

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

June 4, 2020

Minutes No. 388

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

Link: <https://vccs.zoom.us/j/98718828515>; Meeting ID: 987 1882 8515

Board Members Present:

Mr. Fred Babik, Henrico County
Mr. Stephen E. Baril, City of Richmond
Dr. Sally Boese, Powhatan County
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Stephanie Chalkley, Hanover County
Mr. Mark A. Creery, Hanover County
Dr. Surya P. Dhakar, Henrico County
Dr. Brenda J. Drew, City of Richmond
Dr. Kenneth Warren Foster, City of Richmond
Dr. Stephen A. Geyer, Goochland County
Mrs. Kathy Graziano, City of Richmond
Dr. John A. Manzari, Louisa County
CAPT Richard C. Rush, Henrico County
Mrs. Mary L. Studeviant, Henrico County
Dr. Paula Pando, President

Arrived Late:

Mr. Eldon L. Burton, City of Richmond arrived at 4:26 p.m.

Staff Present:

Ms. Amy Bradshaw
Ms. Tonya Broadnax
Sgt. Kimberly Bryant
Mr. Dirk Burruss
Ms. Ann Bushey
Dr. Ty Corbin
Ms. Elizabeth Creamer
Dr. Lori Dwyer
Ms. Bess Littlefield
Dr. Tim Merrill
Dr. Terricita Sass
Mr. Joe Schilling
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:

- Recognition of Retiring Board Members
- Special Board Member Honor

Chair Babik thanked the four outgoing College Board Members for their service: Steve Baril, Eldon Burton, Mark Creery and Brenda Drew. Chair Babik shared the Executive Committee is requesting board approval of college board Emeritus status for Mark A. Creery and a \$2000 scholarship in his name for a 2020-21 Reynolds College student in recognition of Mr. Creery's long standing service to the college board.

Chair Fred Babik asked for board approval of Emeritus status for Mark A. Creery and a \$2000 scholarship in his name for a 2020-21 Reynolds College Student. The motion carried 14-0-0.

1. CLASSIFIED COUNCIL REPORT

Sgt. Kimberly Bryant, Classified Council President provided an update and shared with the board her eagerness to work with the board during the upcoming year.

2. FACULTY SENATE REPORT

Mr. Dirk Burruss, Faculty Senate President, reviewed his report posted to agenda. Mr. Burruss thanked the President, Cabinet and Board for their support.

3. PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

No Report.

MINUTES

Chair Babik asked if there were any additions or corrections to the minutes of the March 5, 2020 Board Meeting.

Upon a motion by Ms. Kathy Graziano and seconded by Dr. Brenda Drew the Board approved the minutes from the March 5, 2020 meeting. The motion carried 14-0-0.

PRESIDENT'S REPORT

President Pando presented on the following:

- Thank you to Retiring Board Members
- Thank you to College Board Chair, Fred Babik
- Thank you to Retiring, Associate Vice President Academic Affairs, Dr. Ty Corbin
- Welcome, Dr. Lori Dwyer, Associate Vice President Academic Affairs
- Congratulations, Dr. Terricita Sass
- Dr. Pando asked Dr. Sass to provide an Enrollment Update. Dr. Sass reported Spring 2020's new headcount increased by 27%, and FTE increased by 55% from Spring 2019. Overall headcount and FTE increased by approximately 2% for each. Summer headcount reflects approximately 200 students less than last summer (-4%). However, those that are enrolled are taking more classes resulting in .6% increase in FTE. Reynolds is among the top 4 with other VCCS institutions in new student conversion rates (yield of applicants who enrolled). Fall 2020 is uncertain. However, it is our goal to be among the top performers in enrollment and yield compared to last fall within the VCCS.
- Reynolds COVID-19 Response
- COVID-19 Fall planning, (online/hybrid instruction)
- Establish Future Forward Task Force
- Virtual Commencement and Virtual Orientations
- CARES Act Funding
- New Front Door

Dr. Pando concluded by thanking all board members. A special thank you gift will be mailed to all board members.

VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw provided an overview of her report posted to boarddocs. Ms. Bradshaw reported on the CARES Act funding which the college received approximately \$4.1 million. Half or \$2.1 million is dedicated for the student's portion. Half of these funds have already been given directly to students who need it most. The average grant to individual students was \$500. Students who did not receive any funds will have an opportunity to apply for the funds through a grant process. Some funds will also be used in the fall semester. The other half of the CARES Act funds is to support the institution and we are using them for items such as PPE, plexi glass, etc. In FY2021, we need to plan for a 10 – 15% budget reduction in state funds but will not know what the actual amount will be until later in the year. We need to close out the current fiscal year budget to determine our carryover funds. The local budgets are tentative but we don't anticipate any changes in the Auxiliary and Vending. The Student Life budget will require changes due to the remote deliver of classes. We will bring a revised budget once it's developed.

VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

No Report.

