

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

September 5, 2002

Minutes No. 295

The J. Sargeant Reynolds Community College Board met on Thursday, September 5, 2002, at the Central Administration Building, 1701 East Parham Road, in the first floor conference room. Mrs. Moslow, Chair, called the meeting to order at 12:25 p.m.

Present were:

J. Scott Chapman, Henrico County
J. Douglas Freeman, Henrico County
George Long, Henrico County
Lerla G. Joseph, City of Richmond
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
Dale Wiley, City of Richmond

Absent were:

Mark Creery, Hanover County
Leroy Watkins, City of Richmond
C. Eugene White, Hanover County

Staff Present:

John Ambrose	Charlie Peterson
Diane Brasington	Ann Sullivan
S. A. Burnette	F. W. Taylor
Judy Harris	
Malcolm Holmes	
Naomi Lawhorn	
Bess Littlefield	

MINUTES

Mrs. Moslow stated that the minutes of the June 6, 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. Snyder and seconded by Mr. Freeman, the minutes of the June 6, 2002, meeting of the Board were approved. The motion carried 12-0-0.

FACULTY SENATE REPORT

Dr. Sullivan, Faculty Senate president, reported that the Senate met on September 4, 2002. They discussed a plan for sponsoring lunches for faculty in late November. Also, she stated that the morale of the faculty is still low and does not anticipate that changing anytime soon.

COLLEGE REPORT

Dr. Lawhorn stated that each Board member was mailed the college report. She briefly highlighted certain areas of the report (Attachment A).

CLASSIFIED COUNCIL REPORT

Mr. Holmes, Classified Council president, stated that the Council just elected new officers on August 12. He stated that Council members will be participating in the college's planing retreat and are also partnering with Phi Theta Kappa to help raise funds for Making Strides Against Breast Cancer Walk. Also, he stated that the Council is planning the college's holiday dance on December 6, 2002, at the Cultural Arts Center in Glen Allen.

LOCAL FUNDS STATEMENT

Mr. Taylor reviewed the Local Funds Accounts for the period ending March 2002 (Attachment B).

INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT

Dr. Lawhorn stated the committee met to review a discontinuance request of the Fashion Merchandising Associate in Applied Science degree program to become effective immediately. This recommendation is based on low enrollment in the program. After review by the committee, it is recommended that the Board approve this request.

INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT CONT

Upon a motion by the Committee and seconded, the Board approved the discontinuance of the Fashion Merchandising Associate in Applied Science degree program. Motion approved 12-0-0.

FINANCE COMMITTEE REPORT

Mr. Steiner stated that the Finance Committee received a request for funding of \$2,500 from the 2002-03 Vending budget to partially fund the college's scholarship luncheon on October 31, 2002. Also, the Foundation is supporting some of the costs. It is the recommendation of the Finance Committee that the Board approve this request.

Upon a motion by the Finance Committee and seconded, the Board approved the funding request of \$2,500 to help fund the college's scholarship luncheon. Motion approved 12-0-0.

LEGAL ASSISTING ADVISORY COMMITTEE APPOINTMENT

Mrs. Moslow stated that the Board had received a request to appoint Lee Brazzell and Linda B. Liles to the Curriculum Advisory Committee for Legal Assisting. She asked that if there were no objections that a motion be made to approve these appointments.

Upon a motion by Mr. Freeman and seconded by Mr. Snyder. The Board approved the appointment of Lee Brazzell and Linda B. Liles to the Curriculum Advisory Committee for Legal Assisting. Motion approved 12-0-0.

RESOLUTION FOR 2002 BOND CAMPAIGN/BOND REFERENDUM

Bess Littlefield stated that the Joint Legislative Affairs Committee met and determined the role that the Local and Foundation Boards could play in the bond referendum. Packets were distributed to each member, and Ms. Littlefield reviewed assignments that the committee would like for each member to participate in.

Mr. Snyder stated that he had recently presented information on the education referendum to the Varina Lion Club.

Mr. Steiner stated that the Board was mailed a Resolution supporting the 2002 Bond Referendum. He stated that this resolution lends support from the College Board for this referendum. This resolution will also be presented to the Foundation Board for approval. The Government Affairs Committee recommends approval of this resolution. Mr. Steiner stated that both board chairs would sign the resolution.

Upon a motion by the Government Affairs Committee and seconded, the Board approved the resolution (Attachment C) as presented. The motion carried 12-0-0.

INFORMATION ITEMS

1. Dr. Burnette brought the Board up-to-date on current budget issues.
2. Board Retreat Update—Mrs. Moslow reminded everyone to review the Essentials booklet before the retreat. Mr. Wiley stated Vaughan Sherman would be the facilitator for the retreat. He has been working with Mr. Sherman in preparing the agenda. The retreat will start at 3 p.m. on November 8 and end by 4 p.m. on November 9.
3. Welcoming and introduction Dr. Rhodes to the college and community—Ms. Moslow stated need to appointment a committee to work on these activities. She asked Mr. Freeman to chair the committee and also asked Dr. West and Mrs. McCray to serve on the committee. Also, she suggested that they work with the Foundation. She asked for input from Board members on how to introduced Dr. Rhodes to the community.
4. Rescheduling October Board meeting—Rescheduled for October 24, 2002, at 12 Noon.
5. Community Presentations—Mrs. Moslow discussed the importance of Board members going out into the community to make presentations on the J. Sargeant Reynolds Community College story. She requested that each member do one to two presentations this year.
6. Dr. Joseph and Mr. Long will represent the Board at the ACCT Conference September 18-21, 2002.

COMMENTS FOR THE GOOD OF THE BOARD

1. Mrs. Moslow thanked Dr. Burnette for his many years of service to J. Sargeant Reynolds Community College. Also, Dr. B thanked the Board for their support during his tenure as president.

EXECUTIVE SESSION

Chairman Moslow asked for a motion that the meeting be closed on a specific exception to the Freedom on Information Act at 2:00 p.m.

In accordance with Section 2.1-344 (A) (1) of the Code of Virginia, Mr. Long moved that the College Board convene in closed session to discuss unspecified personnel matters under the personnel exemption of the Virginia Freedom of Information Act. Seconded and approved

Upon a motion by Mr. Long and seconded, the College Board reconvened back into regular session at 2:10 p.m.

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REQUEST FOR FUNDING

Mr. Steiner presented a recommendation from the Finance Committee for \$6,000 from Vending Reserves to cover the costs associated with the president's retirement recognition event.

Upon a motion by the Finance Committee and seconded, the Board approved the \$6,000 request from Vending Reserves. The motion carried 12-0-0.

ADJOURNMENT

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

S. A. Burnette, Secretary

Connie Moslow, Chair