

**RAPPAHANNOCK COMMUNITY COLLEGE**  
**Virginia Community College System**  
**College Board Meeting No. 321**  
**1:00 p.m., Wednesday, May 15, 2024**  
**Warsaw 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. Andrea M. Perseghin (King William)

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. 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

Guest: Mr. Ira Johnson, Custodial Technician

Mrs. Thompson read the RCC Mission Statement.

**Minutes of Board Meetings No. 320** – Mr. Clarke moved the minutes of meeting No. 320, held on March 20, 2024, be approved as presented. The motion was seconded by Mr. Gouldin and unanimously approved.

**Communications and Introductions** – Dr. Kennedy reported Dr. Perseghin had communicated she would be unable to attend and was excused from the meeting.

A new RCC employee, Mr. Ira Johnson, attended and told a little about himself following an introduction by Dr. Kennedy.

**Board Chair Report** – Mrs. Tucker reported that the three RCC commencements flowed smoothly, were wonderful and it was special to be able to participate. Other board members attending were Mr. Clarke, Mr. Sandridge, Mr. Gentry, Mrs. Richards, Mr. Gouldin, and Mrs. Roberson.

Mrs. Thompson spoke with the head of her church's scholarship committee regarding RCC, Mr. Gouldin will be giving out 25 scholarships at a Richmond County High School ceremony and Mr.

Sandridge will give 29 to Gloucester County students. Mrs. Tucker is part of a ladies group who make a monthly donation to different causes; this month they will give to RCC for a Lancaster or Northumberland student.

Mrs. Roberson will retire from the board June 30 after serving 8 years. She was given a gift certificate on behalf of the board. She has been a wonderful, active member and will be missed. She commented it had been a great pleasure to serve and see how much the college has done over the years.

### **President's Report**

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of March 20, 2024. There were 13 full-time employees hired, 3 separations and 3 status changes.

Ms. Tara Walker, vice president of finance and administrative services, reported all budgets are in the black. She reviewed the FY24 state operating budget, FY24 local funds budget and, student activities budget.

Dr. Eric Barna, vice president of instruction, reported RCC is currently undergoing a financial aid audit that is going well overall with only some minor recommendations expected. The audit is primarily to ensure the college is taking care of federal dollars appropriately.

The Sonography Clinical Coordinator position has been filled which will now allow the program to expand.

E. Barna met with members of the Joint Committee on Healthcare from the General Assembly who wanted to make sure the college is spending their funds and to determine if more are needed. It will be recommended that the funding be recurring with VCU Health and the Joint Committee.

There is interest from Northern Neck Regional Jail to partner with RCC for some educational programs.

RCC, along with several other VCCS colleges, is partnering with Achieving the Dream, an organization that works with colleges to improve student outcomes. RCC will participate in a survey when faculty return in August with a visit from Achieving the Dream in September and an October kick-off.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reviewed data collected by SCHEV by county for enrollment. Included were the percentage share of county resident's enrollment in Virginia colleges, resident's enrollment in Virginia colleges, and Fall 2023 resident's enrollment in Virginia colleges by county,

Ms. Sarah Pope, vice president of college advancement, reported the Foundation was awarding \$714,000 to 505 students which is about 90% of total applicants. Every high school student received a scholarship.

The Preakness Party will take place Saturday, May 18 from 4:00-7:00 p.m. at Shandy Hall in Richmond County. The event is rain or shine and 350 people are expected to attend.

The new health sciences building grant application for \$5 million to the Economic Development Administration to fund construction of building has been submitted. The project total is \$6.4 million so, should the college be awarded the \$5 million, approximately \$1.4 million would have to be raised and the college currently has prospects.

The June 7 Foundation Board meeting will honor Andrew White who raised \$20,000 through a golf tournament for the Ruth Greene Student Emergency Fund.

The marketing department has sent out eight press releases about recent events and awards, is wrapping up its summer enrollment campaign, will print fall/winter program brochures to be mailed in July. They also recently created an enrollment brochure in Spanish.

Dr. Jeffery Hayman, CIO, reported two Zoom rooms have started with two more to complete. RCC IT came up with a plan for new "Zoom huddle" rooms that could expand Zoom to other classrooms at a fraction of the cost of the current Zoom rooms.

They are also handling numerous data calls from the VCCS and formulating the tech spend plan.

Ms. Janet Little, faculty senate president, was excused from the meeting. Ms. Little will become the VP July 1 and the new president will be Craig Donor who is the current diesel and welding program head.

