

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

January 10, 2002

Minutes No. 291

The J. Sargeant Reynolds Community College Board met on Thursday, January 10, 2002, at the Central Administration Building, 1701 East Parham Road, in the first floor conference room. Mrs. Moslow, Vice Chair, called the meeting to order at 12:20 p.m.

Present were:

J. Douglas Freeman, Henrico County
George Long, Henrico County
Doris McCray, Louisa County
Connie Moslow, Powhatan County
Lawrence Nuckols, Goochland County
Kenneth M. Perry, City of Richmond
H. B. Snyder, Jr., Henrico County
Edward F. Steiner, Henrico County
Roy West, City of Richmond
C. Eugene White, Hanover County

Absent were:

James Banks, City of Richmond
J. Scott Chapman, Henrico County
James E. Copp, Hanover County
Lerla G. Joseph, City of Richmond
Dale Wiley, City of Richmond

Staff Present:

John Ambrose
Buddy Bishop
Diane Brasington
S. A. Burnette
Joanna Hanks
Judy Harris
Naomi Lawhorn
Bess Littlefield
Ann Sullivan
F. W. Taylor
Fred Williamson

Guests Present:

Michael Hickman
Glenn DuBois
Stu Neale

Mrs. Moslow welcomed Dr. Glenn DuBois, Chancellor, and Michael Hickman, Assistant Vice Chancellor for Human Resources Services. Dr. DuBois addressed the Board on the process for a presidential search for JSRCC. He stated the Board's first two steps are: (1) work with in-house stakeholders to develop a profile and (2) select two members from the Board to serve on the VCCS Search Committee. Also, Dr. DuBois stated that the VCCS would initiate a national search.

Dr. DuBois addressed the importance of the colleges in the system raising their image outside of Virginia. He stated that involvement in the national arena is important.

MINUTES

Mrs. Moslow stated that the minutes of the October 4, 2001, 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. Steiner and seconded by Mr. Freeman, the minutes of the October 4, 2001, meeting of the Board was approved as mailed. The motion carried 10-0-0.

REPORT OF ACTIONS OF THE EXECUTIVE COMMITTEE

No questions were voiced on report as mailed.

LOCAL FUNDS STATEMENT

Mr. Taylor reviewed the Local Funds Accounts for the period ending November 30, 2001 (Attachment A).

FACULTY SENATE REPORT

Dr. Sullivan stated that the faculty is very concerned and wants to have a greater input into the process for the presidential search. She stated that the entire college family has a large stake in finding the right person for the job.

COLLEGE REPORT

Dr. Hanks distributed and reviewed the college report.

Stu Neale, who works with The Institute for Workforce Development, was introduced. Mr. Neale spotlighted the Center for Entrepreneurial Development.

CLASSIFIED COUNCIL REPORT

Mr. Bishop stated that he has been working on a survey that was distributed to classified requesting input on their concerns; i.e., budget concerns, Strategic Plan understanding, interest in the process for the search of a new president, and commitment to the mission of college.

Additionally, he stated that the holiday party raised close to \$1,000 for scholarships.

ADOPTION OF BYLAWS AMENDMENTS

Mrs. Moslow stated that on page 3 (Nos. 2 & 3) were changed to reflect recommended changes from the Board at the October 4, 2001, meeting. One outstanding issue that was discussed is the duties of the Board officers. It was recommended that since the duties of the Chair and Vice Chair have been incorporated in the Board manual that these do not need to be in the Bylaws. After discussion by the Board, the following motion was made:

Upon a motion by Dr. West and seconded Mr. Long, the Board approved the Bylaws as amended. Also, that in the Duties and Responsibilities section of the Bylaws a notation is made that references the College Board handbook for duties and responsibilities of the Board and Board officers. The motion carried 10-0-0.

REPORT FROM INSTRUCTIONAL PROGRAMS COMMITTEE

Dr. White stated the Instructional Programs Committee met to consider two requests: (1) Discontinuance of the Visual Merchandiser Center Studies Certificate, and (2) The initiation of four career studies certificates in Heavy Equipment Operator Program—Rubber Tire and Track Loader, Bulldozer, Backhoe/Excavator, and Motor Grader Operations. Dr. White reviewed the requests. After discussion, the following recommendations were made:

The Committee recommends and so moves to approve the career studies certificates in the Heavy Equipment Operator Program—Rubber Tire and Track Loader, Bulldozer, Backhoe/Excavator, and Motor Grader Operations. The motion carried 10-0-0.

The Committee recommends and so moves to approve to discontinue the Visual Merchandiser Career Studies Certificate. The motion carried 10-0-0.

Mr. Steiner requested information on certification programs (credit and non-credit) as to the number of certificates issued in each program and profitability.

CURRICULUM ADVISORY COMMITTEE APPOINTMENT

Mrs. Moslow presented two recommendations for appointment to the Curriculum Advisory Committee for Administration of Justice: Frederic Pleasants, Chief of Police for Ashland, and Dr. Jay Albanses, Chairman of the Department of Criminal Justice at VCU.

Upon a motion by Mr. Snyder and seconded by Mr. White, the Board approved the recommendations as presented. The motion carried 10-0-0.

COLLEGE BOARD RETREAT

Mrs. Moslow asked if the Board thought they would like to have another retreat. After discussion, it was the consensus of the Board that it was a valuable experience. Also, it was recommended that a facilitator be obtained for the retreat. It was suggested that the retreat be held in late October or early November. A committee consisting of Dale Wiley, Lerla Joseph, and Connie Moslow will work on the logistics.

Mrs. Moslow stated that one of the objectives from the retreat was to develop a proposal for working with legislators. Mr. Steiner distributed and reviewed a proposal on the Board's role with legislators. Mr. Steiner requested that the members review the proposal and provide him with input.

JSRCC LICENSE PLATE

Dr. Burnette presented a proposed JSRCC license plate. The college will need to sell 350 prepaid license plates before we can proceed with DMV to print the plates. It was the consensus of the Board that the college should proceed with this.

COMMENTS FOR THE GOOD OF THE BOARD

1. Dr. Burnette discussed the anticipated budget cuts.
2. Mrs. Moslow stated that she would work with Mr. Copp on appointing members to the Presidential Search Committee. If anyone had ideas, let Mr. Copp know.
3. Mrs. Moslow read a letter of gratitude from Warner Braxton.
4. Mrs. Moslow read Dr. S. A. Burnette letter of retirement as president of J. Sargeant Reynolds Community College.

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ADJOURNMENT

There being no further business, Mrs. Moslow adjourned the meeting at 2:15 p.m.

S. A. Burnette, Secretary

Connie Moslow, Vice Chair