

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

November 11, 2004

Minutes No. 298

The J. Sargeant Reynolds Community College Board met on Thursday, November 11, 2004, at the Central Administration Building. Mr. Steiner, Chair, called the meeting to order at 12 Noon.

Board Members Present:

Don Blake, Henrico County
Robert Comet, City of Richmond
Mark Creery, Hanover 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
Shawn Peterson, Hanover County
Edward F. Steiner, Henrico County
Harold Watkins, City of Richmond
Roy West, City of Richmond
Gary Rhodes, JSRCC College President

Board Members Absent:

J. Scott Chapman, Henrico County

Staff Present:

Troy Adkins
John Ambrose
Pat Bozeman
Tim Brown
Judy Harris
Tom Hollins
Genene LeRosen
Bess Littlefield
Nannette Smith
Ann Sullivan

Mr. Steiner welcomed and introduced Mr. Robert Comet as the newly appointed Board member representing the City of Richmond.

MINUTES

Mr. Steiner stated that the minutes of the September 9, 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 Mrs. Moslow and seconded by Mr. Long, the minutes of the September 9, 2004, meeting of the Board were approved. The motion carried 13-0-0.

COLLEGE BOARD CALENDAR

Mr. Steiner reviewed the proposed calendar for 2005 with the Board. It was noted that members can access the calendar on the internet and hard copies will be mailed.

BOARD COMMITTEE ASSIGNMENTS

Mr. Steiner reviewed the committee assignments for 2005.

BOARD MEMBERS FILING & TRAINING

Mr. Brown distributed information to Board members related to Conflict of Interest filing. He stated that the Commonwealth has a new law related to Conflict of Interest that says fiduciary boards will have to submit a completed form. Mr. Brown noted that training needs to be completed by December 31, 2004, and completed forms to the Secretary of Commonwealth by January 15, 2005. Mr. Brown provided each member with a training packet.

DISCUSSION ITEMS

1. ACCT Conference Report—Mr. Creery reported on the recent ACCT conference that was attended by himself, Mr. Steiner, and Dr. Rhodes. He distributed an information summary sheet on the meeting. Mr. Creery noted that Dr. Rhodes and Mr. Steiner presented at this conference on our presidential evaluation process and board/president relations.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Dr. West stated that the Student Affairs Committee met to review proposed program changes. Based on review and discussion, the Academic and Student Affairs Committee make the following recommendations:

1. Advisory Committee Appointments

Upon a motion by the Academic and Student Affairs committee and seconded by Mr. Creery, the Board approved Advisory Committee appointments to the following committees: Auto Body; Culinary Arts, Tourism, Hospitality; Emergency Medical Tech; Marketing; Med Lab; Nursing; Opticianry; and Paralegal Studies (Attachment A). The motion carried 13-0-0.

2. New Program Proposal: Paraprofessional Education AAS Degree

Upon a motion by the Academic and Student Affairs committee and seconded by Mr. Moslow, the Board approved the proposed new AAS Degree in Paraprofessional Education program. This request will be forwarded to the State Board for recommendation of approval. The motion carried 14-0-0

3. New Specialization: Teacher Preparation to be added to the college's transfer degree programs: Liberal Arts AA, Social Sciences AS, and Sciences AS

Upon a motion by the Academic and Student Affairs committee and seconded by Mr. Nuckols, the Board approved the proposed new Teacher Preparation Specializations in three of the college's transfer programs: Liberal Arts AA, Social Sciences AS, and Science AS. The motion carried 14-0-0.

4. Dr. West stated that the committee also met with staff to discuss the college's decision to discontinue the CLL Program because the program has not been generating revenue and that the college could not continue to support the program. It was also noted that the programs offered by CLL are also offered by various counties. After discussion by the Board, the following motion was made:

Upon a motion by the Academic and Student Affairs committee and seconded by Mrs. Donati, the Board approved the college's decision to discontinue the CLL program. The motion carried 12-1-0 (No—Mr. Creery).

FINANCE, FACILITIES AND PLANNING COMMITTEE

Mr. Creery stated that he and Mr. Long are co-chairs of this committee and noted that this committee is responsible for approving local funds requests, vending funds, and capital funds from the localities and also the facilities planning and preparation functions. The committee met on October 28, 2004, to consider the following:

1. Major Project Status Report ---Mr. Brown reviewed the status of the following projects: (1) Downtown Campus parking deck project. He noted that the deck is now open. (2) Parham Road Campus Phase IV connector road begun with major clearing completed and due for completion December 2004. (3) Parham Road Campus Phase IV Classroom Building major design complete and project is ready for bid. Project is on hold until General Assembly action on a request for additional funds. (4) Parham Road Campus Phase IV Re-skinning of Building B is also delayed awaiting action on a request for additional funds. (5) Parham Road maintenance building project is delayed for lack of funds. (6) Parham Road Phase IV Storm Water Maintenance Plan is being reviewed as to options and should be resolved by December 2004. (7) Parham Road Workforce Training and Technology Center are in final negotiation with the selected architect, Burt Hill, and is near completion. (8) Central Administration Building and Warehouse on Parham Road—the college with concurrence of the VCCS has submitted an amendment request to the Governor to amend the state budget allowing the JSRC Foundation to retain ownership of CAB when the lease/purchase is complete in Spring 2005. Such an amendment would require all proceeds of the sale of CAB to be spent to provide comparable facilities for administrative and warehouse functions on the Parham Road Campus. Purchase of the CAB and companion warehouse is being explored. (9) Downtown Campus Master Plan—A contract has been issued to the Dewberry architecture firm to develop anew master plan. Formal planning will begin in November 2004. (10) Downtown Campus Nursing Renovations—Grants have provided funding to upgrade the nursing instructional facilities. Dewberry has been hired to provide the design and construction documents. Renovations are expected to be complete in Summer 2005. (11) Major Campus Signage Initiative—As part of the Parham Road Campus Master Plan developed by Dewberry under contract to the college, entrance sign design, directional exterior signs, and interior signage design was addressed. Exterior signage design has received approval from the Commonwealth's Art and Architecture Review Board, interior signage design has been determined and color selection is currently under review, and replacement and improvement of exterior signage on the Parham Road Campus has the highest priority. Signage designs will be utilized consistently across all campus.