VICE PRESIDENT OF CCWA REPORT

Ms. Elizabeth Creamer provided a briefing of her report posted to Boarddocs. With 99,000 individuals in our region out of work CCWA has had a lot of interest in our hybrid and online class offerings. We are working on converting Fast Forward classes to virtual formats. While many CCWA classes require hands on components, CCWA plans to be able to deliver much content on line. Flexibility of instructional methods will be vital to retaining contracts such as the multi-year \$1.25 million contract to deliver occupational training to customers of the City of Richmond's Office of Community Wealth Building (OCWB). We are working on Federal, State and privately funded grant competitions. CCWA is rethinking our marketing plan and doing a lot of personal outreach.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Bess Littlefield reported the Foundation has been busy assisting the college since COVID-19 by purchasing lap tops for students and online clinical simulation for nursing students. We reached out to our long-standing benefactors and they agreed to be flexible with their funding for the current year. We are in need of just under \$600,000 in fundraising for The Kitchens. We have applied to once again provide neighborhood assistance tax credits for FY21; if we are successful again, these credits will help us complete The Kitchens campaign. I have been in contact with one of our culinary graduates who owns a catering business and they have redefined their business model; there is something for us to learn about the impact on business operations for the food industry and the Entrepreneurship programming being offered at The Kitchens will assist our students as they learn how to operate in this new environment. The Institutional Advancement team is evaluating and revising our strategies as we conduct our work going forward. Technology and digital/online tools are critical to conveying our message. Our marketing office is collaborating with admissions to create a digital first marketing and recruitment plan. We are working on a video format for the grand opening of The Kitchens. Joe Schilling is leading a team to stand up a Customer Relationship Management (CRM) system.

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

No Report.

FINANCE & FACILITIES COMMITTEE

CAPT Rick Rush reported the Finance and Facilities committee met on May 21, 2020 and seek approval on the following:

Action Item #1

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Approval of the LOVE sign as a permanent fixture at the Parham Road Campus.

The Committee made a motion for approval and Mrs. Stephanie Chalkley seconded the motion. The Board approved the LOVE sign as a permanent fixture at the Parham Road Campus. The motion carried 15-0-0.

Action Item #2

Approval Request for the FY2021 Tentative Auxiliary Student Life and Vending Budget.

The Committee made a motion for approval and Mrs. Kathy Graziano seconded the motion. The Board approved the FY2021 Tentative Auxiliary Student Life and Vending Budget. The motion carried 15-0-0.

Mr. Mike Verdu gave a brief update on some of the remaining projects at the college.

BOARD OPERATIONS & PLANNING COMMITTEE

No Report.

Closed Session - Personnel

At 5:25 pm Mrs. Graziano moved: "Mr. Chair, in accordance with section 2.2-3711(a) (1) of the *Code of Virginia*, I move that the board convene in closed session to discuss "personnel matters" relating to Reynolds Community College". CAPT Rick Rush seconded the motion.

Board Members Present:

Mr. Fred Babik, Henrico County
Mr. Stephen E. Baril, City of Richmond
Dr. Sally Boese, Powhatan County
Mr. Eldon L. Burton, City of Richmond
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Stephanie Chalkley, Hanover County
Mr. Mark A. Creery, Hanover County
Dr. Surya P. Dhakar, Henrico County
Dr. Brenda J. Drew, City of Richmond
Dr. Kenneth Warren Foster, City of Richmond
Dr. Stephen A. Geyer, Goochland County
Mrs. Kathy Graziano, City of Richmond
Dr. John A. Manzari, Louisa County

CAPT Richard C. Rush, Henrico County
Mrs. Mary L. Studevart, Henrico County

At 5:32 p.m. Mrs. Graziono moved: "The board of J. Sargeant Reynolds Community College has concluded its closed session and is hereby in open session. I will now **take a roll call vote** that will be included in the minutes certifying that to the best of each member's knowledge, only public business matters *lawfully exempted* from open meeting requirements under the Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the College Board."

For the Roll Call please respond "Yes" or "No" if you agree that only "Personnel Matters" relating to Reynolds were discussed in closed session:

Board Members Present:

Mr. Fred Babik, Henrico County
Mr. Stephen E. Baril, City of Richmond
Dr. Sally Boese, Powhatan County
Mr. Eldon L. Burton, City of Richmond
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Stephanie Chalkley, Hanover County
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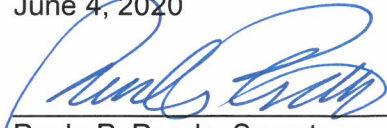
Mrs. Graziano reported: "Mr. Chair, for the record, all present College Board Members confirm only personnel matters of Reynolds were discussed in Closed Session." All board members voted "Yes" confirming only Personnel Matters were discussed.

Mr. Mark Creery thanked everyone and shared he will miss seeing everyone.

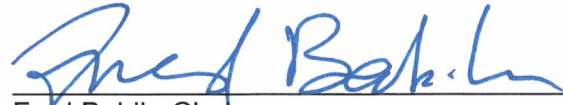
A motion was made and seconded that: "THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN." The motion carried 15-0-0.

There being no further business to come before the Board, the meeting adjourned at 5:37 p.m.

Board Minutes 388
Page 7
June 4, 2020



Paula P. Pando, Secretary



Fred Babik, Chair

