

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

January 9, 2003

Minutes No. 297

The J. Sargeant Reynolds Community College Board met on Thursday, January 9, 2003, at the Central Administration Building, 1701 East Parham Road, in the first floor conference room. Mrs. Moslow, Chair, called the meeting to order at 12:15 p.m.

Board Members Present:

Mark Creery, Hanover County
J. Douglas Freeman, Henrico County
George Long, Henrico County
Lerla G. Joseph, City of Richmond
Doris McCray, Louisa County
Connie Moslow, Powhatan County
Lawrence Nuckols, Goochland County
H. B. Snyder, Jr., Henrico County
Edward F. Steiner, Henrico County
Harold Watkins, City of Richmond
C. Eugene White, Hanover County
Roy West, City of Richmond
Dale Wiley, City of Richmond
Gary Rhodes, JSRCC College President (Ex-Officio)

Board Members Absent:

J. Scott Chapman, Henrico County
Kenneth M. Perry, City of Richmond

Staff Present:

John Ambrose	Naomi Lawhorn
Diane Brasington	Genene LeRosen
Barbara Glenn	Bess Littlefield
Judy Harris	F. W. Taylor
Malcolm Holmes	Ann Sullivan

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JOHN TYLER COMMUNITY COLLEGE COLLABORATION

Dr. Rhodes welcomed and introduced Dr. Marshall Smith, President of J. Tyler Community College. Dr. Smith expressed his enthusiasm with the collaboration between the two colleges.

MINUTES

Mrs. Moslow stated that the minutes of the October 24, 2002, 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. Snyder and seconded by Mr. Freeman, the minutes of the October 24, 2002, meeting of the Board were approved. The motion carried 13-0-0.

FACULTY SENATE REPORT

Dr. Sullivan distributed and briefly reviewed the Senate's report (Attachment A).

CLASSIFIED COUNCIL REPORT

Mr. Holmes distributed and briefly reviewed the Council's report (Attachment B).

ADMINISTRATIVE COUNCIL REPORT

Dr. Glenn distributed and briefly reviewed the Council's report (Attachment C).

LOCAL FUNDS STATEMENT

Mr. Taylor reviewed the Local Funds Accounts for the period ending November 2002. (Attachment D).

INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT

Dr. White stated that the Instructional & Student Services Committee reviewed two proposals: (a.) discontinuance of the Video Production Technology Certificate program, and (b.) discontinuance of the Ophthalmic Assistant Career Studies Certificate program. After deliberation by the committee, the committee recommends to the Board that both programs be discontinued. Neither programs have received interest initially anticipated; however, students in the program will be able to finish and graduate.

INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT CON'T

The Instructional & Student Services Committee moved that the Video Production Technology Certificate program and the Ophthalmic Assistant Career Studies Certificate program be discontinued. The motion carried 13-0-0.

FACILITIES & PLANNING COMMITTEE REPORT

Mr. Long stated the Facilities & Planning Committee met to review new construction projects. Mr. Taylor updated the Board on the Downtown Campus parking deck. He stated that the college should be ready to break ground in May 2003. Mr. Taylor also updated the Board on the progress of the Parham Road Campus Phase IV building and a service building on the PRC.

Mr. Long stated that the college will begin developing a process for naming the buildings on the Parham Road Campus. Dr. Rhodes emphasized the need to work with the Foundation to use this as a fund raising project.

Mr. Taylor presented the Six-Year Capital Outlay Budget request reviewed by the committee (Attachment E).

The Facilities & Planning Committee moved that the Six-Year Capital Outlay Budget be approved as presented. The motion carried 12-0-0.

BOARD RETREAT

Ms. Moslow asked that Board members return their board evaluation to her as soon as possible.

Mrs. Moslow reviewed with the Board the draft Board goals for 2003. Also, she asked for Board volunteers to chair each goal. Suggested changes will be made and chairs assigned to oversee each goal and forwarded to Board members.

PRESIDENT'S REPORT

1. President's Work Plan—Dr. Rhodes stated that he had just distributed his President's Work Plan. The plan has 12 goals with 94 action steps that relate to both the Strategic Plan and the VCCS Chancellor's goals. Each action step has measurable goals assigned to them. Also, he has asked for feedback from the Board and faculty and staff.

PRESIDENT'S REPORT CON'T

2. State Board Liaison (Linwood Cobb)—Dr. Rhodes stated he was recently introduced to Mr. Cobb. Mr. Cobb is the State Board's liaison with the College Board. Connie Moslow stated that she will call and invite him to one of the Board's meeting.
3. College Budget Update—Dr. Rhodes brought the Board up-to-date on the current budget situation.
4. Branding Project—Dr. Rhodes stated that the branding project evolved out of a study supported by the Foundation. The campaign is tied directly to one of the strategic goals dealing with changing the college's image. The campaign is intended to get people to stop referring to the college as "J. Sarge" and to start saying "Reynolds." Tag line will be: Reynolds the opportunity college. Also, family members have been contacted and they have no problem with using Reynolds. Dr. Rhodes stated also that the name of college will not be changed. "Reynolds the Opportunity College" is a way to get people to think of the college as a fresh new institution.
5. HCA Proposal—Dr. Rhodes stated that the college is working on a proposal with HCA to help train nurses to meet the nursing shortage. HCA is interested in supporting the program financially; however, did also want us to collaborate with JTCC and their nursing program. Teams from both colleges have been working with HCA to develop a proposal for presentation to the HCA Board for consideration. This is approximately a 12 million dollar proposal over a four-year period. Also, there is a possibility that there may be collaboration regionally in other health training areas.
6. Institute of Workforce Development Audit—Dr. Rhodes briefed the Board on the recent audit done by internal auditors. Did not find any intentional fraudulent activities; however, did find some unusual payroll practices which are now being reviewed by administration to determine what practices will be continued into the future.
7. Budget Reduction Plan—Dr. Rhodes stated that the administration was reviewing current staffing at the college. Also, stated that governor's working papers are still confidential.
8. New Office Location—Dr. Rhodes informed the Board that he has moved his permanent office to the Parham Road Campus. Also, he has backup offices on the Downtown and Western Campuses. Dr. LeRosen's primary office is located on the Downtown Campus with a back-up office on the Parham Road Campus.
9. Board Packet Materials—Noted that Judy Harris will contact each Board member to obtain their preference on receiving Board agenda materials prior to a Board meeting.

COMMENTS FOR THE GOOD OF THE BOARD

1. Chair Moslow stated that she will be sending monthly updates to Board members.
2. Mr. Wiley expressed concern on not having prior knowledge of the joint effort with JTCC.

Dr. Rhodes stated that he is trying to find better ways of sharing information with the Board in a timely manner. He stated that Board members' input is very important in helping him to make informed decisions. Dr. Rhodes commented that Ron Laux is putting together a business plan and both Boards will have an opportunity to provide input into the plan, which will be adopted for implementation next year.

3. Mr. Snyder stated that the Board should look at having a place reserved for College Board meetings. Also, would be nice to have pictures of Board chairs. Recommend Facilities & Planning Committee look into this.
4. Mr. Snyder offered to host a Board outing at his home sometime in the summer for Board members and their spouses.
5. Mr. Snyder stated that he is working of updating the College Board handbook. He reminded members to provide him with feedback. Mr. Snyder asked members to bring their books with them to the February Board meeting.

ADJOURNMENT

There being no further business, Mrs. Moslow adjourned the meeting at 1:45 p.m.

Gary L. Rhodes, Secretary

Connie Moslow, Chair