

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 315**  
**1:00 p.m., Wednesday, March 15, 2023**  
**Warsaw Boardroom**

**MINUTES**

Members Present: Mr. Stanley S. Clarke (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Carol B. Holmes (King & Queen)  
Dr. Andrea M. Perseghin (King William)  
Mrs. Cassie Thompson (Lancaster)  
Ms. Judith M. Rowe (Mathews)  
Mrs. Debbie Richards (New Kent)  
Mrs. Jamie Tucker (Northumberland)  
Mr. Richard W. Gouldin, Jr. (Richmond)  
Mrs. Victoria G. Roberson (Westmoreland)

Excused: Dr. Ann Bueche (King George)  
Mr. Kevin Gentry (Middlesex)

Staff Attending: Dr. Shannon L. Kennedy, President  
Dr. Eric Barna, Vice President of Instruction  
Dr. Jeffery Hayman, CIO/IT Manager, Technology  
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning  
Mrs. Sarah Pope, Vice President of College Advancement  
Mrs. Christine Stamper, Assistant to the President  
Mrs. Caroline Stelter, Director of Human Resources  
Ms. Tara Walker, Vice President of Finance and Administrative Services

Excused: Ms. Janet Little, Faculty Senate President  
Ms. Beth Robins, Support Staff Association President

Guests: Krista Hundley, College Navigator  
Paris Nelson, Instructional Support Technologist

Mrs. Vicki Roberson read the RCC Mission Statement.

**Minutes of Board Meeting No. 314** – Mr. R. Gouldin moved the minutes of meeting No. 314, held on January 18, 2023, be approved as presented. The motion was seconded by Mr. Don Sandridge and unanimously approved.

**Communications and Introductions** – Dr. Shannon Kennedy reported Dr. Ann Bueche and Mr. Kevin Gentry had communicated they would not be attending and were excused from the meeting.

The following RCC employees attended via Zoom and introduced themselves: Krista Hundley and Paris Nelson.

**Special Report: Utilization Study** – Dr. Shannon Kennedy reviewed the draft report from a study that was funded with local funds and previously approved by the Board. The project goals were to see how RCC utilizes current space and what the needs are now and in the future. Several formulas are used with information gained from interviews with employees, analyzing data, and walk throughs of campuses and sites.

Highlights include:

The RCC service region is trending toward fewer high school graduates and more retirees in the coming years.

More students are taking online classes.

There are more employees than available office space.

There is not enough available space for students to study.

All classrooms are underutilized compared to industry standards.

Nursing labs are overtaxed.

Universal work stations may be an option.

The Warehouse at Glenns could house diesel and welding.

The College will receive a final report soon and will end up with a long range plan for construction, remodeling, etc.

Warsaw Health Sciences – The RCC Foundation was not successful in their bid to purchase a building in Warsaw to use for health sciences. Options for other space to expand the programs are being considered. The Foundation is currently considering building a facility on their property adjacent to the Chinn House. Senators Warner and Kaine asked for earmark requests and RCC has submitted one for \$2.5 million for health sciences. A USDA Rise grant will also be pursued.

### **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of January 18, 2023. There were 14 new employees hired, 3 separations, 4 status changes, and 2 interim appointments.

Ms. Tara Walker, vice president of finance and administrative services reported on college projects:

The Montross ventilation project is ongoing. The facilities department at Warsaw have built the units and are ready for implementation but are waiting for the contractor to complete the designs for the VCCS to approve.

Removal of lead and asbestos in the welding lab at New Kent is complete.

The purchase of a new access control card system through Johnson Controls is in process.

Removal of a tree that was causing damage to the Glenns parking lot is complete as well as repaving of the center lot.

Renovation of the business office and instructional suites on the Glenns Camus is ongoing.

Safety and Security – Safety assessments have been completed at all campuses and sites and all results should be in soon.

Fire alarms have been tested.

Members of facilities attended the nursing department tornado drill. It was very realistic and a great experience.

The team attends monthly trainings that cover topics such as threat assessments, Title IX, Clery Act reporting, etc.

Dr. Eric Barna, vice president of instruction, reported the PH3 Grant with the Department of Labor and Middle Peninsula Security and Safety is moving forward. E. Barna participated on a panel to discuss educational opportunities at RCC. The group is working to establish their first cohort.

Sonography is moving forward. Minor changes are being made to the final edits of the SCHEV paperwork and final approval should be made soon.

RCC is working with a potential instructor from Bowhead, a Dahlgren contractor, for the Montross machining program.

E. Barna participated on a panel for the Virginia Interfaith Council Day of Action to discuss prison education; he met with the Tappahannock town manager regarding student recruitment, and attended a Sea Grant meeting to discuss internship/hiring opportunities.

