

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE
BOARD MEETING**

**November 5, 2020
Minutes No. 390**

The J. Sargeant Reynolds Community College Board convened at 4:02 p.m. on Thursday, November 5, 2020, via Zoom Meeting during the State of Emergency COVID 19.

Link: <https://vccs.zoom.us/j/89669900877>, Meeting ID: 896 6990 0877

Board Members Present:

Mr. Fred Babik, Henrico County
Dr. Sally Boese, Powhatan County
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Stephanie Chalkley, Hanover County
Dr. Stephen A. Geyer, Goochland County
Mrs. Kathy Graziano, City of Richmond
Dr. John A. Manzari, Louisa County
Mr. Shawn M. Nicholson, City of Richmond
Mr. Owen M. Matthews, Hanover County
CAPT Richard C. Rush, Henrico County
Mrs. Mary L. Studevart, Henrico County
Dr. Paula Pando, President

Board Members Absent:

Dr. Surya P. Dhakar, Henrico County
Dr. Kenneth Warren Foster, City of Richmond

Staff Present:

Ms. Amy Bradshaw
Ms. Tonya Broadnax
Mr. Dirk Burruss
Ms. Ann Bushey
Ms. Elizabeth Creamer
Dr. Lori Dwyer
Ms. KC Frankenburger
Dr. Shashuna Gray
Ms. Kathy LaRue
Ms. Bess Littlefield
Dr. Tim Merrill
Ms. Loftan Miller
Dr. Terricita Sass
Mr. Joe Schilling
Dr. Bruce Sofinski
Mr. Mike Verdu

CALL TO ORDER

Chair Babik called the meeting to order and welcomed everyone.

ROLL CALL

Dr. Paula Pando, President, took roll call and affirmed that a quorum was present.

BOARD CHAIR'S REPORT

Chair Babik shared the following:

- Thanked Board members for attending the Local Officials' Annual Updates with Dr. Pando.
- A letter was sent to each College Board Member asking for support for the J. Sargeant Reynolds Educational Foundation. Chair Babik stated the goal is to have 100% board participation.

1. CLASSIFIED COUNCIL REPORT

Ms. KC Frankenburger, the new interim Classified Council President, presented an overview of her report posted in boarddocs. Chair Babik asked Ms. Frankenburger what her position is at the college and who makes up Classified Council. Ms. Frankenburger shared she is a Library Specialist and Classified Council is made up of non-faculty staff.

2. FACULTY SENATE REPORT

Mr. Dirk Burruss, Faculty Senate President, reviewed his report posted to agenda. Mr. Burruss thanked the board and Dr. Pando and staff for all they do so faculty can focus on teaching students.

3. PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Ms. Loftan Miller, current PAFS' president presented her report posted to boarddocs. The report included an update from the PAFS' September 29 meeting.

MINUTES

Chair Babik asked if there were any additions or corrections to the minutes of the September 3, 2020 Board Meeting.

Upon a motion by Mrs. Kathy Graziano and seconded by Mrs. Stephanie Chalkley the Board approved the minutes from the June 4, 2020 meeting. The motion carried 11-0-0.

PRESIDENT'S REPORT

President Pando thanked the college board members for their commitment to the college and community and presented on the following:

- REV (Re-employing Virginians) Grant Program. Offers spring tuition free. Must be enrolled by December 11.
- Strategic Planning Process with Thought Leaders
- Looking forward

VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw shared her report was posted to boarddocs agenda. Ms. Bradshaw reported fall enrollment was down. Spring has been based on fall enrollment. REV may drive spring enrollment up.

VICE PRESIDENT OF CCWA REPORT

Ms. Elizabeth Creamer provided a briefing of her report posted to Boarddocs. Her update included:

- CCWA received approval to offer Fast Forward credentials in IT
- VA Ready Initiatives for Credential Attainment
- CCWA selected to co-lead Governor's Workforce Initiative
- CCWA and Capital Region Workforce Partnership
- Philanthropic interest in new regional coalition and Network2Work initiative
- Industry Cluster for Pharmaceutical Manufacturing
- New Statewide Contract for Technician Training
- Progress Report on Annual Performance Metrics

Dr. Manzari asked if the college is working with the Virginia Unemployment Commission. Ms. Creamer stated the VCCS is pursuing that avenue. The VEC is pushing out messages to the unemployed.

INTERIM VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

Dr. Lori Dwyer presented an update on Career and Education. Highlights included:

- Reorganization at college – positioned to deliver
- Third Party CTE program
- New Automotive and Skilled Trades - expanding partners in this area
- Apprenticeships
- IT – certificate program around cloud computing
- Health care

- Immediate Next Steps - Core Advisory Groups - Industry is excited
- Working with K12 Dual Enrollments
- Access to workforce development sites in East End

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Bess Littlefield asked Mr. Joe Schilling to present an update on CRM (Customer Relationship Manager). Mr. Joe Schilling presented the following:

- CRM is a product of a cross functional team.
- Dr. Terricita Sass is the sponsor and Mr. Joe Schilling is the Project Manager.
- In the fall we ran a re-enrollment campaign with students who had a Fall '19, Spring '20, or Summer '20 enrollment but who had not yet enrolled in a Fall '20 class as of 8/13/20.
- This campaign led to 656 students enrolling.

VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Dr. Terricita Sass shared an update on enrollment. Since the September board meeting fall enrollment increased from 82% to 90%. The FTEs are at 92%. We've hosted a Fall Open House and utilized CARES Act funds which provides a direct payment to students. We have \$200,000 remaining for spring 2021.

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

Ms. Mary Studevart reported that the committee met and would like to submit to the Board the following:

1. Approval of new Elementary Education Specialization.

The Committee recommended board approval and Mrs. Kathy Graziano seconded the motion. The motion carried 10-0-0.

FINANCE & FACILITIES COMMITTEE

CAPT Rick Rush reported the Finance and Facilities committee met on October 20, 2020 and asked for the following approval:

Action Item #1 Approval of FY2022 Jurisdictional Budget Request

The Committee made a motion for approval and Mrs. Stephanie Chalkley seconded the motion. The Board approved the FY2022 Jurisdictional Budget Request. The motion carried 11-0-0.

Action Item #2 Approval of College Board Match Phi Theta Kappa Scholarship

The Committee made a motion for approval and Mrs. Stephanie Chalkley seconded the motion. The Board approved the College Board Match Phi Theta Kappa Scholarship in the amount of \$330. The motion carried 11-0-0

There was conversation on increasing the dollar amount but it was decided to maintain the \$330 and re-evaluate in the spring semester.

Mr. Mike Verdu gave a brief update on the status of signage at The Kitchens and Downtown Campus.

BOARD OPERATIONS & PLANNING COMMITTEE

Ms. Sally Boese reported the committee met on October 23, 2020. The committee also hosted a Welcome Luncheon with the two new college board members. The committee will focus on the new board member orientation process. The committee will also be reviewing the March President's evaluation process and updating the Board Policy Manual. The committee welcomes any suggestions. The next meeting will be held on Tuesday, January 5 at 2:00 pm. All college board members are welcome to attend.

A motion was made and seconded that: "THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN." The motion carried 11-0-0.

There being no further business to come before the Board, the meeting adjourned at 5:53 p.m.



Paula P. Pando, Secretary



Fred Babik, Chair