Ms. Sherry Grantham, support staff association president, was excused from the meeting. The Association sponsored a picnic at Warsaw that was a good time with a good turnout.

Dr. Shannon Kennedy, president, reported the following:

S. Kennedy attended the golf tournament to benefit the Ruth Greene Emergency Fund on March 22 at Kings Mill Plantation in Williamsburg.

S. Kennedy hosted a campus-wide Town Hall meeting via Zoom on March 25.

S. Kennedy presented at a system-wide session via Zoom for the celebration of Women's History Month on March 28. The topic was how to support women students in Virginia's community colleges. Two other presidents participated.

S. Kennedy and Cassie Thompson presented at the Lancaster Board of Supervisors on March 28.

S. Kennedy attended the American Association of Community Colleges (AACC) Commission on Small and Rural Colleges meeting on April 4 in Louisville, KY. S. Kennedy, E. Barna, S. Pope, and Janet Little attended the AACC annual meeting in April 5-9.

S. Kennedy and nearly 20 other faculty and staff attended the New Horizons conference in Roanoke from April 10-12.

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S. Kennedy attended the Philanthropy luncheon on April 16 and the Advisory Council of Presidents meeting and Phi Theta Kappa luncheon in Richmond on April 17.

RCC held the Phi Theta Kappa National Honor Society Induction Ceremony at Essex High School on April 19. S. Kennedy provided the welcome.

S. Kennedy presented at the Essex Chamber meeting on April 23.

S. Kennedy attended the Chesapeake Bay Governors School Superintendent Days on the Warsaw campus on April 25 and the Glens campus on May 2.

S. Kennedy and S. Pope hosted a meeting with two current donors and two prospective donors at the Chinn House on April 25. The meeting resulted in a new \$10,000 gift.

S. Kennedy presented at the Northern Neck Rotary meeting on May 8.

The IDEAL award winners were announced at a campus-wide Town Hall meeting on May 8. Dr. Lekh Adhikari, Professor of Chemistry, Brittany Abdul-Malik, Donor Relations Specialist, Jesse Fortune, Adjunct in History, and Shelby Brooks, Dual Enrollment Instructor, were the awardees. Sherry Grantham, Adult Education Regional Specialist, won the Dr. Ralph D. Elliott award.

All three commencement exercises, on May 9 and May 10, were very successful and well-received by the graduates and their families.

### **Committee Reports**

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, deferred to E. Barna to report. The committee recommended two new approvals and three discontinuances in EMS to paramedic to streamline the program. This will better equip RCC to compete with private industry programs.

The curriculum from basic EMT through paramedic would be condensed to 28 credits. Students coming to the program as advanced EMT's would get credit for their current credentials and could complete RCC Paramedic with 16 credits, completing in one year instead of two. Proposed changes include updating the advanced EMT program because of course number changes and combining three different career studies into one ending pre-paramedic, paramedic 1 and paramedic 2 because they are not needed. The committee recommendation was approved unanimously.

Information items included Transfer Virginia offering two new English classes in creative writing and short stories and adding physics 100 which is now accepted under Transfer Virginia.

Personnel and Public Relations Committee – Ms. Cassie Thompson, chair, reported all information had already been presented by S. Pope and C. Stelter.

Finance and Facilities Committee – Mr. Rich Gouldin, chair, reviewed the project status report as of 4/30/25. The committee had no action items.

**Citizens' Advisory Committee, 2024-2025** – Mrs. Thompson moved acceptance of the Citizen's Advisory Committee as presented. Mr. Clarke seconded and the motion passed unanimously.

**Election of Officers for 2024-2025** – The Nominating Committee, a subcommittee of the Personnel and Public Relations Committee, recommended Mr. Rich Gouldin serve as chair for 2024-2025 and Mrs. Cassie Thompson serve as co-chair. Coming from committee, no second was required. The recommendation passed unanimously with abstentions from Mr. Gouldin and Mrs. Thompson.

**Proposed Schedule of Meetings for 2024-2025** – Mr. Clarke recommended approval of meeting dates as distributed. The motion was seconded by Mr. Gouldin and passed unanimously.

**Executive Session – Evaluation of the President** – Mr. Clarke made a motion, seconded by Mrs. Thompson, 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 with a motion to do so by Mr. Gouldin, second by Mr. Sandridge and unanimous approval.

Mrs. Tucker thanked everyone for their time and service and remarked it had been a pleasure serving as chair.

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

**Adjournment** –The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Approved:

Shannon L. Kennedy, Secretary

Mrs. Jamie Tucker, Chair