

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 302**  
**1:00 p.m., Via Zoom Conference**  
**Wednesday, September 9, 2020**

**MINUTES**

Members Present: Mrs. Ann Beverly Eubank (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Barbara Hudgins (King & Queen)  
Mrs. Tammy Indseth (King George)  
Mrs. Cassie Thompson (Lancaster)  
Mr. Michael Beavers (Mathews)  
Mr. Matt Walker (Middlesex)  
Mrs. Ellen Davis (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mrs. Maxine Ball (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mrs. Kathy H. Morrison (King William)

Guest: Mr. William H. Pennell, Jr.

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  
Ms. Tara Walker, 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. Caroline Stelter, Human Resources Director  
Mrs. Christine Stamper, Administrative Staff Specialist

Mrs. Davis read the RCC Mission Statement.

**Minutes of Board Meeting No. 301** – Mrs. Tucker moved the minutes of meeting No. 301, held on March 11, 2020, be approved as mailed. The motion was seconded by Ms. Thompson and unanimously approved.

**Communications and Introductions** – Dr. Kennedy introduced two new board members. Mrs. Tammy Indseth is the representative from King George County and will complete the first term of Mr. Joseph McGettigan. Mrs. Cassie Thompson begins her first full four-year term representing Lancaster County.

Also introduced was Mrs. Tara Walker, vice president of finance and administrative services for RCC. Mrs. Walker will work with Mr. Doyle until his retirement at the end of the calendar year.

Mr. William Pennell was recognized for his eight years of service as a board member, serving as chair for two years during his second term and on the presidential search committee, among many other activities. He was thanked for his outstanding job and will be greatly missed. He was presented with a gift card from the Board.

## **President's Report**

Mrs. Caroline Stelter, human resources director, reviewed the list of personnel transactions since January, 2020. There were 12 new employees hired, 13 separations and 3 changes in status.

RCC has had an interim structure since the end of January and is working on reorganization. The draft outline was reviewed with the Personnel and Public Relations Committee and is currently confidential. Board members who wish to have more information may contact Dr. Kennedy. The reorganization process requires VCCS approval. Per the Delegated Authority Agreement with the Chancellor, a detailed business case supporting the proposed structure will be sent to the Chancellor for his approval.

Dr. Eric Barna, interim vice president of instruction, reported the academic area has been busy and the faculty and students have done a phenomenal job adjusting to the many changes since March. The majority of students from the interrupted spring semester have completed with only 2% incomplete, speaking volumes to how hard the faculty have worked. All classes are being held online with the exception of limited on-campus classes such as diesel, HVAC and science labs.

A professional development program was developed for RCC, and local school divisions faculty, who are using Learning Management Systems. Approximately 65 instructors participated.

Dr. Jason E. Perry, interim vice president of academic and workforce programs, reported the State has a new program, Virginia Ready, where students successfully completing one of the Fast Forward programs receive a \$1,000 incentive. This will make a big impact in enrollment.

The majority of workforce programs are being held online with limited on-campus classes in welding and CDL. The new tractor and trailer have arrived are currently housed on the Glens Campus.

Dr. Glenda D. Haynie, dean of research, effectiveness, and planning, reviewed college demographics that include 2019-2020 enrollment/graduation facts and RCC service region facts. RCC is supporting a One Door policy where we do not differentiate between credit and non-credit courses but SACSCOC is solely interested in the credit side of enrollment, the focus of the reports. Most of the figures reviewed were established prior to COVID and include the summer 2019, fall 2019, and spring 2020 semesters.

Ms. Sarah Pope, vice president of college advancement, reported the Foundation is currently focusing on three points during this time of challenging fundraising where face-to-face meetings are not held: flexibility, realistic expectations and quick wins.

The fiscal year ended June 30 with unrestricted annual giving slightly up from last year. The Preakness Party was not held but 100 patrons still purchased tickets and many sponsors still participated creating a net profit close to \$40,000. Endowments are approximately \$12 million.

The new RCC grants coordinator is busy working on a number of large federal grants including a talent search grant targeting low income, first generation families in middle and high school and a Title III grant. A TRIO grant for first generation and economically disadvantaged students has been received.

Mr. William Doyle, Jr., vice president of finance and administrative services, reported he has been working on technology and safety and security, mostly related to COVID. A safe reopening plan was developed and approved by the VCCS and SCHEV. The Plan is posted on the RCC website. To date, three employees and one student have tested positive with none of them contracting the virus while on campus. All have been handled per the Plan guidelines which will most likely need to continue through at least the fall semester. College spaces have been arranged to accommodate social distancing, and cleaning and disinfecting protocols are continuous.

A laptop loaner program for students in need was established and Wi-Fi was extended to the parking lots at Glenss, Kilmarnock and Warsaw to aid those without broadband at home.

