

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

September 6, 2007

Minutes No. 313

The J. Sargeant Reynolds Community College Board met on Thursday, September 6, 2007, on the Downtown Campus of J. Sargeant Reynolds Community College. Chair Creery called the meeting to order at 4:15 p.m.

Board Members Present:

Benjamin L. Alexander, City of Richmond
Don Blake, Henrico County
James Bowles, Jr., Goochland County
Mark Creery, Hanover County
James Cuthberston, Henrico County
Beverley Donati, Henrico County
Gerald E. Kilgore, Henrico County
Doris McCray, Louisa County
Maureen Moslow-Benway, Powhatan County
William A. Rees, City of Richmond
Roy A. West, City of Richmond
Gary Rhodes, JSRCC College President

Board Members Absent:

Robert Comet, City of Richmond
George Long, Henrico County
Harold Leroy Watkins, II, Richmond
Shawn Peterson, Hanover County

Staff Present:

Diane Brasington	Thomas Hollins
Timothy Brown	Nannette Smith
Barbara Grano	Cynthia DeRiemer
Judy Harris	Bob Heinz
Gene LeRosen	Jackie Manley
Mac McGinty	

FACULTY SENATE REPORT

No report at this time.

CLASSIFIED COUNCIL REPORT

No report at this time.

PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

No report at this time.

PRESIDENT'S REPORT

Dr. Rhodes reviewed his report (Attachment A). Also, Dr. Rhodes reported that the college is at an all-time high with enrollments.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. LeRosen reported on the following:

1. Virtual Convocation results.
2. Learning Communities Initiative information was provided.
3. Enrollment update information was provided.
4. Report on College Benchmarks: Transfer, Graduation, and Retention Rates.

VICE PRESIDENT OF FINANCE & ADMINISTRATION

Mr. Brown reported on the following:

1. Mr. Brown provided a Power Point presentation on "College Finance Overview—Higher Education Funding in the Commonwealth and in the Virginia Community College System." Chair Creery asked that Mr. Brown continue to provide an annual report to the Board that summaries trend analysis.
2. Faculty Equity Salary Study—Jennifer Hudgins, Project Manager Survey & Evaluation Research Laboratory for VCU, presented overview of the study to determine salary equity within faculty ranks at JSRCC. Also, it was noted that a meeting has been scheduled with the faculty to review this study and that a summary of the meeting will be provided to the Board.

VICE PRESIDENT OF CCWA

Mr. McGinty reported that CCWA ended the fiscal year with revenues of \$3.2 M, which exceeded their projected revenue goal. He also noted that approximately 14,474 students were served.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Littlefield reported on the following:

1. Major Gifts Campaign Status—Ms. Littlefield stated that to date over 11 ML has been raised.
2. Ms. Littlefield provided information outlining Board members responsibilities with the major gifts campaign. Also, she provided a copy of the Case Support for each member.
3. Board Scholarships--Chair Creery stated that the Board awarded \$21,000 for scholarships to area high school students this year. However, \$16,000 of the awarded amounts went unspent. The Academic & Student Affairs Committee will be asked to review and bring back a recommendation to the Board.

MINUTES

Chair Creery stated that the minutes of the June 8, 2007, meeting of the Board were mailed to the members and asked if there were any additions or corrections to these minutes.

Upon a motion by Mr. Kilgore and second by Mr. Cuthbertson, the minutes of the June 8, 2007, were approved. The motion carried 11-0-0.

ELECTION OF VICE CHAIR

Upon recommendation of the Executive Committee and second by Mr. Kilgore, the Board approved the nomination of Maureen Moslow-Benway to serve as Board Vice Chair for 2006-2007. The motion carried 11-0-0.

ADOPTION OF RESOLUTION—EDWARD F. STEINER

A draft resolution recognizing Edward F. Steiner's service to the Board was distributed for review and input (Attachment B).