Mr. Blake recommended that the college should pursue having articles printed in newspapers highlighting these projects. Also, it was recommended that this may be a task that the Advocacy Committee may want to take on.

2. Local Funds Statement & Investment Report—Mr. Brown reviewed these reports (Attachment B). Mr. Creery stated that he has been working with Mr. Brown and his staff I at changing the current format of the financial reports to give the Board a better idea of the finances.

3. Locality Budget Request for 2005-2006 Operating and Capital—Mr. Creery reviewed the process of the requests for localities for operating budget monies. Mr. Brown reviewed the category requests and the amounts requested. After review and discussions, the following recommendations by the Committee were made:

a. Upon a motion by the Finance, Facilities & Planning Committee and seconded by Mr. Blake, the Board approved the Local Board Operating Budget for 2005-2006 in the amount of \$165,700. The motion carried 13-0-1 (Abstention-Dr. West).

b. Upon a motion by the Finance, Facilities & Planning Committee and seconded by Dr. Joseph , the Board approved the Local Board 2005-2006 Capital Budget request to the localities for \$462,938. The motion carried 14-0-0.

Dr. Rhodes stated that letters will be sent to the localities requesting the approved funding requests and recommended that the respective Board members also sign the letter going to their locality along with his signature. Mr. Steiner encouraged members to sign the letters at the end of the meeting.

4. Budget Requests for Transfer of Operating Budget End of Year Funds:

Mr. Creery stated that the Finance, Facilities and Planning Committee recommend the transfer of \$79,616.11, which represents the fiscal 2004 year-end balance in the Local Board Operating Budget to a Local Board account designated Strategic Initiatives. Funds will be utilized in support of or to enhance selected strategic goals of the college and budgets for these activities will be brought to the College Board for concept approval. After discussion, the following motion was made:

Upon motion of the Finance, Facilities & Planning Committee and seconded by Mrs. Donati , the Board approved the transfer of \$79,616.11 representing the fiscal 2004 year-end balance in the Local Board Operating Budget to a Local Board account designated Strategic Initiatives. The motion carried 13-0-0 (Abstention-Dr. West).

5. Mr. Creery stated that the committee received the request for the college to be able to annually transfer to construction funds without further Board action any available year end local operating account cash balances. After discussion, the following motion was made:

Upon recommendation of the Finance, Facilities & Planning Committee and seconded by Mr. Blake, the Board did not approve the recommendation as requested above. The motion was denied 3-4-12.

ADVOCACY COMMITTEE

Mrs. Moslow stated that the Advocacy Committee met in October and discussed various ways to develop stronger relationships with local and state leaders. Also, the committee talked about time lines on when to send information to state officials, and the importance of publicity. The committee also discussed tapping the resources of former Board members and would like to look at involving them.

Dr. Rhodes discussed a new position, Special Assistant to Presidents for Governmental Affairs, which will be shared with John Tyler Community College. The position will be posted soon and some members of the Advocacy Committee will serve on the search committee.

FACULTY SENATE REPORT

Dr. Sullivan reviewed the Senate's report (Attachment C).

CLASSIFIED COUNCIL REPORT

Mr. Adkins reviewed the Council's report (Attachment D).

PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Ms. Bozeman stated the Professional and Administrative Faculty Senate have been working on clarifying issues and the faculty evaluation plan.

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VICE PRESIDENT OF CCWA REPORT

Mr. Laux distributed a report for review, which addresses CCWA enrollment and program results (Attachment E).

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Dr. Rhodes distributed a report on Ms. Littlefield's behalf and highlighted items on this report (Attachment F).

EXCECUTIVE VICE PRESIDENT'S REPORT

Dr. LeRosen reviewed the Community College Survey of Student Engagement (CCSSE) report. She noted the college's report will be reported in November. JSRCC is the first community college in the system to do this survey. The chancellor recognizes the importance of this survey and has funded all 23 community colleges to go through this in the spring of next year. JSRCC will also go through the process again in the spring. Dr. LeRosen noted that the survey provides benchmarks according to size, which will help us to compare ourselves with other colleges in our peer group. Dr. LeRosen will send further updates to Board members.

PRESIDENT'S REPORT

Dr. Rhodes distributed and reviewed his report (Attachment G).

ADJOURNMENT

There being no further business, Chair Steiner adjourned the meeting at 3:20 p.m.

Gary L. Rhodes, Secretary

Edward F. Steiner, Chair