Ms. Tara Walker, vice president of finance and administrative services, reported the focus of her work has been with the business office including implementation of changes dictated by COVID that include making drop boxes and online student payments available. An ARMICS (Agency Risk Management and Internal Control Standards) process will begin soon.

Dr. Shannon Kennedy, president, reported the sustainability factors to community college interventions by the VCCS include three items: colleges are required to serve a population of at least 100,000 (RCC has 190,000), an annual FTE of at least 500 (RCC is at 1,742), and operating costs not exceeding 125% of the System's average. RCC is in good standing for all three factors.

On March 18, we shifted all in-person instruction to online. Beginning March 30, all campuses and sites were closed to students and most employees began working from home exclusively. We were able to retain all full-time and part-time employees.

The Enrollment Management team continued to meet. One initiative, Online Learning Improvement, was implemented immediately. The proposal was due March 28 and we immediately began preparing the recommendations (standard template for online courses, training, etc.) for implementation. Training was held over the summer for our faculty and staff as well as dual enrollment instructors and several IT resource teachers from Gloucester County Public Schools.

We held a virtual convocation on April 28. Because we were not limited by space, we were able to include all adjunct faculty and part-time staff. The next virtual convocation is October 6 and will feature a keynote address by Paul Hernandez, author of "The Pedagogy of Real Talk: Engaging, Teaching, and Connecting With Students at Risk." He will focus on issues around Diversity, Equity, and Inclusion.

On May 8, we held a virtual commencement. Ellen Davis provided greetings from the Board. We had a student provide the invocation and the commencement address. Nursing professor Becky White sang the national anthem.

Over the past six months, I have participated in on-air interviews for X99 out of Gloucester, WRAR and WNNT, and WIGO and Bay FM.

I was invited to join the Board of Directors for the Peninsula EMS Council. I attended the first quarterly board meeting June 17.

On July 13, I completed one-on-one meetings with all full-time employees. Going forward, I will meet with all full-time faculty and staff within 30 days of employment. I have opened the opportunity for part-time staff and adjunct faculty. So far, one adjunct faculty member has met with me.

On August 6, we hosted a well-attended Superintendents' meeting for all of our school divisions.

On August 20 at Glenss and August 21 at Warsaw, we held drive-thru nursing pinning ceremonies. I attended both.

Our Diversity, Equity, and Inclusion Council has been very active this summer. We held an open forum on June 10 to discuss issues of systemic racism. It was extremely well attended and our employees were very forthcoming on issues they have faced personally in our service region.

The DEI Council is sponsoring a voting campaign for students, faculty, and staff. Our website has information on how to register, the importance of voting, and other relevant materials.

Fall classes began on August 24 with most instruction taking place remotely. We do have some students on campus – welding, machining, nursing and science labs – and the number of students is limited to ensure social distancing. Masks are required.

The College and Dominion Energy sponsored movie nights on both campuses in early September. The event at Warsaw was also sponsored by the Richmond County Public Library. The featured movie was Selma. Follow up discussions about the movie will be held by several faculty members tomorrow.

I have appointed a Breaking Barriers Task Force. Members are our frontline staff who encounter the “pain points” for students. The task force is looking at those barriers in our processes to ensure better communication and an easier experience for students.

During the pandemic, the Administrative Council has met weekly instead of monthly and Executive Staff has continued weekly meetings. This has been critical to ensure collaborative governance and communication.

The Advisory Council of Presidents typically meets six times per year. We have been averaging weekly meetings since March. We are currently meeting weekly while the legislature is in session.

Congratulations to Hatley Bright for winning the Chancellor's Award for Teaching Excellence. This is the highest faculty honor in the VCCS!

Our Haynesville Correctional Center Second Chance Pell Grant Program was recognized as one of three Excellence in Education programs in the VCCS.

### **Committee Reports**

Curriculum and Programs Committee – Mrs. Jamie Tucker, chair, congratulated RCC faculty and staff for their outstanding job, and initiatives put in place, during the pandemic to assist students.

A proposal was reviewed for a program curriculum change to the Pre-Paramedic Career Studies Certificate. The Committee recommended acceptance of the proposal. Coming from committee

recommendation, no second was required. The recommendation was approved unanimously by roll call vote. Detailed copies of all curriculum changes are kept in the office of the vice president.

Finance and Facilities Committee – Mr. Bill Doyle reported in the absence of Mrs. Kathy Morrison, chair, and presented five action items to be voted on together.

