports

Curriculum and Programs Committee – Mrs. Tucker reported in the absence of Mr. McGettigan. Proposals presented include: Emergency Medical Services, Paramedic I Career Studies Certificate, Emergency Medical Services, EMT-Paramedic II Career Studies Certificate, Pre-Teacher Preparation Elementary (PreK-6) Specialization, Practical Electrical Technician Career Studies Certificate, and Electrical and Instrumentation Technician Career Studies Certificate. The Committee recommended acceptance of all five proposals. Coming from committee recommendation, no second was required. The recommendation was approved unanimously. Detailed copies of all curriculum changes are kept in the office of the vice president.

The proposed membership of RCC's Citizens Advisory Committees was distributed. The Committees meet once a year with their respective College dean related to their program. Board members were asked to review the list and let Mrs. Stamper know of any recommendations or corrections. Final copies of the list will be distributed and approved at the May meeting of the Board.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, asked Mr. Doyle to review the Local Funds Budget update as of February 29, 2020. He noted the figures are up to date with no unusual activity.

Eight counties have fully paid their local funds request with the others current on quarterly payments.

The Student Activities Budget Sheet was reviewed for information only.

Mrs. Morrison reported the Committee recommended the student parking fees and student activity fees remain unchanged for FY 2020-2021, aiding in accessibility and affordability. Coming from committee recommendation, no second was required. The recommendation was approved unanimously.

Personnel and Public Relations Committee – The Committee did not meet.

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".

Upon reconvening, the Board told Dr. Kennedy they were very pleased with her performance and with the results of the employee survey of her. They remarked she had hit the ground running and has already had many accomplishments. She has wonderful networking capabilities and her presence was needed and timely. She is where she needs to be. The Board said they want Dr. Kennedy to stay and hope she is happy.

Dr. Kennedy remarked she has enjoyed every minute. There have been a few challenges but she has a great team that works very well together.

Other Business – Dr. Kennedy invited all members to the College Convocation on April 28. A great diversity speaker will participate.

Mr. Sandridge commented he is proud to be a member of the Board. There recently was an incident where an RCC student needed assistance in a difficult situation. RCC employees who were contacted ensured the student everything will be taken care of until she graduates.

Adjournment – The meeting was adjourned at 2:20

Respectfully submitted,

Shannon L. Kennedy, Secretary

Approved:

Ellen Davis, Chair