

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

**March 11, 2004**

**Minutes No. 294**

The J. Sargeant Reynolds Community College Board met on Thursday, March 11, 2004, at the Central Administration Building, 1701 East Parham Road. Mrs. Moslow, Chair, called the meeting to order at 12:25 p.m.

Board Members Present:

Don Blake, Henrico County  
J. Scott Chapman, Henrico County  
Beverley Donati, Henrico County  
Lerla G. Joseph, City of Richmond  
George Long, Henrico County  
Doris McCray, Louisa County  
Connie Moslow, Powhatan County  
Lawrence Nuckols, Goochland County  
Kenneth M. Perry, City of Richmond  
Edward F. Steiner, Henrico County  
Roy West, City of Richmond  
Gene White, Hanover County  
Dale Wiley, City of Richmond  
Gary Rhodes, JSRCC College President

Board Members Absent:

Mark Creery, Hanover County  
Harold Watkins, City of Richmond

Staff Present:

John Ambrose	Nannette Smith
Diane Brasington	F. W. Taylor
Judy Harris	Ann Sullivan
Ron Laux	Buddy Bishop
Bess Littlefield	

## INTRODUCTIONS

Dr. Rhodes introduced Garth Wheeler, the college's new chief of police. Mr. Wheeler gave an overview of his plans for reorganizing the security department. He noted that not everyone would be police officers and that there would still be some security officers. Mr. Wheeler also stated that a request has been submitted to the VCCS Board for approval to covert to a police department. He noted that officers will have training at the Police Academy (Crater Criminal Justice Training Academy). Mr. Wheeler stated that the mission of his department was to elevate their presence on the campuses so that teachers can teach and students can learn.

## MINUTES

Mrs. Moslow stated that the minutes of the January 8, 2004, meeting of the Board were mailed to the members and asked if there were any additions or corrections to these minutes. There being none, the following motion was made:

**Upon a motion by Dr. West, and seconded by Dr. Joseph, the minutes of the January 8, 2004, meeting of the Board was approved. The motion carried 11-0-0.**

## BOARD RETREAT

Chair Moslow stated that the Board would have a mini-retreat on May 6 after the joint meeting with the Foundation Board and a short College Board meeting. Also, she asked that each person who had responsibility for a goal(s) would need to report on their progress at the May retreat. She also noted that Dr. DuBois would be present for the joint meeting to address Dateline 2009. Information on the retreat agenda will be forwarded to each member.

## PERSONNEL ISSUES

1. F. W. Taylor—Chair Moslow stated that Mr. Taylor will be retiring and she recognized him for his many contributions to the Board and college.
2. Dr. Nannette Smith—Chair Moslow recognized and welcomed Nannette Smith, the college's new Associate Vice President for Academic Affairs.
3. Chair Moslow recognized and congratulated Dr. Robert Heinz, Dean for the School of Engineering, Agriculture and Manufacturing Technologies, who was just awarded the Engineer of the Year Award for 2004.

### RESTRUCTURING COLLEGE BOARD COMMITTEES

Mr. Steiner distributed his findings with reference to Standing Committees. Mr. Steiner stated that based on his findings, he would recommend the realignment of the Board's Standing Committees. The proposed Standing Committees would be: Finance, Facilities, and Planning Committee, Instructional and Student Services Committee, and an Advocacy Committee. After review and discussion, the following motion was made:

**Upon a motion by Dr. West and seconded by Dr. Joseph, the Board approved the recommendation to proceed with the realignment of the Standing Committees. Also, Mr. Steiner will work with staff to develop the responsibility of the Advocacy Committee. The motion carried 11-0-0.**

### FACULTY SENATE REPORT

Dr. Sullivan briefly highlighted activities in the report from the Faculty Senate (Attachment A).

### CLASSIFIED COUNCIL REPORT

No report.

### ADMINISTRATIVE COUNCIL REPORT

Dr. Glenn stated that she did not have a report at this time. However, she did invite the Board to the college's Heritage Festival on April 24, 2004.

### PRESIDENT'S REPORT

Dr. Rhodes reviewed his report sent to the Board. Also, he distributed articles recently printed in the *Richmond Times-Dispatch* related to VCU changing its image and another dealing with The New Generation Classroom. He noted that these articles were tied to many of things the college is trying to do.

Dr. Rhodes reminded members that they can take credit and non-credit classes on a space available basis at no charge to them.

### INFORMATION ITEM

1. Chair Moslow brought the Board up-to-date on the naming of Building A on the Parham Road Campus for Dr. S. A. Burnette in recognition of his many years of service and dedication to the college. The building will be named S. A. Burnette Hall and the dedication is scheduled for May 14, 2004.