RCC is working with a group in King William centered around a community educational center on the site of Nestle-Purina.

The College is working on its One Door proposal and implementation to streamline student experiences by limiting the number of contacts they need to make to complete their education. It will be a 3-tiered system of recruitment & onboarding, advising, and retention support.

Dr. Glenda Haynie, dean of research, effectiveness, and planning noted data-driven decision making is a key part of college standards. Her department is working on the upcoming SACSCOC five year report, grant work and, several surveys, among other duties. She also reviewed a chart showing service area students who are enrolled in any higher education institution within 16 months of earning a federally recognized high school diploma.

Ms. Sarah Pope, vice president of college advancement, reported the application process for RCC scholarships closed February 25 with 112 more applications than last year.

The Preakness Party will take place May 20 at Providence in Middlesex County. Proceeds support scholarships, special initiatives and operations.

The Foundation is raising funds for the Catherine Courtney Endowed Nursing Professorship with a \$1 million goal. A \$200,000 challenge grant was matched bringing the amount raised to date to \$680,000.

Marketing is ongoing with the mailing of the 2021-22 Biannual report; Dr. Kennedy continues to appear on local radio morning shows and, there is always press coverage for college events and new programs.

Enrollment marketing includes mailing of a spring/summer program brochure to every household in the service region with a resident under the age of 50, target social media campaigns, postcards to graduating high school seniors, and a Collegiate Times Virginia Tech ad.

Dr. Jeffery Hayman, CIO, reported there are about 50 users remaining who need to complete cyber training; 15 rooms have now been upgraded to Zoom capability, RCC has had two site visits from the new VCCS shared network engineer; One Drive and SharePoint are functioning well; a review of student printing requirements and library patronage computer needs is in process, and IT is preparing for the annual tech spend plan.

Ms. Janet Little, faculty senate president, was excused from the meeting.

Ms. Beth Robins, support staff association president, was excused from the meeting.

Dr. Shannon Kennedy, president, reported the following:

Chancellor David Dorè will be on the Glens campus for RCC's part of the listening tour on Tuesday, May 9. He will meet with the Executive Staff, students, and faculty. He will also visit with our welding program. As part of the materials the College must provide in advance is a bio of each of our local board members. S. Kennedy will gather that information.

Graduation will be held on May 10 and May 11 in the Essex High School auditorium. May 10 will be the Health Sciences ceremony and May 11 will be two regular ceremonies.

On March 21 and 22, the College will host staff from the System Office who will conduct a Methods of Administration review as required by the Office of Civil Rights. Each year, two colleges are chosen for review. The last review was in 2009.

S. Kennedy presented our county budget requests to Essex, New Kent, and Richmond counties. Thanks to S. Clarke, D. Richards, and R. Gouldin, for attending with S. Kennedy at their respective counties. King George is March 23 and Gloucester and Lancaster are March 28.

S. Kennedy attended the Council of Presidents meeting with the Governor on February 13. S. Kennedy attended COP and the General Professional Advisory Committee meetings on February 27. She will rotate off COP and GPAC at the end of June.

S. Kennedy attended the legislative reception hosted by McGuireWoods Consulting in Richmond on February 9.

S. Kennedy attended a meet and greet with Senator Tim Kaine in Washington on February 7. The topic of discussion was the Senator's bill to fund workforce Pell grants.

S. Kennedy and E. Barna visited several members of our legislative delegation in Richmond on February 2. They visited with Delegate Keith Hodges and Delegate Margaret Ransone and Senator Richard Stuart's legislative aides.

S. Kennedy attended the kick-off event for the Hampton Road Regional Workforce Training System, hosted by the Hampton Roads Workforce Council on February 1 in Suffolk.

S. Kennedy serves as a permanent member on the Richmond County Public Library Board. She attended the board meeting on January 24.

S. Kennedy attended the GO Virginia Region 6 Council meeting on January 23.

S. Kennedy appeared on 104.9 and 101.7 on February 1 and March 1 and on 99.1 on February 22. She will be on 99.1 tomorrow morning at 8:30 a.m.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, reported the committee had not met.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair, reported all budgets are tracking along as expected with no issues at this time.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported there were no action items and information items had been reviewed by C. Stelter and S. Pope in their individual reports.

Citizen's Advisory Committee – Members are asked to review the list as emailed and let E. Barna know if they wish to propose any changes or corrections. Final copies of the list will be distributed prior to the May meeting for Board approval at the meeting.

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

**Adjournment** – Mrs. Vicki Roberson moved the meeting be adjourned. The motion was seconded by Mrs. Cassie Thompson and unanimously approved. The meeting was adjourned at 2:18 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair