

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

April 4, 2002

Minutes No. 293

The J. Sargeant Reynolds Community College Board met on Thursday, April 4, 2002, at the Central Administration Building, 1701 East Parham Road, in the first floor conference room. Mr. Copp, Chair, called the meeting to order at 12:15 p.m.

Present were:

J. Scott Chapman, Henrico County
James E. Copp, Hanover County
J. Douglas Freeman, 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
Dale Wiley, City of Richmond

Absent were:

James Banks, City of Richmond
Lerla G. Joseph, City of Richmond
George Long, Henrico County

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:

Aaron Dotson
Lisa Finnegan-Jenkins
Frank Gilliam
Marian Hassell
David Martin
Darrell Staat

INTRODUCTION

Mr. Copp introduced Dr. Darrell Staat, President of CVCC. Dr. Staat has been selected by the chancellor to chair the committee for the presidential search.

Connie Moslow introduced Marian Hassell, Employee Relations Manager for the VCCS. Ms. Hassell will serve as the VCCS liaison to the Board for staff support during the presidential search.

PRESENTATION BY ELEVATION

Dr. Hanks introduced Frank Gilliam, Lisa Finnegan-Agee, and David Martin from Elevation. Elevation was hired to assist the college in developing a new promotional plan. The group from Elevation presented to the Board their ideas on how the college should communicate its "Brand" to the community.

Dr. West expressed concern that as the college looks at changing its image that should not get too far away from the namesake, J. Sargeant Reynolds. The college needs to work more towards emphasizing the name--J. Sargeant Reynolds.

MINUTES

Mr. Copp stated that the minutes of the February 7, 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. Steiner and seconded by Mr. Snyder, the minutes of the February 7, 2002, meeting of the Board was approved as amended. The motion carried 12-0-0.

FACULTY SENATE REPORT

Dr. Sullivan stated that the Faculty Senate met on May 3. There was discussion on supporting a few activities that would get faculty more involved on campuses and to promote and having open discussions for faculty.

COLLEGE REPORT

Dr. Hanks briefly highlighted college report. Also, Mr. Snyder stated Board members' handbooks still required additional editing and hopefully will be available at the next meeting.

CLASSIFIED COUNCIL REPORT

Mr. Bishop reported that the Council was working on By Laws' revisions. Also, they worked with Human Resources to help promote the college's benefits fair for all college employees. Mr. Bishop expressed concern by the classified staff at possibly not having input into the hiring process for a new president.

LOCAL FUNDS STATEMENT

Mr. Taylor reviewed the Local Funds Accounts for the period ending February 2002 (Attachment A).

FINANCE COMMITTEE REPORT

Mr. Steiner presented the following Vending Special Projects Funding requests that were reviewed by the Finance Committee on March 20, 2002.

1. Community Heritage Festival—college diversity event sponsored by college and staff. A budget request of \$1,500 from Vending Reserves has been requested to help support this event.

Upon a motion by the Finance Committee and seconded by Dr. West, the Board approved the funding request of \$1,500 from Vending Reserves to help support the Community Heritage Festival. The motion carried 12-0-0.

2. Candidates Travel Expenses—Presidential Search—Mr. Steiner stated VCCS policy requires that the college be responsible for all expenses of the presidential candidates visit. As it appears now, approximately five candidates will be certified by the chancellor for interviews. It is estimated that expenses related to these interviews will cost approximately \$10,000.

Upon a motion by the Finance Committee and second by Mr. Snyder, the Board approved the request for \$10,000 from Vending to pay for expenses related to the interviews of potential presidential candidates. The motion carried 12-0-0.

Mr. Steiner presented an "Overview of Source and Use of Funds—College Operations." A chart showing the college's operating funds and expenditures was distributed and reviewed.

INSTRUCTIONAL PROGRAMS COMMITTEE REPORT

Mr. White stated that the committee met to consider a recommendation by the college to discontinue the following three Career Studies Certificate Programs: Critical Care Nursing, Emergency Nursing, and Medication Administration. After review and discussion, the committee made the following motion:

Upon a motion by the Instructional Programs Committee and seconded by Mrs. Moslow, the Board recommend that the above stated programs, because of the current shortage in the nursing profession, be referred back to the Dean of Instruction for further review to see if students can be recruited for these programs. Also, the Board requested more information on the possibilities of how to market and recruit for these programs. The motion carried 12-0-0.

FACILITIES & PLANNING COMMITTEE

Mr. Wiley stated that the committee met on March 27 to discuss the college's capital projects. Mr. Taylor brought the Board up-to-date on these projects—DTC parking deck, maintenance service building on the Parham Road Campus, and Phase IV on the Parham Road Campus.

Also, Mr. Wiley stated that the committee was working on a five-year campus beautification program. The first project will be the entrance to CAB.

LEGISLATIVE/BUDGET UPDATE

Dr. Burnette brought the Board up-to-date on the current operating budget issues.

COMMENTS FOR THE GOOD OF THE BOARD

1. Mr. Wiley stated that he was working on obtaining a facilitator for the Board Retreat November 8-9, 2002.
2. Mr. Copp distributed a list showing those who are serving on the Presidential Advisory Search Committee for the Presidency of JSRCC.
3. Mr. Wiley stated that the Nominating Committee would present the slate of officers for 2002-2003 at the June Board meeting.

Board Minutes
Page 5
April 4, 2002

EXECUTIVE SESSION

Mrs. Moslow made the following motion to go into Executive Session at 130 p.m.

Mr. Chair, in accordance with Section 2.1-344 (A) (1) of the Code Of Virginia, I move that the College Board convene in closed session to discuss matters relating to specific officers, appointees, or employees of J. Sargeant Reynolds Community College, under the Personnel Exemption of the Virginia Freedom of Information Act, regarding the evaluation of the president.

A motion was made to reconvene into regular session at 1:35 p.m.

PRESIDENT'S EVALUATION

Upon a motion by Dr. West and seconded by Mr. Snyder, the Board approved President Burnette's evaluation as presented and that such evaluation be forwarded to the chancellor. The motion carried 12-0-0.

ADJOURNMENT

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

S. A. Burnette, Secretary

James E. Copp, Chair