### EXECUTIVE VICE PRESIDENT'S REPORT

1. Dr. LeRosen briefly reviewed her Work Plan Interim Report on 2003-2004 Goals & Objectives that was mailed to each member. This report shows mid-term progress. Dr. LeRosen noted that all college units are using this plan in order to align their goals and objects with those of the president and chancellor.

2. Student Conduct Policy—Dr. LeRosen reviewed a draft policy that was forwarded to each member. Ms. Brasington noted that the college had various polices that dictated honesty, misconduct, disruptive behavior, etc. She noted that each policy had different procedures and how they were handled, which caused much confusion. It was recommended that there be one policy and a team was put together to develop a draft policy. The VCCS policy manual states that any policy dealing with student conduct must be approved by the Board and then forwarded to the Attorney General's office for final review. After review and discussion, the following motion was made:

**Upon a motion by Mr. Nuckols and seconded by Mr. Chapman, the Board approved the Student Conduct Policy as presented (Attachment B). The motion carried 11-0-0.**

3. Enrollment Report—As requested by the Board, Ms. Brasington distributed a report for the Board's review. Dr. West requested information on minority enrollment. Ms. Brasington stated that she will get this information to the Board.

### FACILITIES & PLANNING COMMITTEE

Mr. Long stated that the committee met on February 10. He highlighted items discussed at this meeting. The Downtown Campus Parking Deck was on schedule and he noted that the parking spaces were expanded from 8.6 feet to 9 feet. Also, the college was waiting for the VCCS contract to be approved for the Parham Road Campus Phases IV project. Mr. Long noted that discussions are going on with reference to the future of the CAB building.

He noted that a new location was being looked at for the Parham Road Campus Maintenance Building and that renovations of Room 101 in Building B will start in April.

Mr. Taylor presented the Parham Road Campus Master Plan developed by Dewberry & Davis. This plan was reviewed by the Architect and Review Board and approved. After review and discussion, the following motion was made:

**Upon a motion by Mr. Nuckols and seconded by Mr. Long, the Board approved the Parham Road Campus Master Plan as presented and that this plan be sent to the State Board for final approval. The motion carried 11-0-0.**

#### FINANCE COMMITTEE

1. The Local Funds Statement was reviewed by Mr. Taylor (Attachment C).

Mr. Steiner stated that the following requests were reviewed by the Finance Committee, and the committee makes the following recommendations:

**Upon recommendation of the Finance Committee and seconded by Mr. Nuckols, the Board approved from vending reserves an amount not to exceed \$13,000 to partially fund expenses associated with the dedication of the S. A. Burnette Hall. In addition, \$12,200 from plant funds was approved for signage related to the S. A. Burnette Hall. The motion carried 11-0-0.**

**Upon recommendation of the Finance Committee and seconded by Mrs. McCray, the Board approved a revision to the November 2003 allocation of \$137,000 for classroom furniture. The allocation will be reduced to \$85,000. The motion carried 11-0-0.**

#### INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT

Dr. West stated that the committee met to consider the following recommendations for Board approval:

1. Approval of New Advisory Board Appointees—**The committee recommended approval of the appointees as presented (Attachment D). The motion was seconded by Dr. Joseph and the Board approved the appointees. Dr. West noted that it was recommended that the college needed to bring on more minorities onto the boards. The motion carried 11-0-0.**

- 2. The committee recommended the following programs for discontinuances:**  
**Respiratory Therapy Technology Career Studies Certificate**  
**Respiratory Therapy Assisting Career Studies Certificate**  
**Biotechnology Certificate**  
**Computer & Electronics Technology Career Studies Certificate**

**The motion was seconded by Mr. Steiner, and the Board approved the recommended discontinuances. The motion carried 11-0-0.**

- 3. The committee recommended the following program title changes:**  
**a. Community & Social Services AAS to Human Services AAS**  
**b. Legal Assisting AAS to Paralegal Studies AAS**  
**c. Clerical Studies Certificate to Administrative Support Technology Certificate**

**The motion was seconded by Mr. Nuckols, and the Board approved the program title changes as presented. The motion carried 11-0-0.**

#### VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Littlefield briefly reviewed her report with the Board (Attachment E).

#### VICE PRESIDENT CCWA REPORT

Mr. Laux distributed and reviewed his report on CCWA activities and current budget information (Attachment F).

#### EXECUTIVE SESSION

In accordance with Section 2.1-3.44(A) (1) of the Code of Virginia, a motion was made to convene in closed session to consider a personnel matter. Motion was seconded by Mr. Steiner. The Board went into Executive Session at 2:25 p.m.

The Board reconvened back into general session at 2:45 p.m.

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ADJOURNMENT

There being no further business, Mrs. Moslow adjourned the meeting at 2:55 p.m.

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Gary L. Rhodes, Secretary

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Connie Moslow, Chair