

RAPPAHANNOCK COMMUNITY COLLEGE
Virginia Community College System
College Board Meeting No. 323
1:00 p.m., Wednesday, November 20, 2024
Warsaw Boardroom

MINUTES

Members Present: Mr. Stanley S. Clarke (Essex)
Mr. Donald O. Sandridge (Gloucester)
Ms. Carol B. Holmes (King & Queen)
Ms. Cassie Thompson (Lancaster)
Ms. Judith M. Rowe (Mathews)
Mr. Kevin Gentry (Middlesex)
Ms. Debbie Richards (New Kent)
Ms. Jamie Tucker (Northumberland)
Mr. Richard W. Gouldin, Jr. (Richmond)
Ms. Joyce Gunderson (Westmoreland)

Members Excused: Dr. Jesse Boyd (King George)
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
Ms. Sarah Pope, Vice President of College Advancement
Ms. Christine Stamper, Assistant to the President
Ms. Caroline Stelter, Director of Human Resources
Ms. Tara Walker, Vice President of Finance and Administrative Services
Mr. Craig Donor, Faculty Senate President

Excused: Ms. Kelly Clifton, Support Staff President

Guest: Chris Cooper, Warsaw Facilities Manager
Sydney DeShazo, High School Navigator

Ms. Richards read the RCC Mission Statement.

Minutes of Board Meetings No. 322 – Mr. Clarke moved the minutes of meeting No. 322, held on September 18, 2024, be approved with corrections. The motion was seconded by Ms. Tucker and unanimously approved.

Communications and Introductions –

Dr. Kennedy reported Dr. Boyd and Dr. Perseghin had communicated they would be unable to attend and were excused from the meeting.

New RCC employees, Chris Cooper and Sydney Olaf, attended via Zoom link and told a little about themselves following an introduction by Dr. Kennedy.

President's Report.

Mrs. Caroline Stelter, director of human resources, reviewed the list of personnel transactions as of September 18, 2024. There were 3 full-time employees hired, 12 part-time hired and 4 separations. The breakdown of hires by county were 4 from Richmond County, 3 from Lancaster, 3 from Gloucester, 2 from Westmoreland, 2 from James City, and 1 from Northumberland.

Ms. Tara Walker, vice president of finance and administrative services, reviewed the FY 2024 local county receipts and operating budget as of October 31, 2024. Counties are up-to-date on their contributions. Also reviewed were the State Operating Budget for FY25 which is in good standing and the Student Activities Budget.

Regarding safety and security, the Kilmarnock site is getting up to code with a newly installed fire system upgrade and security lighting; work is moving forward on the creation of new evacuation maps for all facilities; and, RCC is upgrading its Everbridge communications system and will start doing an annual reconciliation of data.

Dr. Eric Barna, vice president of instruction, stated he has been primarily focused on the curriculum change process and most of his report would be included in the curriculum committee and Dr. Kennedy's report.

Dr. Glenda Haynie, dean of research, effectiveness, and planning, reported she had updated the board fact book and reviewed the four sheets that have new information:

Sheet #9 – Headcount, Credits, FTE of Dual Enrollment Students by High School,
#12 – Comparison of Dual Enrollment Graduate Awards to Total RCC Graduate Awards,
#13 – Dual vs. Non-dual Graduates by County, and
#15 – Financial Aid by County.

Ms. Sarah Pope, vice president of college advancement, reviewed funds received, and those still needed, for the new health sciences building. The total projected cost is \$6,319,904. The EDA grant covers 80% or \$5,088,000. The RCC Foundation had to match the remaining 20% or \$1,231,904 which it has done with pledges and gifts to date totaling \$1,235,000. It is, however, raising an additional \$768,096 to cover any unforeseen overages in the project. A grant request in the amount of \$250,000 has been submitted to the Cabell Foundation. Any funds raised that are not needed for the project will go toward an endowment for maintenance of the building.

Also reported:

- College navigator suites are being renovated and will be named for Eldridge Cooke.
- Two grants have been received from Bon Secours and the Department of Health for Earn and Learn programs where nursing students can receive stipends while doing clinicals and going to school.
- RCC marketing department used most of its funds this year for digital advertising but was not pleased with the number of new applications so more funding will be used for traditional areas such as billboards and print advertising.
- The biennial report for the College/Foundation will come out in January 2025.

- Ms. Thompson reported she had given copies of the RCC Program & Course Offerings catalogue to her county real estate agents and suggested all members do so as they were well received.

Dr. Jeffery Hayman, CIO, reported orders and budgeting for the IT department are good.

- Ten Zoom huddle rooms are in process of installation and the final two full Zoom room conversions will be made as soon as the parts come in.
- Standardized badge readers for faculty, staff and students, have been upgraded and are in use.
- Upgrading the roadway electronic signs will take at least a year as the process has to go through Shared Services and the project must be bid.
- The MS Teams compatible phone system will be installed next year.
- Cyber monitoring and reporting are continuing.

Mr. Craig Donor, faculty senate president, stated there was nothing to report.

Ms. Kelly Clifton, support staff association president, was excused from the meeting. S. Kennedy reported the group had hosted a successful pizza get together at Warsaw yesterday and was doing the same today at Glens.

