

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 316**  
**1:00 p.m., Wednesday, May 17, 2023**  
**Glenns Boardroom**

**MINUTES**

Members Present: Mr. Stanley S. Clarke (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Mrs. Carol B. Holmes (King & Queen)  
Mrs. Cassie Thompson (Lancaster)  
Ms. Judith M. Rowe (Mathews)  
Mr. Kevin Gentry (Middlesex)  
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)  
Dr. Andrea M. Perseghin (King William)

Staff Attending: Dr. Shannon L. Kennedy, President  
Dr. Eric Barna, Vice President of Instruction  
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning  
Mrs. Sarah Pope, Vice President of College Advancement  
Ms. Beth Robins, Support Staff Association President, via Zoom  
Mrs. Christine Stamper, Assistant to the President

Excused: Dr. Jeffery Hayman, CIO/IT Manager, Technology  
Ms. Janet Little, Faculty Senate President  
Mrs. Caroline Stelter, Director of Human Resources  
Ms. Tara Walker, Vice President of Finance and Administrative Services

Guests: Tracy Peacock, Admissions and Records Technician  
Harsha Sharma, Diagnostic Medical Sonography Program Head  
Alyssa Simms, College Navigator

**Minutes of Board Meeting No. 315** – Mr. Sandridge moved the minutes of meeting No. 315, held on March 15, 2023, be approved as presented. The motion was seconded by Mrs. Roberson and unanimously approved with two grammatical changes.

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

The following RCC employees attended via Zoom and introduced themselves: Tracy Peacock, Harsha Sharma and, Alyssa Simms.

**President's Report**

Mrs. Caroline Stelter, director of human resources, was excused from the meeting. S. Pope reported there were 6 new employees hired, 2 separations, 1 status changes, and 2 interim appointments made since March 15, 2023.

Ms. Tara Walker, vice president of finance and administrative services excused from the meeting. Items were discussed under the Finance and Facilities Committee report.

Dr. Eric Barna, vice president of instruction, reported Second Chance Pell is being retired as Pell is restored for incarcerated students. RCC is reapplying.

NASA was recently on site at Glenns discussing apprenticeships with students for those 16 and over. Individuals can be a part-time employee, apprentice, and earn federal government service at the same time. RCC is working with several groups for paid internships such as Virginia Sea Grant, Dahlgren, NASA, and others.

Final work is being done on the Title III grant that is due Monday.

RCC won funds from the American Welding Society last year and they were recently on campus to offer feedback and recommendations on the College program.

RCC received a grant to provide a mobile instructional unit at Camp 17 and have, to date, trained and certified 27 inmates in solar installation.

Dr. Glenda Haynie, dean of research, effectiveness, and planning reported that part of RCC's funding comes from a performance model which is based 80% on the number of students and 20% on performance. As far as FTE's, RCC ranks 15 in size compared to all 23 Virginia community colleges. Dual enrollment is not included in the model but when considered, RCC ranks 19 of the 23 because it has the highest number of dual enrolled students. Dr. Haynie reviewed the Outcome Based Funding Model for FY2024 and the FY2024 Outcome Based Funding Model Points Summary to show details. RCC performed well and had improved in all but one measure.

Ms. Sarah Pope, vice president of college advancement, reported the Preakness Party would take place at Providence in Middlesex County on Saturday, May 20. There are 350-400 people expected to attend. The net goal is \$100,000 which would be the highest raised to date.

Dr. Jeffery Hayman, CIO, was excused from the meeting.

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

Ms. Beth Robins, support staff association president, reported the clothing drive, for students to receive free clothing to use for interviews, was a success with 50 large bags of clothing donated to the Haven Thrift in Warsaw and Helping the Homeless Thrift in Gloucester. Students can receive a voucher from RCC to take to one of the partnering thrift stores to pick out an outfit.

Dr. Shannon Kennedy, president, reported the following:

S. Kennedy was on the Neal Steele show on 99.1 on March 16 and May 4, on 101.7 and 104.9 on May 3, and the Hampton Roads Show on March 28.

The College had an Office of Civil Rights (OCR) review from March 21-24. Each year, the VCCS on behalf of OCR, conducts reviews at two colleges. The review consisted of looking at practices, policies and procedures, publications, and facilities for compliance with OCR and ADA.

S. Kennedy attended an event for Women Industry Leaders at the Governor's Mansion on March 22.

S. Kennedy and other faculty and staff attended the New Horizons conference in Roanoke at the end of March. S. Kennedy, E. Barna, and H. Bright attended the American Association of Community Colleges (AACC) annual meeting in Denver, March 31-April 4. S. Kennedy attended the AACC Commission on Small and Rural Colleges meeting on March 31.

S. Kennedy attended the Philanthropy luncheon on April 18 and the Advisory Council of Presidents meeting and Phi Theta Kappa luncheon in Richmond on April 19. The Harding family were the 2023 honorees at the Philanthropy luncheon.

S. Kennedy is participating in LEAD Virginia. The first session was from April 19-21 and was held in Hampton Roads. The second session is May 18-20 in Danville.

S. Kennedy attended the inauguration of Dr. Corey McCray, president of Paul D. Camp Community College, on April 21.

RCC held the Phi Theta Kappa National Honor Society Induction Ceremony on the Warsaw campus on April 21. S. Kennedy provided the welcome.

S. Kennedy attended a Day of Conversation, hosted by VCU and the Chronicle of Higher Education, for college president's on April 23-24 in Richmond.

