

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 311**  
**1:00 p.m., Wednesday, May 11, 2022**  
**Warsaw Campus Board Room**

**MINUTES**

Members Present: Mr. Stanley S. Clarke (Essex)  
Mr. Donald O. Sandridge (Gloucester)  
Dr. Ann Bueche (King George)  
Mrs. Carol B. Holmes (King & Queen)  
Mrs. Cassie Thompson (Lancaster)  
Mrs. Ellen Davis (New Kent)  
Mr. Richard W. Gouldin, Jr. (Richmond)

Via Zoom: Mrs. Jamie Tucker (Northumberland)

Excused: Dr. Andrea M. Perseghin (King William)  
Vacant (Mathews)  
Mr. Matt Walker (Middlesex)  
Mrs. Victoria G. Roberson (Westmoreland)

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. Ellen Koehler, Faculty Senate President  
Mrs. Sarah Pope, Vice President of College Advancement  
Ms. Beth Robins, Support Staff Association President  
Mrs. Christine Stamper, Assistant to the President  
Mrs. Caroline Stelter, Director of Human Resources  
Ms. Tara Walker, Vice President of Finance and Administrative Services

Guests: Kyle Bean, IT Technician  
Morgan Dorr, IT Assistant  
Janet Little, English Faculty  
Brandin Thompson, Network Technician

Mrs. Cassie Thompson read the RCC Mission Statement.

**Minutes of Board Meeting No. 310** – Mr. Stanley Clarke moved the minutes of meeting No. 310, held on March 9, 2022, be approved as presented. The motion was seconded by Mr. Don Sandridge and unanimously approved.

**Communications and Introductions** – Dr. Kennedy reported Dr. Andrea Perseghin, Mr. Matt Walker, and Mrs. Victoria Roberson had communicated they would not be attending and were excused from the meeting.

Mrs. Carol Holmes was welcomed to the board as the new member representing King and Queen County.

The following RCC employees attended via Zoom and introduced themselves: Kyle Bean, Morgan Dorr, Janet Little, Brandin Thompson.

## **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of March 8, 2022. There were 9 new employees hired; 3 separations; and, 2 changes in status.

Professor Emeritus Award – Qualifications include having been a professor or associate professor in good standing for at least 10 years with eight at RCC. Benefits include listing in the college catalog, invitation to commencement, technical support from the college, college email, RCC ID card, and college business cards. An ad hoc committee reviews eligible candidates each year and this year selected Dr. Tom Mosca to receive the award.

Ms. Tara Walker, vice president of finance and administrative services gave her report in conjunction with the Finance and Facilities Committee.

Dr. Eric Barna, vice president of instruction, reported RCC is working with Transfer Virginia to better assist students transferring from two year institutions to go on for their bachelor's degree. RCC has brought forward two new engineering classes, English literature courses, an ITE course, and a developmental education initiative on changing courses for students not quite ready to take college-level English and math.

Dr. Glenda Haynie, dean of research, effectiveness, and planning advised the members to look at the comments in her agenda exhibit regarding the Spring 2022 Graduating Students Comments.

Ms. Sarah Pope, vice president of college advancement, reported spring enrollment numbers remain steady and the Marketing department is trying to reach potential students through radio, social media, and print.

Fundraising and scholarships: Every high school senior who applied received at least a \$500 scholarship with 415 total awards given.

Preakness Party: The event will be held Saturday, May 21. Just over 200 tickets have been sold with the goal of selling at least 40 more. Approximately 50 sponsors will also attend. \$40,000 has been raised going into the event with the goal of netting at least \$75,000.

Members were reminded to please give to the annual fund.

Dr. Jeffery Hayman, CIO, reported 50% of college personnel have completed new cybersecurity training; the College hosted the new security person from Kentucky, Share Point data migration is ongoing, eight Zoom rooms have been upgraded with two in progress and four approved, switch replacement is complete, evening IT support will switch to days for the summer, student support has been expanded with 150 computers now available for loan, and the VCCS is providing a free password manager utility for employees.

Professor Ellen Koehler, faculty senate president, reported the Senate is very focused on students, student success, and student activities. Ellen will retire as president July 1 and Janet Little has been elected to serve FY 2022-23.

Ms. Beth Robins, support staff association president, reported the Association conducts monthly interactive emails to engage support staff. The theme for the year is appreciation of support staff. An annual event is in preparation and coat and interview clothing drives are being organized in partnership with local thrift stores.

