

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 304
1:00 p.m., Via Zoom Conference
Wednesday, January 13, 2021

MINUTES

Members Present: Mrs. Ann Beverly Eubank (Essex)
Mr. Donald O. Sandridge (Gloucester)
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: Mrs. Barbara Hudgins (King & Queen)
Mrs. Tammy Indseth (King George)
Mr. Matt Walker (Middlesex)

Staff Present: Dr. Shannon L. Kennedy, President
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. Eubank read the RCC Mission Statement.

Minutes of Board Meeting No. 303 – Mrs. Roberson moved the minutes of meeting No. 303, held on November 11, 2020, be approved as mailed. The motion was seconded by Mrs. Eubank and unanimously approved by roll call vote.

Communications and Introductions – Dr. Kennedy reported Mrs. Barbara Hudgins, Mrs. Tammy Indseth and Mr. Matt Walker had communicated they would not be attending and were excused from the meeting.

President's Report

Mrs. Caroline Stelter, human resources director, reviewed the list of personnel transactions since November 11, 2020. There were 3 new employees hired, 6 separations and, no changes in status.

RCC's proposed reorganization was officially approved by the VCCS on Friday, January 8, 2021. Dr. Perry's title has changed to Vice President of Learning. There will be an internal posting for the position of Assistant Vice President of Instruction and an external search for the Director of Professional and Technical Programs.

Ms. Tara Walker, vice president of finance and administrative services, deferred her report to the Finance and Facilities Committee portion of the meeting.

Dr. Eric Barna, interim assistant vice president of instruction, reported the following:

Navigators – RCC is moving to a more professional advising model by transitioning from advisors to navigators. The goal is for students to have one navigator who takes them through the college process from start to finish. Currently, students are handed off to a faculty advisor after reaching 30 credits. There will be soft hand off from high school navigators to college navigators. The new process will improve retention and student success.

Circle In App – This is a mobile student collaboration retention tool for tutoring with peers and faculty. The National Science Foundation is the grant-funded vendor and RCC pays for the app through CARES Act funds. Individual study groups can be set up and students assisting others can earn gift cards funded by the grant. This app works very well for the nursing program and will have a big impact on dual enrolled students.

Transfer VA – This program makes transfer from the VCCS to in-state 4-year programs seamless. Student courses are reviewed to make sure they will transfer in a meaningful way and get plugged directly into the student's program. RCC has 60 courses that are ready to go for the first round in fall 2021 and the second in fall 2022.

REV – Re-employing Virginians began in late October 2020 and is a program for health care, skilled trades and IT. Students taking courses in these areas are eligible to apply for REV funds. The program is targeted to meet the needs of unemployed or underemployed Virginians due to COVID. Full-time students who qualify can receive up to \$3,000 and part time up to \$1,500. Initial enrollment ended December 14, 2020 but has been extended until December 31, 2021. There were 36,000 statewide inquiries in the first six weeks but many did not qualify due to stringent criteria. RCC enrolled over 90 students dispersing over \$120,000. The College has over \$650,000 to spend and a new opportunity to hire individuals to work specifically with the program.

Dr. Jason Perry, interim vice president of academic and workforce programs, was excused from the meeting.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reviewed the Fall 2020 Enrollment and Survey Results. Areas discussed included preliminary headcount, student survey results, student insecurity/barrier questions, and positive survey comments. The College has decreased approximately 10% in headcount since fall with full time increasing and a decrease in part time. Most students are satisfied with RCC indicated by positive results ranging from 92% to 97%. Some negative comments were received and they will be sent to the Executive Staff and deans for serious consideration and improvements.

Ms. Sarah Pope, vice president of college advancement, reported the Foundation Board approved a one time grant of \$30,000 to RCC to assist students who were affected by COVID but did not qualify for REV funding and some who needed financial assistance for the spring semester.

Fundraising – A new \$25,000 endowed scholarship fund has been created by Poroporone Baptist Church in memory of one of their members and RCC student, Lindsey Blair Greggs, who passed away in 2017.

The Annual Fund is still accepting donations. Per Dr. Alexander's family, contributions in her memory are going to unrestricted funds.

Discussions are ongoing for the 2021 Preakness Party. More information will be available at the March Board meeting.

Marketing – There was a social media campaign push the beginning of January for the spring semester and advertising will continue over the next month or so. The deadline for the second eight weeks session is in March. Advertising appears on social media, television, radio stations and newspapers.

RCC has a refreshed logo as of January 1 and college materials are in process of being updated.

Dr. Jeffery Hayman, CIO/IT manager, technology, reported the VCCS offers several remote shared services contracts. Instead of replacing its security officer/network engineer who resigned in 2020, RCC has contracted with the VCCS to provide the services. From December 2020 through FY 2023, the College will save \$138,512.

Dr. Shannon Kennedy, president, reported the following:

The Educational Foundation received the largest gift in the College's history in December. Dr. S. Stuart Flanagan of Mathews contributed \$2.7 million to endow our high school navigator program. We will be able to hire three additional full-time navigators ensuring that all of our high schools have a navigator at least on a part-time basis. Congratulation to Sarah Pope on this incredible gift!

Senator Ghazala Hashmi has introduced a Memorial Resolution in Ruth Greene's honor. It is on the Senate calendar for today. Senator Hashmi worked with Ruth in her role as a faculty member at Reynolds Community College. Once passed, the resolution will be shared. The College will receive one and her family will receive one. It is a lovely tribute.

The College will receive another round of federal stimulus funds. We have not received the exact amount but received estimates from the American Association of Community Colleges (\$2.4 million) and the American Council on Education (\$2.575 million). We do know that we must spend at least the same amount we received in round one on student aid. This is just under \$575,000. We are waiting for the rules associated with these funds.

At the annual meeting of SACSCOC in December, Dr. Kennedy was elected to serve on the Board of Trustees for a three-year term. Only one other community college president, Dr. John Capps of Central Virginia CC, serves on the Board. The expenses for any meetings she attends during her term will be covered by SACSCOC. Travel costs for the annual meeting usually run around \$2,000 per person.

The holiday drive-thru events were successful. The College is very thankful for Pastor Keith Williams of Cobham Park Baptist Church in Warsaw for letting us use their porte-cochère since it was a miserable day. We had approximately 60 employees and board members (local and foundation) participate. Special thanks to Martha Rest and Chris Stamper for handling all the logistics and wrapping presents.

The workforce needs assessment continues. Right now, the consultants are conducting individual interviews with economic development directors and larger employers. A survey, assessing needs, will be sent this month to over 160 business and industry folks in our service region.

RCC students are assisting with the Three Rivers Health District vaccine clinics in Middlesex and Warsaw. These students are earning clinical hours. The College is working with Three Rivers as well as Riverside Walter Reed and Riverside Tappahannock (soon to be VCU) to vaccinate faculty and students that need to attend clinicals.

Committee Reports

Curriculum and Programs Committee – Mrs. Jamie Tucker, chair, reported the Committee had not met and commended the work of the College for the wonderful things that continue to happen through the pandemic.

Finance and Facilities Committee – Mrs. Kathy Morrison, chair, deferred to T. Walker for the Committee report.

Snap 50/50 – This is formerly known as food stamps. The VCCS has been able to secure funding from Snap for assisting its students who participate in the program. The Community College Presidents voted to use funds received for the Single Stop software program that links students to many federal funding programs. The VCCS made the first draw down and, after paying for Single Stop, equally dispersed the remaining funds to the 23 community colleges. RCC received \$13,000 that will be used to cover part of a college navigator salary. Drawdowns will occur quarterly.

The 2020-2021 State Operating Budget and the Local Funds Budget as of December 31, 2020 were reviewed for information only.

Two action items were tabled until the March meeting:

The Warsaw tennis courts renovation cost more than the initial approved amount due to an opportunity to save future maintenance costs. Also, a \$10,000 grant was received from the United States Tennis Association because the courts are USTA sanctioned.

King George County has asked RCC to partner with them to renovate their tennis courts. Details are being worked out and a proposal will be ready for the Finance Committee in March.

Personnel and Public Relations Committee – Mr. Michael Beavers, chair, reported their information was covered in previous meeting reports.

Other Business –

Dr. Kennedy thanked the Board for its patience working through Zoom meetings. She also stated she is appreciative of the Executive Staff and engaged Board members. New employees were doing a great job of getting up to speed and Executive Staff meetings were very productive. She is proud of the entire staff.

Mrs. Davis spoke for the Board stating Dr. Kennedy and the RCC team had accomplished great things during the pandemic and they can't wait to see what they do when things get back to normal.

The Board will meet again on Wednesday, March 10, 2021.

Adjournment – The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Ellen Davis, Chair