

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 303
1:00 p.m., Via Zoom Conference
Wednesday, November 11, 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. Kathy H. Morrison (King William)
Mrs. Cassie Thompson (Lancaster)
Mr. Michael Beavers (Mathews)
Mrs. Ellen Davis (New Kent)
Mrs. Jamie Tucker (Northumberland)
Mrs. Maxine Ball (Richmond)
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Mr. Matt Walker (Middlesex)

Staff Present: Dr. Shannon L. Kennedy, President
Dr. Jason Perry, Interim Vice President of Academic and Workforce Programs
Dr. Eric Barna, Interim Assistant Vice President of Instruction
Ms. Tara Walker, Vice President of Finance and Administrative Services
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning
Dr. Jeffery Hayman, CIO/IT Manager, Technology
Sarah Pope, Vice President of College Advancement
Caroline Stelter, Director of Human Resources
Christine Stamper, Administrative Staff Specialist

Mrs. Ellen Davis read the RCC Mission Statement.

Minutes of Board Meeting No. 302 – Mrs. Tucker moved the minutes of meeting No. 302, held on September 9, 2020, be approved as mailed. The motion was seconded by Mrs. Roberson and unanimously approved by roll call vote.

Communications and Introductions – Dr. Kennedy deferred communication and introductions to the president's report.

President's Report

Mrs. Caroline Stelter, human resources director, reviewed the list of personnel transactions since September, 2020. There were 2 new employees hired, 1 separation and 1 change in status.

The State hiring freeze was lifted on October 26 and the College is now free to hire as needed.

Dr. Eric Barna, interim vice president of instruction, was excused from the meeting.

Dr. Jason Perry, interim vice president of academic and workforce programs, reported on a new funding source called REV (Re-employing Virginians). Dr. Kennedy previously shared a press release via email with information. The Board was asked to spread the word about the program

as funds need to be allocated by December 14. To date, there have been over 200 inquiries with 13 non-credit and 9 credit students pursuing funding.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported she is responding to a large number of requests from throughout the college for data. There are numerous surveys out she is overseeing and she and the new grants coordinator have been busy submitting many grants.

Ms. Sarah Pope, vice president of college advancement, reported the Annual Fund Campaign has started and thanked the Board for donations some have already given. Unrestricted giving is always a need.

The Foundation is participating in a University of Virginia study with a PhD student regarding alumni giving at community colleges. The goal is to gather ideas regarding services alumni are looking for and why they do or do not donate.

The Scholarship app opened October 15 and will remain available until February 19 for online applications. The Scholarship Reception was held virtually this year and is online for anyone who wishes to view it at rappahannock.edu/reception.

The Foundation is working with a potential donor and a very large gift is expected in mid-December. More information will be conveyed when the process is complete and the gift is official.

In October, Marketing focused on paid and organic media posts for spring enrollment. A voting drive for students was conducted and information is currently going out on the REV program through the RCC website, press releases, social media and radio stations. The Director of Marketing left October 29 and there is currently a search for a graphic designer/multi-media specialist. Ms. Abby Parsons is expanding some of her responsibilities and there is a collaborative team approach to marketing and public relations.

Due to COVID, the Preakness Party for 2021 will not be held in the traditional sense. Alternatives include staggered controlled groups coming by for a box lunch, silent auction, live auction, and perhaps having drive-thru options on both campuses. Other options are being considered.

Ms. Tara Walker, vice president of finance and administrative services, reported Mr. Doyle's last day at RCC was October 31 and her transition is 100% complete.

The Warsaw tennis court project was initially schedule to be complete by the first week of November but has been extended to November 30th due to weather setbacks. An advisory committee will be formed to determine usage regulations for the courts. Richmond County has offered to handle scheduling of use. The court colors will be the same as the US Open.

Dr. Shannon Kennedy, president, reported we continue to receive federal funds from a variety of sources related to COVID. While the funds are greatly appreciated, they come with extreme restrictions and the rules continue to change. We are working daily on ensuring we are making the most of the money but remaining compliant.

