

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

September 6, 2001

Minutes No. 289

The J. Sargeant Reynolds Community College Board met on Thursday, September 6, 2001, at the Central Administration Building, 1701 East Parham Road. Mr. Copp, Chair, called the meeting to order at 12:20 p.m.

Present were:

James Banks – City of Richmond
J. Scott Chapman – Henrico County
James E. Copp - Hanover County
J. Douglas Freeman - Henrico County
Lerla G. Joseph – City of Richmond
George Long – Henrico County
Connie Moslow, Powhatan County
Lawrence Nuckols - Goochland County
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:

A. G. Johnson – Louisa County

Staff Present:

John Ambrose
Buddy Bishop
Pat Bozeman
Diane Brasington
S. A. Burnette
Joanna Hanks
Judy Harris
Naomi Lawhorn
Bess Littlefield
F. W. Taylor
Fred Williamson

Guests Present:

Zita Barree
Suzan Marshall
Bob Seidensticker
Sarah Shutt
Andy Redford

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Mr. Copp introduced two newly elected Board members: Jim Banks, filling the unexpired term of Percy Bracket (deceased) for the City of Richmond, George Long, filling the unexpired term of Warner Braxton for Henrico County

MINUTES

Mr. Copp stated that the minutes of the May 31, 2001, 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 May 31, 2001, meeting of the Board was approved as mailed. The motion carried 13-0-0.

LOCAL FUNDS STATEMENT

Dr. Burnette reviewed the Local Funds Accounts for the period ending July 31, 2001 (Attachment A).

FACULTY SENATE REPORT

Ms. Bozeman stated elections for officers were held and that Ann Sullivan was re-elected as president, and vice presidents are Tom Varner & Nancy O'Donnell. Also, the Senate is planning a series of faculty workshops.

COLLEGE REPORT

Dr. Hanks reported on current college activities and briefly highlighted her report. She noted that the college's current enrollment is up a little over 10 percent. Also, this does not include additional enrollments from dual enrollment classes, Henrico County employees' classes, EMS, automotive and heavy equipment. .

Also, Dr. Hanks distributed the college's Strategic Plan for 2001-2006, Executive Summary, which was just printed. This summary will be distributed throughout the community.

Mrs. Brasington highlighted services provided to students by Enrollment and Student Services. The directors were introduced: Suzan Marshall, A&R; Zita Barree, Financial Aid, and acting co-directors for Student Development Services, Sarah Shutt & Andy Redford.

CLASSIFIED COUNCIL REPORT

Mr. Bishop stated that elections were held and the Council is looking at creative ways to participate in the college's reorganization.

ACCT MEMBERSHIP

Mr. Copp stated that the ACCT annual meeting would be held this year October 10-13 in San Diego. It has been requested that the Board fund from Vending Reserves monies for four members and their spouses to attend this meeting.

Upon a motion by Dr. White and seconded by Dr. Joseph, the Board approved funding from Vending Reserves for all reasonable and necessary expenses for four Board members and their spouse to attend the annual ACCT meeting October 10-13, 2001. The motion carried 13-0-0.

BOARD PLANNING RETREAT

Mr. Wiley and Mrs. Moslow brought the Board up-to-date on plans for the upcoming retreat.

CURRICULUM ADVISORY COMMITTEE APPOINTMENTS

Mr. Copp stated that it has been recommended that the following persons serve on the Legal Assisting Advisory Committee: Sandy Knapp, Hunton and Williams; and Edwin A. Bischoff, Attorney at Law.

Upon a motion by Mr. Snyder and seconded by Mr. Banks, the Board approved the appointment of Ms. Knapp and Mr. Bischoff to the Legal Assisting Advisory Committee. The motion carried 13-0-0.

INSTRUCTIONAL PROGRAMS COMMITTEE REPORT

Mr. White stated that the members of committee have reviewed the request to offer a Wireman I & II Career Studies Certificate programs. After review and discussion the following motion was made:

The Instructional Programs Committee recommends and moves that the Board approve the Wireman I and II Career Studies Certificate program. The motion carried 13-0-0.

Also, Mr. White stated that, due to time constraints, the Executive Committee met on August 28, 2001, to consider a request for a Practical Nursing Certificate program. The program was developed in response to the request of the Richmond Technical Center of Richmond Public Schools that the college consider assuming responsibility for their Practical Nursing program currently operated by RPS.

Based on review by the Executive Committee, the proposed Practical Nursing Certificate program was approved.

LOCAL FUNDS' REQUESTS

Dr. Burnette presented the following Local Funds' requests for consideration by the Board.

1. Carry Forward 2000-2001 Vending Account Budget-President—Request to carry forward end balances of \$552 to cover American Express card charges for employee recognitions and award expenses invoiced in July. Local Funds
2. Professional Development Support—Request to allocate \$25,000 of vending reserves to support college-wide professional development in 2001-2002. This funding will allow the college to have the same professional development budget (\$157,974 from all sources) as funded in 2000-2001.
3. Carry Forward of Unspent SGA Funds—This request relates to a carry forward of 1999-2000 balances (\$21,000) to purchase outdoor furniture for the Parham Road Campus and to upgrade the SGA office on the DTC, which was not expended at 6/30/01.
4. Western Campus Memorial Park—This request is for \$4,024 of construction funds needed for work required on the Memorial Park.
5. Administrative Pay Error—This request is for \$2,677 relating to reimbursing the General Fund for salary and fringe benefit costs related to re-grade pay calculations' errors.

After review and discussion, the following motion was made:

Upon a motion by Mr. Nuckols and seconded by Mr. Snyder. The Board approved the above referenced funding requests. The motion carried 13-0-0.

FOR THE GOOD OF THE BOARD

1. Mr. Snyder expressed the importance of College Board members attending convocation and encouraged members to attend next year's meeting. Also, he expressed the importance of attendance at graduation.
2. Ms. Littlefield mentioned that a reception would be held on November 16 for College and Foundation Board members to meet the new chancellor, Dr. Glenn DuBois. Further information will be forwarded to each Board member.
3. Amended Bylaws were distributed for review and will be voted on at the October 6, 2001, Board meeting.

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ADJOURNMENT

There being no further business, Mr. Copp adjourned the meeting at 1:30 p.m.

S. A. Burnette, Secretary

James E. Copp, Chair