Upon a motion by Mr. Blake and second by Mr. Cuthbertson, the Board approved the resolution for Edward F. Steiner, pending input from Board members, for presentation at the November 1, 2007, Local Officials Dinner. The motion carried 11-0-0.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. Smith reported that the committee met and considered the following requests:

1. New Programs:

- a. Pre-Practical Nursing & Dental Assisting Career Studies Certificate Program
- b. Pre-Nursing and Allied Health Career Studies Certificate Program
- c. General Education Certificate
- d. Criminal Justice

Upon recommendation of the Academic and Student Affairs Committee and second by Mr. Kilgore, the Board approved the above referenced new programs. The motion carried 10-0-0.

2. Discontinuance:

- a. Photography Career Studies Certificate

Upon recommendation of the Academic and Student Affairs Committee and second by Mrs. McCray, the Board approved the above discontinuance. The motion carried 9-1-0 (Voting No—Maureen Moslow-Benway).

3. Advisory Committee Appointments (Attachment C)

- a. School of Culinary Arts, Hospitality, Tourism Advisory Board
- b. School of Business IST Advisory Board
- c. School of Nursing & Allied Health Respiratory Therapy Advisory Board

Upon recommendation of the Academic and Student Affairs Committee and second by Mrs. McCray, the Board approved the above referenced advisory committee appointments. The motion carried 10-0-0.

4. Information Items provided:

- a. Office of Student Affairs: End-of-Year Report—An update will be provided at next meeting.
- b. Listing of Student Life Activities for Fall 2007 Semester

FINANCE, FACILITIES AND PLANNING COMMITTEE

Mr. Kilgore stated that the committee met and considered the following requests:

1. Local Funding Based on Interim Census:

Upon recommendation by the Finance, Facilities and Planning Committee and second, the Board approved the use of projected Population census (2-year projections) data for use in requesting funding for jurisdictions for capital and operation. The motion carried 9-0-0.

FINANCE, FACILITIES AND PLANNING COMMITTEE Con't

2. Carry-over Expenditure Authority for Local Projects—It is the recommendation of the Finance, Facilities and Planning Committee to re-authorize the expenditure of \$350,000 in local funds for the renovation of the food services and bookstore spaces on the first floor of the Downtown Campus. This amount was first authorized in fiscal year 2007, but the payments to contractors will be made in fiscal year 2008.

Upon recommendation of the Finance, Facilities and Planning Committee and second by Mr. Blake , the Board approved the above referenced carry-over expenditure from local funds. The motion carried 9-0-0

4. Information Items provided:
- a. Local Funds Statement (Attachment D).
 - b. 2006 APA Audit Report
 - c. Committee approved the design of the Workforce Central Administration Building

ADVOCACY COMMITTEE

Mr. Cuthbertson reported that the committee met and considered the following:

- a. Creation of a vision and concept statement.
- b. Discuss ways to achieve advocacy role in identifying opportunities to tell the JSRCC story.
- c. Request feed back from the Board on how effective the tool kit provided members has been.

Mrs. Grano informed the Board that bulletins are being posted in elevators and restrooms weekly providing event information.

COLLEGE BOARD INFORMATION ITEMS

1. 2007-08 Calendar—members were reminded that the calendar and other information are posted on the Board's Share Point site.
2. Board Manual Update—Chair Creery stated that he will appoint a committee to work on updating the manual.
3. Chair Creery noted that the Policy Governance Committee will be drafting policies and sending these forward to the appropriate Board committee(s) for review and recommendation(s).
4. Chair Creery stated that the following were elected as committee vice chairs: Allen Rees, Finance, Facilities and Planning; James Bowles, Academic and Student Affairs; and Jim Cuthbertson, Advocacy.

Board Minutes
Page 6
September 6, 2007

ADJOURNMENT

There being no further business, Chair Creery adjourned the meeting at 6:45 p.m.

Gary L. Rhodes, Secretary

Mark A. Creery, Sr., Chair