We are involved in two studies being funded by GO Virginia grants. One is a feasibility study for a commercial kitchen at Hull Springs Farm in Westmoreland County. Hull Springs is owned by Longwood University and could benefit our culinary program. The second is a Workforce Training study for the entire 12-county service region. Dr. Jason Perry and Dr. Kennedy will meet with the consultants tomorrow in Warsaw to discuss how to move this study forward. The information gleaned from the study will guide our program offerings for the next several years. The study is over \$100,000 but is not costing RCC anything due to grants.

Last week, Dr. Kennedy was on WIGO and Bay FM to talk about the Re-employing Virginians training voucher program. On Monday, she will be interviewed on WRAR.

Dr. Kennedy was appointed by the Governor to serve on the Genedge Board of Directors. Genedge delivers custom solutions to solve the operational and business challenges Virginia's engineering, manufacturing, and technology firms face.

Dr. Kennedy chaired an initial accreditation virtual visit for SACSCOC in mid-October. This was an excellent professional development opportunity. All of the SACSCOC standards were required to be reviewed providing an in-depth look at what we need to do to comply.

Last week, Dr. Kennedy presented to the Middlesex Rotary Club. The club gives RCC an annual \$5,000 scholarship for nursing.

We had a very successful virtual Convocation on October 6. We will continue our discussion at a Town Hall meeting on Wednesday, November 18.

Dr. Matt Brent hosted two virtual meet and greet events with our Congressional candidates. Dr. Kennedy provided the welcome at both events.

Dr. Kennedy participated in the Investing in Rural America Conference on October 8 and the Hire Ed Conference last week.

Enrollment was down more than 7% for the fall. Not a significant budget concern for this year, however, because of the supplemental CARES Act funds. Spring registration is underway. More advertising and REV should help us come closer to meeting budget projections.

We received a \$5,000 donation from the Garden Club of the Northern Neck for landscaping at the Chinn House. One of the club's members produced a landscape design free of charge. Plants have been purchased and placed and are being planted this week.

Instead of our traditional holiday luncheon for faculty and staff, we will have sign up times for employees to come to either Glens (December 17) or Warsaw (December 16) for a socially-distanced event. Participation is voluntary.

Dr. Kennedy introduced Dr. Jeffery Hayman, new CIO/IT Manager, Technology for the College, remarking RCC was grateful to have someone with a doctorate in cyber security on the team. Dr. Hayman provided a brief report on his background.

Committee Reports

Curriculum and Programs Committee – Mrs. Jamie Tucker, chair, reported the Committee reviewed and recommended aligning the practical nursing certificate and pre-practical nursing career studies certificate so courses are not replicated and are more aligned with requirements.

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

The Teacher Ed K-8 specialization program will be discontinued as there is currently a K-6 certification. This allows for help in recruitment of teachers.

The RCC Credit to Credential Alignment Task Force report was given for information only and will be posted on the College website.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, asked Ms. Walker to report for the committee.

Three items were brought forth for approval: the Local Funds Budget, Student Activities Budget and the Local Funds Request which requests flat funding instead of the usual 2% increase. Coming from committee recommendation, no second was required. The recommendations were approved by roll call vote.

On behalf of the Board, Mrs. Davis officially welcomed Ms. Walker to her new role commenting how pleased they are with the caliber and quality of the information coming from the business office.

Personnel and Public Relations Committee – Mr. Michael Beavers, chair, reported the committee had no action items or new information to bring forward.

Representative to the Joint School Board for the Chesapeake Bay Governor's School – Mrs. Morrison has been the representative for several years and agreed to continue if it was the pleasure of the Board. Mrs. Tucker moved Mrs. Morrison continue as representative. The motion was seconded by Mrs. Hudgins and approved unanimously by roll call vote.

Other Business – Mrs. Davis thanked and congratulated Dr. Kennedy and employees for keeping the College running through the pandemic.

Adjournment – The meeting was adjourned at 1:47 p.m.

Respectfully submitted,

Shannon L. Kennedy, Secretary

Approved:

Ellen Davis, Chair