Dr. Shannon Kennedy, president, reported the following:

Ralph Elliott, a native of Warsaw, has donated funds to the Foundation for an annual employee award recognizing staff or instructors in workforce or continuing education. The College is awarding the inaugural award posthumously to Jason Perry. A ceremony will be held at the Warsaw campus on May 24 at 2 p.m.

S. Kennedy attended a Council of Presidents meeting with Governor Youngkin on April 26.

S. Kennedy and other faculty and staff attended the New Horizons conference in Roanoke, April 6-8. S. Kennedy and E. Barna attended the SACSCOC Small College Initiative in Atlanta, Georgia on April 12. S. Kennedy attended the Advisory Council of Presidents meeting in Richmond on April 19 and the Philanthropy luncheon on April 20. The student speaker for the Philanthropy event was RCC student Quinton Thomas. Rob and Beverly Gates, the 2021 honorees and Stuart and Cammie Flanagan, the 2022 honorees, were all able to attend. S. Kennedy attended the American Association of Community Colleges annual meeting and conference in New York, April 28-May 2.

The College had a successful virtual Convocation on April 1. The IDEAL awards for faculty and staff were announced at Convocation.

S. Kennedy, D. Sandridge, and M. McCrimmon (dressed as Squall), participated in the Daffodil Parade in Gloucester on April 2.

The Governor has issued a new telework policy, effective July 5. S. Kennedy, as agency head, can only approve one day of telework per week.

### **Committee Reports**

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

Three action items were brought from the committee:

1. Change basic welding certificate to welding career studies certificate using Fast Forward funds that have been approved for high school students. The course will be offered as credit and non-credit and can be offered to dual enrolled students which has been requested by several high schools.
2. Change to General Engineering Technology, AAS. Worked closely with WestRock and Nestle Purina updating current training to accommodate needs of local businesses for this introduction to engineering. This is a two year AAS degree and is not transferrable.

Uniform certificate of general studies. Part of Transfer Virginia. First 30 credits student should take to go on to bachelor's degree. Had old 30 credit certificate no longer transferring to UCGSs to align with Transfer Virginia.

3. Due to the Transfer Virginia initiative, the Certificate of General Studies is being retired. Effective Spring 2022, students will be eligible to earn the Uniform Certificate of General Studies (UCGS) in its place.

Coming from committee, these three recommendations did not need a second and all passed unanimously.

Finance and Facilities Committee – Mr. Matt Walker, chair. Ms. Walker reported in the absence of Mr. Walker.

The local budget, county contributions, and state budgets are all in good standing.

Facilities Plan – The current Plan dates to 2007 and is not useful. The proposal submitted by the chosen contractor is cost prohibitive at this time and was divided into three different proposals. The Committee asked for approval of \$119,466 from the Capital Plan funds to conduct a Comprehensive Campus Plan. Work will continue through the VCCS to lower the costs.

Mr. Rich Gouldin moved the approval of \$119,466 for the Comprehensive Campus Plan. Mr. Stanley Clarke seconded the motion and it passed unanimously.

Personnel and Public Relations Committee – Chair vacant. Mrs. Caroline Stelter reported that the Committee recommends Mrs. Jamie Tucker serve as chair for 2022-2023 and Mr. Stanley Clarke serve as co-chair. Coming from committee, no second was required. The recommendation passed unanimously.

The Committee recommended acceptance of the proposed meeting dates for FY 2022-2023 as presented on the meeting agenda. Dates will change from the 2<sup>nd</sup> Wednesday of meeting months to the 3<sup>rd</sup> Wednesday. Coming from committee, no second was required. The meeting dates passed unanimously.

Citizen's Advisory Committee, 2022-2023 – Mr. Stanley Clarke moved acceptance of the Citizen's Advisory Committee as presented. Mrs. Cassie Thompson seconded and the motion passed unanimously.

President's Evaluation – 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. Davis remarked on behalf of the Board that a letter would be sent to Dr. DuBois stating Dr. Kennedy was a

breath of fresh air with remarkable new ideas and commitment to the College. She thanked Dr. Kennedy on behalf of the Board and students for all her work.

**Other Business** –

Mrs. Davis was presented with a gift certificate from the Board thanking her for serving two terms on the Board and as chair since 2019.

Mrs. Davis remarked she had made a good decision when agreeing to serve on the Board. It was a wonderful opportunity of which she is very proud.

**Adjournment** – The meeting was adjourned at 2:37 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Ellen Davis, Chair