

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

January 13, 2005

Minutes No. 299

The J. Sargeant Reynolds Community College Board met on Thursday, January 13, 2005, at the Central Administration Building. Mr. Steiner, Chair, called the meeting to order at 12:10 p.m.

Board Members Present:

Don Blake, Henrico County
Robert Comet, City of Richmond
Mark Creery, Hanover County
Beverley Donati, Henrico County
Lerla G. Joseph, City of Richmond
George Long, Henrico County
Doris McCray, Louisa County
Lawrence Nuckols, Goochland County
Edward F. Steiner, Henrico County
Roy West, City of Richmond
Gary Rhodes, JSRCC College President

Board Members Absent:

J. Scott Chapman, Henrico County
Connie Moslow, Powhatan County
Shawn Peterson, Hanover County
Harold Watkins, City of Richmond

Staff Present:

Troy Adkins
John Ambrose
Jackie Bourque
Timothy Brown
Judy Harris
Thomas Hollins
Genene LeRosen
Bess Littlefield
Nannette Smith
Ann Sullivan

Mr. Steiner informed members that Dr. Lerla Joseph has been reappointed for another four-year term representing the City of Richmond

MINUTES

Mr. Steiner stated that the minutes of the November 11, 2004, 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. Comet and seconded by Mr. Creery, the minutes of the November 11, 2004, meeting of the Board were approved. The motion carried 10-0-0.

COLLEGE BOARD CALENDAR

Mr. Steiner reviewed with the Board the revised calendar. He called attention to the following dates: (1) month of February is committee meetings, (2) next Board meeting will be March 3 at 4 p.m., (3) April 15-16 is scheduled for the Board planning retreat. Mr. Steiner asked all members to please put on their calendars, (4) April 25 the Foundation Board will be conducting a fund raising golf tournament at the Dominion Club from 12 Noon to 5 p.m., (5) May 5 board meeting is cancelled, (6) Graduation is scheduled for May 14, and (7) May 19 will be a joint meeting with the Foundation Board. If any there are any actions required of the board, they will be addressed at the May 19 joint meeting.

COLLEGE BOARD TRAINING AND FILING

Mr. Steiner thanked Board members for completing their certification of training and statement of financial interests.

BOARD RETREAT

Mr. Creery stated that Shawn Peterson has agreed to coordinate the Board retreat this year, which is scheduled for April 15-16. Mr. Peterson will be contacting three or four members to assist him in developing the agenda.

JOINT MEETING WITH FOUNDATION BOARD

Ms. Littlefield updated the Board on this year's joint retreat with the Foundation Board. She stated that the meeting purpose will be to facilitate interaction between the two Boards and will focus on potential synergies of the major gift campaign and advocacy efforts.

DISCUSSION ITEMS

1. Mr. Blake stated that he attended the ribbon cutting on Tuesday, of the Downtown Campus Parking Deck. He noted that this was a very good event and was attended by some of the City's officials.
2. Mrs. McCray commented on how good she thought the college's recent convocation was and that the speaker was excellent from the standpoint of the academic and student side.
3. Mr. Steiner reminded Board members of the 2nd Annual Scholarship Bowl that will be held on February 26, from 9 to 12 Noon, at the Hanover Lanes in Mechanicsville. He noted that the Board is putting together a team and invited members to participate.
4. Mr. Steiner stated that he has been visiting other community colleges to attend Board meetings. He will be attending the Lord Fairfax Board meeting on February 10 at 6 p.m., and **invited other members to join him.**

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. West stated that his committee had no report at this time.

FINANCE, FACILITIES AND PLANNING COMMITTEE

1. Local Funds Statement—Mr. Brown reviewed the report (Attachment A)
2. CAB Lease/Loan—Mr. Brown stated the process for this is moving forward with getting appropriate signatures for the lease agreement process. Current appraisal shows value of the building at \$2.4 ML. This is because of the impact of wetlands.

Mr. Brown also stated that the college has talked with Virgil Hazelett, Henrico County Administrator, about the possibility of the county purchasing the CAB property. They have inspected the building and will be running numbers to look at the possibility of Henrico County purchasing the property.

3. Mr. Long stated that the committee is still working on the development of the Varina campus property with Henrico.

ADVOCACY COMMITTEE

Mr. Steiner stated that the committee met in late December and reviewed the initial charter of the committee. The committee is focusing on working with Dr. Rhodes to establish relationships with county and city officials.

Also, Mr. Steiner stated that the college's annual report will be sent to each of the local officials, along with a letter. The letters have been developed for signature by the Board member representing a locality. He asked that each member review their letter and sign before leaving the meeting today.

Mr. Steiner reminded everyone of the January 25 VCCS legislative reception. Also, on January 25 and February 16 college staff and students will also be visiting legislators and invited Board members to participate. Also, if you plan to attend one or both of these functions, please contact Bess Littlefield and let her know.

Mr. Steiner also mentioned that the second priority of the committee is to re-establish relationships with former Board members. The committee is also looking at, in the long-term, developing relationships with other community leaders.

Dr. Rhodes stated that he and Dr. Marshall Smith have been working on developing a new position for a Special Assistant to the Presidents for Governmental Affairs. He and Dr. Smith have met with several people, community and legislative leaders, to develop the tasks of this position. The goal is to have a person in place by the next general assembly (2006). This person will also work with local legislators.

PRESIDENT'S REPORT

Dr. Rhodes distributed and reviewed his report (Attachment B).

Dr. West commended Dr. Rhodes on his leadership and the diversity in his cabinet, and also his goal to make sure the college is an institution of parity.

FACULTY SENATE REPORT

Dr. Sullivan reviewed the Senate's report (Attachment C).

CLASSIFIED COUNCIL REPORT

Mr. Adkins reviewed the Council's report (Attachment D).

PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Dr. Bourque distributed and reviewed the Senate's report (Attachment E).

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Littlefield reviewed with the Board what it takes to be successful in a major gifts campaign. She noted that the college worked with The Clements Group, a fundraising consulting firm based in Salt Lake City, Utah, to do a Feasibility Study. This study confirmed that the college should begin preparations for a major gifts campaign with a goal of \$25-30 million in cash and three- to five-year pledges. The projects testing the most favorable were Nursing, Scholarship Endowment, and a Student Center and Workforce Training Center. The next 12 months will be dedicated to creating awareness in the community. Also, identification of the right campaign volunteer leadership will be very important to the success of the campaign.

EXECUTIVE VICE PRESIDENT'S REPORT

1. EVP Newsletter (6th Edition)—Dr. LeRosen distributed her newsletter and asked that the members take this with them to review and if they had any questions, to please contact her. Dr. LeRosen did highlight several items from her newsletter—(1) Student Success. She noted that the college was looking at best practices to help students succeed. (2) The Learning Environment Steering Committee developed a new website designed to detail the various Learning Environment activities that will extend throughout the calendar year 2005. Creative posters highlighting each of the eleven elements in The Learning Environment, as well as resource documents can also be found on the website. Also, each month a constituency group will take a value to highlight in a creative way to keep everyone aware of these values.

Chair Steiner requested that the Academy & Student Affairs Committee work with college staff to look at retention, pre-college orientation, and other related issues and help Board to understand and lend support.

2. 2002-2003 Transfer Information from Senior Institution—Dr. Bourque reviewed a research brief that was put together by the Office of Institutional Effectiveness (Attachment F).

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ADJOURNMENT

There being no further business, Chair Steiner adjourned the meeting at 2:30 p.m.

Gary L. Rhodes, Secretary

Edward F. Steiner, Chair