Dr. Shannon Kennedy, president, reported the following:

Fall credit enrollment was up 7.79% compared to last fall in FTE. The system average was up 4.28% up. Our “regular” FTE was up .75% and dual enrollment FTE was up 15.60%. In terms of head count, we finished with 2,963 students which is 195 more students than last fall. For comparison purposes, in Fall 2019 we served 2,911 credit students. Our FastForward enrollments are up 11.66% (20 enrollments) from this time last year. Spring registration is underway.

The College is still in the search process for the Vice President of Instruction and Student Success. Four candidates were invited to campus. Two withdrew. One interview took place on October 29. The second on November 12. A third candidate has been invited to campus on December 3.

S. Kennedy attended the AACCC Commission on Small and Rural Colleges meeting in Arlington, VA, on November 13 and 14.

S. Kennedy will attend the SACSCOC Board meeting from December 5 – 8 and the Annual meeting from December 8 – 10. As this is not a critical year in our SACSCOC cycle, only two others will attend.

Advocacy for VCCS priorities with the general assembly is a high priority over the next few months. S. Kennedy met with Delegate Keith Hodges on November 11 at the Glens campus and with Senator Ryan McDougle on November 18 in Richmond.

S. Kennedy attended the Aspen Presidents Fellowship session in Aspen, Colorado, from October 7 – 11. The final assignment was due November 8. The fellowship wraps up with one more call with the facilitator scheduled for December 2.

The College had a very successful in-person Convocation on Friday, October 4 in White Stone.

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

- VCCA conference, where S. Kennedy was part of a president's panel, and the awards banquet in Virginia Beach, September 18-20.
- PEMS Board of Directors meeting on September 18.
- Met with Chief Anne Richardson of the Rappahannock Indian Tribe on September 24.
- Attended the Accelerate Opportunity Steering Committees Planning Retreat at the System Office on October 1.
- Advisory Council of Presidents (VCCS) virtually on October 17.
- GO Virginia Region 6 Council virtual meeting on October 21.
- Faculty Senate meeting on October 21.
- Skilled Trades Summit (VCCS) in Roanoke on October 22.
- HIRE Ed (VCCS) Conference in Roanoke from October 23-24.
- RCC Scholarship Reception on October 25 in White Stone.

Haynesville Correctional Center graduation will be held Friday, November 22.

The annual retirement celebrations will be held on the Warsaw campus on December 17 and on the Glens campus on December 18. Board members are invited.

Mark your calendars for the annual legislative reception for the VCCS. It is January 21 at The Jefferson Hotel.

Committee Reports

Curriculum and Programs Committee – Mr. Donald Sandridge, chair, asked Mr. Barna to explain the Committee's report.

RCC will submit an application to join the Achieving the Dream program which is about continuous improvement. If accepted, a team will collaborate with the college to look at what it is doing and determine if there are ways to do things better. It will be funded through the Title III grant and will begin soon.

The Committee recommends discontinuation of the Associates of Arts and Sciences degree. Students will not be able to enroll in that degree of specialization starting in Fall 2025. This is mostly a name change and will provide more flexibility for the college because SCHEV has been considering each college separately when they wished to start a new program and will now do so as a System. RCC will split the current AA&S degree into Associate of Arts in Liberal Arts and Associate of Science in Science. Specializations will now become majors. Pre-engineering will not be transferred as it is better used as science; it will not go away but will not be a specific major. Psychology and social work will be two different majors. Students will be informed they need to meet with their navigators as they will not be able to graduate with the old

program after Spring 2028. Coming from committee, the recommendation did not require a second and passed with unanimous vote.

Personnel and Public Relations Committee – Ms. Carol Holmes, chair, reminded members the group had agreed at the September meeting it would be a good for each county representative to meet with their college navigator. Ms. Holmes, Ms. Rowe, Dr. Perseghin, Mr. Gouldin, Mrs. Tucker, and Ms. Thompson have done so to date.

Finance and Facilities Committee – Mr. Kevin Gentry, chair, reported the Committee recommended approval of the revised student activities budget, as mailed. Coming from committee, the recommendation did not require a second and passed with a unanimous vote.

Board Bylaws – Two items were brought to the table for an 18th revision of the Bylaws:

1. The VCCS State Board voted to remove the responsibility for approving Student Codes of Conduct from local boards. Ms. Tucker made a motion to strike this local board responsibility from Section IV of the RCC Bylaws. The motion was seconded by Ms. Thompson and passed unanimously.
2. Ms. Thompson made a motion to revise the alcoholic beverage wording in Section IV by adding the words, “except at the Chinn House,” to read “No alcoholic beverage of any kind may be served or consumed on any campus of the college, except at the Chinn House or as specifically approved in writing by the president and the college board and only when the necessary ABC license has been obtained”. Ms. Gunderson seconded the motion and it passed unanimously.

Presidential Evaluation – S. Kennedy reviewed the new evaluation process for the President with the Board. All VCCS Presidents will now be evaluated in a consistent manner.

Other Business – There was no other business.

Adjournment –The meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Shannon L. Kennedy, Secretary

Approved:

Mr. Richard Gouldin, Jr., Chair