

**ATTACHMENT A**

**BOARD MINUTES**

**June 3, 2004**

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

**June 3, 2004**

**Minutes No. 296**

The J. Sargeant Reynolds Community College Board met on Thursday, June 3, 2004, at the Western Campus, 1851 Dickinson Road, Goochland. Mrs. Moslow, Chair, called the meeting to order at 12:15 p.m.

Board Members Present:

Don Blake, Henrico County  
J. Scott Chapman, Henrico County  
Mark Creery, Hanover County  
George Long, Henrico County  
Lawrence Nuckols, Goochland County  
Doris McCray, Louisa County  
Connie Moslow, Powhatan County  
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:

Beverley Donati, Henrico County  
Kenneth M. Perry, City of Richmond  
Lerla G. Joseph, City of Richmond  
Harold Watkins, City of Richmond

Staff Present:

John Ambrose  
Buddy Bishop  
Diane Brasington  
Bob Heinz  
Judy Harris  
Genene LeRosen  
Ron Laux  
Bess Littlefield  
Nannette Smith  
Gwen Turbeville

Guests:

Linwood Cobb  
Tim Brown

Chair Moslow introduced Linwood Cobb, VCCS State Board member. Mr. Cobb informed Board members on the functions of the State Board. He also reviewed a couple of issues that the State Board is currently working on. Mr. Cobb stated that the State Board Budget and Finance Committee have been discussing a tuition increase, and the State Board at its last meeting approved a 7 percent increase this fall. The Facilities Committee just recently approved the new revised Master Plan for J. Sargeant Reynolds Community College. Mr. Cobb also noted that the State Board Personnel Committee approved a Security/Police Department for JSRCC and a faculty compensation plan.

Mr. Cobb also mentioned that the Chancellor's goals for 2004-2005 were laid out at their last meeting. Also, a report from the consultant will be coming out on college efficiencies.

#### MINUTES

Mrs. Moslow stated that the minutes of the May 6, 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. Steiner and seconded by Dr. West, the minutes of the May 6, 2004, meeting of the Board were approved. The motion carried 11-0-0.**

#### FACULTY SENATE REPORT

Ms. Turbeville briefly reviewed the Senate's report (Attachment A). The Board voiced concern on the problem of academic honesty and requested a follow-up to this issue.

#### CLASSIFIED COUNCIL REPORT

Mr. Bishop distributed the Council's report (Attachment B) and briefly highlighted this report.

#### ADMINISTRATIVE COUNCIL REPORT

Dr. Heinz stated this year's Heritage Festival, which was held in late April, was very successful. Also, an open house was held at the Western Campus and was well attended. Dr. Heinz noted that these events were a positive recruiting tool for the college.

#### VICE PRESIDENT OF CCWA REPORT

Mr. Laux distributed a report (Attachment C) and highlighted points from his report.

#### VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Littlefield stated that the college will be receiving the first installment of a pledge of \$900,000 from HCA that will help to expand the college's nursing program. Also, she noted the Foundation has received over \$1million in donations thus far and that this does not include grants. Ms. Littlefield also noted that the Foundation Executive Committee will be meeting to consider a proposal from the Clements Group, which specializes in fund raising to do a feasibility study for a capital campaign for the college.

#### EXCECUTIVE VICE PRESIDENT'S REPORT

Dr. LeRosen distributed her May report and asked if anyone had questions related to this report (Attachment D). Also, she addressed a document called the "Learning Environment". This document addresses expectations that will provide a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information.

The second focus Dr. LeRosen is working on is retention, and a survey has just been completed that focused on students. J. Sargeant Reynolds Community College is the first community college in Virginia to go through the survey process. The survey gets at customer service and what the college can do to retain students. Results of the survey findings are due in July and will be benchmarked with other institutions outside Virginia. The survey will help the college to look at its weaknesses and work with other institutions for assistance on best practices on how the college can correct the weaknesses.

#### PRESIDENT'S REPORT

Dr. Rhodes distributed College Goals for 2004-2005 and his goals, which support the college goals.

#### FACILITIES & PLANNING COMMITTEE

Mr. Long stated that a walk through of the Goochland YMCA building was done and construction seemed to be on schedule. He also stated that the Downtown Campus parking deck should hopefully be completed by mid-July.

## FINANCE COMMITTEE REPORT

Mr. Taylor reviewed the Local Funds Statement for the period ending April 30, 2004 (Attachment E). He also noted that the college has just renewed the contract with Barnes & Noble Bookstore.

Mr. Steiner presented the following budget requests:

1. Request to carry forward June 30, 2004, balance of Student Life Budget (estimated at \$28,000). The money will be used to purchase monitors for each campus that will provide student information. After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request. The motion carried 11-0-0.**

2. Request to allocate \$31,000 of Vending Reserve to fund campus enhancements. After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request. The motion carried 11-0-0.**

3. Request of \$104,400 for Student Life Budget FY 2004-2005--funds comes from student activity fee (\$74,400) and Vending Revenues (\$30,000). After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request. The motion carried 11-0-0.**

4. Request of \$232,500 for Vending Budget FY 2004-2005. After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request. The motion carried 11-0-0.**

5. Request of \$145,080 for Auxiliary Service Fee Budget FY 2004-2005. After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request. The motion carried 11-0-0.**

6. Request for DTC Parking Deck Operating Budget FY 2004-2005 of \$598,300. After discussion, the following motion was made:

**Upon recommendation by the Finance Committee, the Board approved this request as submitted. The motion carried 11-0-0.**

#### INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT

Dr. West stated that the committee met to consider advisory committee appointment recommendations. Based on the review, the committee makes the following motion:

**The J. Sargeant Reynolds Community College Policy 2-11 requires the establishment and operation of an advisory committee system to serve the occupational/technical academic programs offered at the institution; therefore, approval is requested for new committees' appointees by the Board to the Arts, Humanities and Social Sciences Advisory Committee and the American Sign Language and Interpreter Education Advisory Committee.**

**Upon recommendation by the Instructional and Student Services Committee, the Board approved these appointments (Attachment F). The motion carried 11-0-0**

#### RETREAT UP-DATE

Mr. Creery distributed notes from the May 6 retreat for review by members

#### BYLAWS REVISION

Chair Moslow distributed recommended revised language changes to the current Board Bylaws. After review and discussion, the following motion was made:

**Upon a motion by Mr. Creery and seconded by Mr. Nuckols, the amendments to the Bylaws were approved as presented (Attachment G). The motion carried 11-0-0.**

### ELECTION OF OFFICERS

Mr. Long stated that the Nominating Committee met and submits the following slate of officers for 2004-2005.

President—Edward F. Steiner  
Vice President—Mark A. Creery, Sr.  
Secretary—Gary L. Rhodes

**Upon a motion by the Nominating committee, the Board approved the 2004-2005 slate of officers as presented. The motion carried 11-0-0-.**

### COMMENTS FOR THE GOOD OF THE BOARD

1. Chair Moslow thanked Mr. Taylor for his many years of service to the college, and wished him well in his retirement.
2. Chair Moslow reminded everyone of the joint dinner with the John Tyler Community College Board on September 9, 2004.
3. Chair Moslow recognized three Board members retiring off of the Board: Gene White, Dale Wiley, and Ken Perry. On behalf of the Board and the college, she thanked them for their service on the Board.
4. Dr. West encouraged Board members to try and make scholarship awards to area high school students. He noted that this is a wonderful opportunity.

### ADJOURNMENT

There being no further business, Mrs. Moslow adjourned the meeting at 2:25 p.m.

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Gary L. Rhodes, Secretary

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Connie Moslow, Chair