**Year End Transfers** – There were approved transfers from 2018, 2019 and 2020 that did not occur. The Committee recommended the following:

Transfer to Site Reserve from Site Development	\$26,859.70
Transfer from Operating account to Contingency	<u>23,236.60</u>
	\$50,096.30
Transfer from Contingency to College Reserve (maintaining a \$10,00 balance in Contingency)	\$30,471.12

**Auxiliary Reserve Plan for College Parking Facilities** – The VCCS requires a report every two years to the State Board on how college funds are used. The report has been submitted with the understanding it needed approval of the RCC Local Board. Mr. Doyle reviewed the Plan and Committee recommends approval of the following:

2018-2020 Projected Reserve Balance (June 30, 2020)	\$172,396.00
2020-2022 Planned Use of Funds	253,200.00
2020-2022 Projected Revenue	488,828.00
2020-2022 Projected Reserve Balance (June 30, 2022)	408,024.00

**Tennis Courts Rebuild** – The Board previously approved partnering with Richmond County, Richmond Public Schools, and the Town of Warsaw to renovate the RCC tennis courts. At the time of approval, rebuilding the courts was too costly. Before renovation could begin, the contractor, Tennis Court, Inc., made arrangements with their vendors and are offering a rebuild costing approximately \$250,000.

	<u>Original Plan</u>	<u>Proposed Plan</u>
RCC	\$ 80,000	\$ 123,272 (see Note below)
Richmond County	50,000	75,000
Richmond County Public Schools	25,000	25,000
Town of Warsaw	15,000	25,000
Sponsorships/Fundraising	<u>30,000</u>	<u>TBD</u>
Total	\$200,000	\$ 248,272

NOTE: RCC's contribution:

RCC EFI Funds	\$ 60,048	\$ 60,048
Designated Local Funds	9,980	9,980
Local Funds Reserves	9,972	53,244

RCC EFI funds includes \$31,500 from Richmond County and \$20,000 from Tennis Court, Inc.

RCC proposes to “finance” the project up front, with each partner paying its share over a multi-year period in equal installments plus modest interest/fee (based upon foregone investment opportunity costs, e.g., local bank CD rate); Richmond County and RCPS will repay over four years, while Town of Warsaw will repay over five years

Committee requests approval for RCC Local Funds investment of \$63,224 plus authorization to go up to \$75,637 inclusive of a 5% contingency; funding to come from Local Funds reserve accounts – either College Reserves or Student Activities Fees reserves or some combination of the two.

**Local Budget** – The College was not able to finalize the Local Funds Budget for approval at this meeting. The Committee recommends placeholder approval for the budget where the College will operate on an interim budget until final approval at the November Local Board meeting.

**Student Activities Budget** - The College was not able to finalize the Student Activities Budget for approval at this meeting. The Committee recommends placeholder approval for the budget where the College will operate on an interim budget until final approval at the November Local Board meeting.

The Committee recommended acceptance of the five proposals. Coming from committee recommendation, no second was required. The recommendation was approved unanimously by roll call vote.

Personnel and Public Relations Committee – Mr. Michael Beavers, chair, reported the proposed Reorganization Plan for RCC was reviewed by the Committee and will be forwarded to the VCCS for approval.

The RCC Marketing Plan was reviewed and it was noted the College is doing an excellent job under difficult conditions.

**Citizens’ Advisory Committee, 2020-2021** – Mrs. Jamie Tucker, chair, reported the Curriculum and Programs Committee recommended approval of the committee membership as presented. Coming from committee recommendation, no second was required. The committee membership was approved unanimously by roll call vote.

**Strategic Plan** – Mrs. Hudgins moved the Board approve the RCC Strategic Plan as presented. The motion was seconded by Mrs. Thompson and unanimously approved by roll call vote.

**Facility Names** – The State Board requires all community colleges to review facility names. RCC only has one facility named for an individual. The College learning resources specialist and history professor provided research and found nothing controversial. Mr. Walker moved notification to the State Board that facility names have been reviewed and the Board recommends no changes be made. The motion was seconded by Mrs. Tucker and unanimously approved by roll call vote.

**Election of Officers** – Mrs. Davis was nominated, and agreed to serve, as chair for the FY 2020-2021. Mrs. Ball was nominated, and agreed to serve, as vice chair. There were no other nominations. Mr. Beavers moved Mrs. Davis serve as board chair and Mrs. Ball as vice chair for

the FY 2020-2021. The motion was seconded by Mrs. Hudgins and it was unanimously approved by roll call vote.

**Proposed Schedule of Meetings for 2020-2021**- Mrs. Tucker moved the proposed schedule of meetings be approved as distributed. There is understanding locations may need to change as some future meetings may need to be held virtually. Mrs. Thompson seconded the motion and it was unanimously approved by roll call vote.

**Goals for the President 2020-2021**- Mrs. Tucker moved the goals for the president be approved as presented. Mr. Sandridge seconded the motion and it was unanimously approved by roll call vote.

**Executive Session – Evaluation of the President** – Mrs. Tucker made a motion, seconded by Mrs. Roberson, 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 by Mrs. Eubank and seconded by Mrs. Ball 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.”

**Other Business** – There was no other business.

**Adjournment** – The meeting was adjourned at 2:52.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Ellen Davis, Chair