S. Kennedy attended a GPAC and Council of Presidents meeting on April 24.

S. Kennedy presented at the Northern Neck Rotary meeting on April 26. The club contributed \$1,500 to the Educational Foundation for a scholarship.

S. Kennedy presented at the Essex EDA meeting on April 27.

The IDEAL award winners were announced at a campus-wide Town Hall meeting on May 8. Amber Dinquel, Assistant Professor of English, Kathy Payne, Instructional Support Technologist, Terri Seward, Adjunct in Information Technology, and Claire Adrian-Tucci, Dual Enrollment Instructor, were the awardees. Marjorie Lampkin, Coordinator of the Office of Career and Transition Services, won the Dr. Ralph D. Elliott award.

The College hosted a successful visit by Chancellor David Dorè on May 9.

All three commencement exercises, on May 10 and May 11, were very successful and well-received by the graduates and their families.

Spring enrollment ended 5.88% over last spring (in FTE). Summer is tracking over 30% above last summer and fall is 16% over last fall. Our faculty and staff should be commended. Interviews with architects for the Health Sciences facility and Diesel/Welding/HVAC facilities next week. Funding is being pursued for all projects.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, deferred to E. Barna to report the following:

Small changes in the following certificates:

- Advanced Culinary Arts
- Game Design and Development
- Introduction to Engineering
- AAS Diagnostic Medical Sonography
- Pre-Paramedic

Coming from committee recommendation, a second was not required and the changes were unanimously approved.

The Committee recommends discontinuing the following certificate:

- Pharmacy Technician

The College has a responsibility to finish students enrolled in programs and have notified students in this program to offer alternate courses.

Coming from committee recommendation, a second was not required and the discontinuance of the certificate was unanimously approved.

Detailed copies of all curriculum changes are kept by the office of the vice president of instruction.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair, reported the state, local funds and student activities budgets are all tracking according to plan. Local funds county receipts are all being paid timely and are up-to-date.

Facilities projects update: The New Kent welding project is scheduled for substantial completion by August 12, and Montross should be complete by the end of June.

There is now a contract for the card access system with completion scheduled by August 31.

Pond repairs are in process.

Golf carts have been provided for security officers on the Glens and Warsaw campuses.

A new policy will be adopted over the summer requiring all employees to wear their ID's at all times.

Work continues to develop a plan for a health sciences facility in Warsaw and diesel and HVAC at Glens.

**Personnel and Public Relations Committee** – Ms. Cassie Thompson, chair, reported Dr. Charles Smith has been approved by the Committee for professor emeritus status. She also reported on behalf of the committee on the election of officers and meeting dates approval.

**Citizen’s Advisory Committee 2023-2024** – Mr. Kevin Gentry moved acceptance of the Citizen’s Advisory Committee as presented. Mrs. Cassie Thompson seconded and the motion passed unanimously.

**Election of officers for 2023-2024** – The Personnel and Public Relations Committee recommended Mrs. Jamie Tucker serve as chair for 2023-2024 and Mr. Stanley Clarke serve as co-chair. Coming from committee, no second was required. The recommendation passed unanimously.

Mrs. Tucker stated she would like an addition added to the RCC by-laws stating the board chair will appoint a nominating committee for the election of chair and co-chair process. Dr. Kennedy will draft the addition for board approval at an upcoming meeting.

**Proposed Schedule of Meetings for 2023-2024** – The Committee recommended approval of meeting dates as distributed. Coming from committee, no second was required. The recommendation passed unanimously.

**Executive Session** – Mr. Gouldin made a motion, seconded by Mr. Clarke, 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. The motion unanimously carried by roll call vote.

Following the executive session, the board reconvened in regular session.

Mrs. Tucker remarked on behalf of the Board complimenting Dr. Kennedy and applauding her on her many accomplishments including her work to improve procedures by high school and college navigators greatly impacting enrollment; providing student support; pursuing funding opportunities through grants, philanthropic, and other avenues; having a positive rapport with all levels and generations of people; facility improvements; advancing certificate programs such as welding and HVAC; recognizing staff through birthdays and special occasions; community involvement and appearances on radio and television to keep the college in the forefront; and attending leadership conferences that are beneficial to her job and the college.

Mrs. Rowe added Dr. Kennedy is proactive and has a positive attitude at all times.

Mrs. Roberson also remarked on Dr. Kennedy’s positive attitude.

Mrs. Thompson stated that not many individuals reach out beyond their immediate areas to find those who can affect change. Dr. Kennedy speaks to Legislators and others outside the region on behalf of RCC and the counties it serves.

Mrs. Tucker will draft a letter to the VCCS Chancellor on behalf of the Board detailing their review and another to the RCC Foundation recommending they provide Dr. Kennedy with a stipend.

Dr. Kennedy commented on the good team of employees she works with that are willing to think outside the normal and try new things.

**Other Business** –

Mr. Sandridge suggested the Board members and their families get together over the summer or early fall for a picnic or other social gathering to get to know each other better.

Mr. Sandridge also reported that a former RCC graduate, Joe Mueller, who is now an Army nurse, has recently been awarded the National United States Army Award for being the top Army nurse in the country for 2023.

Mr. Gouldin asked that recently collected board member bios be distributed to all members. Dr. Kennedy will forward them.

**Adjournment** – Mrs. Rowe moved the meeting be adjourned. The motion was seconded by Mrs. Roberson and unanimously approved. The meeting was adjourned at 2:35

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair