

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 318
1:00 p.m., Tuesday, November 14, 2023
Glenns Boardroom

MINUTES

Members Present: 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)
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)

Via Zoom: Mr. Stanley S. Clarke (Essex)

Staff Attending: Dr. Shannon L. Kennedy, President
Dr. Jeffery Hayman, CIO/IT Manager, Technology
Dr. Glenda Haynie, Dean of Research, Effectiveness, and Planning
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. Sherry Grantham, Support Staff President
Ms. Janet Little, Faculty Senate President

Guests: Dr. Mukta Bhandari, Math Faculty
Corine Burke, AHEC Data Specialist
Rachel Caterisano, Math Faculty
Jessica Gains, Accounting Specialist
Michaela Gardner, High School Navigator
Jane King, Faculty Support Specialist
LaShauna Lewis, Coordinator of Student Success

Mr. Richard Gouldin read the RCC Mission Statement.

Minutes of Board Meeting No. 317 – Mr. Donald Sandridge moved the minutes of meeting No. 316, held on September 20, 2023, be approved as presented. The motion was seconded by Mrs. Cassie Thompson and unanimously approved.

Communications and Introductions – Dr. Shannon Kennedy reported Dr. Ann Bueche had communicated she would not be attending and was excused from the meeting.

The following RCC employees attended via Zoom and introduced themselves: Mukta Bhandari, Corine Burke, Rachel Caterisano, Jessica Gains, Michaela Gardner, Jane King, and LaShauna Lewis.

Board Chair Report – Mrs. Tucker reminded the members of her request that they get out in their communities to make friends, connections, and to promote RCC. She and several members reported on activities including: meeting with boards of supervisors, high school superintendents, high school students, and, high school navigators. Several attended the scholarship reception and the Haynesville Correctional Center graduation.

President's Report

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of September 20, 2023. There were 14 new employees hired and 3 separations.

Ms. Tara Walker, vice president of finance and administrative services, reported the budget was in good shape on the state side with \$24 million anticipated this year. Also anticipated is \$1.4 million carryover to the next fiscal year.

The local budget looks good as well with \$1 million overall.

County collections are going well with approximately 67% contributed to date.

Dr. Eric Barna, vice president of instruction, was excused from the meeting and Dr. Amanda Lloyd, associate vice president of instruction, reported on One College. The process is continuing with work currently taking place to develop a faculty advising plan with policies and procedures.

There was one associate degree graduate at the Haynesville Correction Center and 38 who earned SHINE certificates. There is one inmate that was transferred to another facility who will receive needed materials from RCC so he can complete his courses and earn his associate degree. There are approximately 78 students currently in the associate degree program with approximately 20 on course to receive their degrees next year.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported some corrections in the Factbook members received at the September meeting and Mrs. Stamper would email an updated version to members.

Dr. Haynie reviewed information from the State Council for Higher Education (SCHEV) website regarding student jobs and wages after graduation. Information is listed as a System and also specific to individual colleges.

The Fall student survey is out and receiving good results.

Ms. Sarah Pope, vice president of college advancement was excused from the meeting and Mrs. Stelter reported the annual scholarship and president's reception on October 27 went well and was well attended.

The online application process for 2024-25 opened October 21 and 127 students have applied as of November 8.

Spring enrollment opened October 23.

There has been consistent and ongoing coverage for the college in all areas of local media.

Dr. Jeffery Hayman, CIO, reported on the following:

VCCS and October Denial of Service attacks – problems originated in Germany and made many email and website problems that also took down some VCCS hardware.

New Shared Network Engineer onboarded.

IT support of classroom moves.

Review of classroom equipment – replacing older equipment with new.

Executing new student printer solution – every classroom had a printer. Two new multifunction devices will be placed in central locations to replace the individual units.

Aiding the System Office with various tests.

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

Ms. Sherry Grantham, support staff association president, was excused from the meeting.

Dr. Shannon Kennedy, president, reported the following:

Fall credit enrollment was up 5.76% compared to last fall in FTE. The system average was 3.46% up. Our “regular” FTE was up 2.47% and dual enrollment FTE was up 5.85%. In terms of head count, we finished with 2,768 students which is 176 more students than last fall. For comparison purposes, in Fall 2019 we served 2,911 credit students. Our FastForward enrollments are up 37.76% (54 enrollments) from this time last year. Spring registration is underway.

Advocacy for VCCS priorities with the general assembly is a high priority over the next few months. S. Kennedy, other staff, and students will be visiting Richmond and our legislative delegation in late January or early February.

S. Kennedy held a Town Hall meeting to update the campus on October 9.

S. Kennedy moderated a Workforce Roundtable for the Federal Reserve Bank in Richmond at the Chinn House on October 10.

S. Kennedy and R. Gouldin presented the Health Sciences building concept to the Richmond County Board of Supervisors on October 12. The Board voted to waive all permitting fees and to contribute \$25,000 in cash to the project.

S. Kennedy hosted a dinner at the Chinn House on October 16. The event was an auction item donated by S. Kennedy and Chef Hatley Bright. D. Keel and S. Pope assisted.

S. Kennedy participated in the Aspen Presidents Fellowship Orientation on October 23. The first leadership module opened on November 1.

Since the last Board meeting, S. Kennedy has attended the following meetings and events:

- Lead Virginia Northern Virginia session on September 21-23 and the Southwest Virginia session from October 19-21. The class of 2023 will conclude this week in Richmond with graduation at the Jefferson Hotel on November 18.
- VCCA conference, where S. Kennedy was part of a president's panel, and the awards banquet in Richmond on September 28-29.
- Met with the Executive Director of the Capital Region Workforce Development Board in New Kent on October 4.
- Advisory Council of Presidents (VCCS) in Richmond on October 17-18.
- GO Virginia Region 6 Council virtual meeting on October 23.
- Virginia Chamber and Virginia Business Higher Ed Council Conference in Richmond on October 26.
- Investiture of Dr. Jean Runyon, President of Piedmont Virginia Community College, in Charlottesville on October 27.
- RCC Scholarship Dinner on October 27 in White Stone.
- Haynesville Correctional Center Graduation on November 3.
- Lead River Counties alumni event on November 9 at Good Luck Cellars. S. Kennedy serves on the Steering Committee. RCC provides staff support for the program.

S. Kennedy will attend the AACC Commission on Small and Rural Colleges meeting in Arlington, VA, on November 15 and 16. S. Pope will attend the AACC Commission on Public Relations and Advocacy. S. Kennedy will attend SACSCOC Board meeting from November 30 – December 3 and the Annual meeting from December 3 – 5. Several administrators and faculty will attend the Annual meeting in preparation for the Fifth Year Interim Report due next September.

The annual retirement celebrations will be held on the Warsaw campus on December 19 and on the Glens campus on December 20. Board members are invited.

Committee Reports

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

1. Changes to the AA&S Business Administration Specialization program are requested to get it aligned with the approved Transfer Virginia curriculum. This will be a "bridge" to when the VCCS ends the AA&S degree in Fall 2025. The System will be converting to AA and AS degrees. This curriculum has been vetted by VCCS faculty and transfer partners through Transfer Virginia.

2. It is proposed to move Accounting Certificate-ACC 211 and 212 from 4 credits to 3 credits to align with Transfer Virginia. This has been vetted through the Transfer Virginia process.
3. The System has recommended all administration of justice program be changed to Criminal Justice. RCC proposed its AAS Administration of Justice program be changed to AAS Criminal Justice.

Coming from committee, no motion or second was needed. All three recommendations were approved unanimously.

Update: Courses are being added to RCC offerings through the Transfer Virginia process.

Finance and Facilities Committee – Mr. Richard W. Gouldin, Jr., chair, deferred to T. Walker who reported one action item. Bids have been received to repair the sediment pond on the Glens Campus. The committee recommends \$330,000 from college reserves be used for the repair work.

Coming from committee, no motion or second was needed. The recommendation was approved unanimously.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported Mrs. Stelter had covered the committee items in her report and that of Mrs. Pope.

Outreach to Elected Officials – Any members wishing Dr. Kennedy to attend board of supervisors meetings in their counties just need to let her know.

Title III Strengthening Institutions Grant – RCC was notified they will receive \$2,127,913 over 5 years. There are five key goals with the grant: student advising, accessible learning models that support student success, post enrollment success, access to available funding resources and, long term funding resources development. Key strategies include advising, career services and, instruction models.

The Department of Labor has awarded \$5 million grants to the VCCS and the Hampton Roads Workforce Council and RCC will receive funds from both with \$422,000 from Hampton Roads and an amount to be determined from the VCCS.

Real Estate Bylaws and Articles of Incorporation – The creation of a 501(c)3 real estate foundation is recommended for college building projects that will protect the educational foundation from liability.

Mr. Sandridge made a motion to create the real estate foundation. The motion was seconded by Mr. Gouldin and it passed unanimously. The proposal will now go to the state board for approval.

Representative to the Joint School Board for the Chesapeake Bay Governor's School – Mr. Gentry made a motion that Mrs. Roberson continue as representative until her retirement from the RCC board on June 30, 2024. Ms. Rowe seconded the motion and it passed unanimously.

RCC Local Board of Directors
Tuesday, November 14, 2023
Minutes

Other Business – There was no other business.

Adjournment –The meeting was adjourned at 2:38 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair