

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

**May 1, 2014**

**Minutes No. 353**

**DRAFT**

The J. Sargeant Reynolds Community College Board convened at 4:05 p.m. on Thursday, May 1, 2014, on the Goochland Campus, 1851 Dickinson Road, Goochland, Virginia.

Board Members Present:

Mr. Stephen Baril, City of Richmond  
Mr. Thurman S. Cash III, City of Richmond  
Mr. Mark A. Creery, Hanover County  
Dr. Brenda J. Drew, City of Richmond  
Dr. Rondle E. Edwards, City of Richmond  
Mr. Gerald E. Kilgore, Henrico County  
Dr. Karsten Konerding, Henrico County  
Dr. James F. Lane, Goochland County  
Ms. Anne Marie Lauranzon, Hanover County  
Dr. John A. Manzari, Louisa County  
Ms. Maureen Moslow-Benway, Powhatan County  
Mr. Ernesto V. Sampson, City of Richmond  
Dr. Gary Rhodes, President

Board Members Absent:

Reverend Marcus Martin, Henrico County  
CAPT Richard C. Rush, Henrico County  
Ms. Audrey Swann, Henrico County

Staff Present:

Mr. David Barrish  
Ms. Amy Bradshaw  
Ms. Diane Brasington  
Ms. Judy Harris  
Dr. Thomas Hollins  
Dr. Genene LeRosen  
Dr. David Loope  
Ms. Cara Luyster  
Ms. Jackie Manley  
Ms. Lily Mirjahangiri  
Mr. David Moss  
Dr. Ramzi Ockaili

Mr. Mark Probst  
Mr. Joe Schilling  
Mr. Charles Swaim  
Dr. Mark Webster  
Ms. Corliss Woodson

CALL TO ORDER

Mr. Mark Creery, Chair, called the meeting to order.

ROLL CALL

Dr. Gary Rhodes, President, affirmed that a quorum was present.

FACULTY SENATE REPORT

Dr. Ramzi Ockaili provided a written report to Board members for review (Attachment A).

CLASSIFIED COUNCIL REPORT

Ms. Jackie Manley stated that the Classified Council did not have a report at this time. However, she stated she is now serving as the current president of the Council.

PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Ms. Lily Mirjahangiri review report from the Senate (Attachment B).

PRESIDENT'S REPORT

Dr. Rhodes thanked the Board for a great academic year and their support. Dr. Rhodes noted the following college activities (1) College hosted the first convocation for Advanced College Academy; (2) Continuing to pursue the Reynolds to Rams program, (3) Opticianary Program recently celebrated its 40<sup>th</sup> anniversary; (4) Hosted a retired faculty luncheon; (5) Annual Student Art Show was recently held; (6) Police Department has scheduled an Active Shooter simulation on the Downtown Campus on August 9, 2014.

Dr. Rhodes also stated that he will be attending again this year the four Hanover High School graduations to award nursing certificates to graduating high school students

Dr. Rhodes introduced Ms. Carol Luyster, Interim Dean of Students, and asked that she provide an overview of the students involvement in extracurricular and co-curricular services provided at the college.

Dr. Rhodes and Brenda Drew provided an update on their meeting with Dr. Dana Bedden, Superintendent of Richmond City Public School.

Dr. Rhodes reported on the findings of the Athletic Task Force. The report concluded that the college should not consider intercollegiate athletics at this point in time because of insufficient funding and infrastructure. Also, the Task Force recommended expanding recreational offerings; i.e., intramural opportunities and expanding wellness opportunities.

#### EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Gene LeRosen provided an update of the College Academies.

#### VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw stated the college is continuing to build the FY2015 budget even though there is no approved state budget at this time. The local budget requests for FY2015 will be presented at the June Board meeting.

#### VICE PRESIDENT OF CCWA REPORT

Mr. David Moss, Associate Vice President, provided an update of current CCWA activities. He also noted that a monthly report was sent to Board members.

#### VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

No report at this time. Board members were asked to contact Nicole Page if they could attend and present a scholarship at one of the area high schools.

#### MINUTES

Chair Creery asked if there were any additions or corrections to the minutes of the March 6, 2014, meeting of the Board.

**Upon a motion by Mr. Kilgore and seconded by Dr. Konerding, the Board approved the minutes of the March 6, 2014, meeting. The motion carried 12-0-0.**

#### BOARD OPERATIONS & PLANNING COMMITTEE

Dr. Jack Manzari, Committee Chair, stated that the minutes of the March 6 and April 10 meetings of the committee were provided to Board members.

Dr. Manzari reviewed recommended changes to the proposed draft Board Manual. The final draft will be provided to the Board for review and approval at the June meeting. Also, Dr. Manzari stated that policies are still being reviewed and asked Board members to send comments to him.

Dr. Manzari provided an update on the planning for the Board's retreat that will be held August 7-8. He noted that the retreat will be three-fold: (1) provide time for interaction by Board members; (2) clarify college operations; (3) look at the college's future.

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

Ms. Anne Marie Lauranzon, Committee Chair, reported that the committee met and reviewed the following requests and brings them forward for recommendation of approval by the Board:

1. Title Change for Health Records Coding Career Studies Certificate – Recommendation to change title to Medical Records Coder, which accurately reflects the nature of the work that an entry-level coder performs in the health information management/coding field. The current title includes multiple roles and functions that an entry-level coder would not perform. After discussion, the following motion was made.

**Upon a motion by the committee and seconded by Dr. Konerding, the Board approved the recommendation to change the title of the Career Studies Certificate Health Records Coding to Medical Records Coding. The motion carried 12 -0-0.**

2. Proposal to Discontinue Hospitality Leadership Career Studies Certificate - The Hospitality Leadership Career Studies Certificate (CSC) was initiated at Reynolds in fall 2006 to develop the leadership and human resources management capabilities of individuals employed in hotels and restaurants. When this program was created, there was a perceived demand for this training that has not yet materialized.

The proposal to discontinue the program follows the program health review of all Reynolds degrees and certificates conducted in spring 2013. This review indicated that the Hospitality Leadership CSC is not meeting program health goals for key indicators: enrollment and graduates. Due to an apparent lack of student interest, as evidenced by very low enrollments over the past five years, the college will no longer be able to sustain the program.

**Recommendation:** That the Hospitality Leadership CSC be discontinued with no new students to be admitted upon approval of the College Board in spring 2014 and with the last graduates to be spring 2015

**Upon a motion by the committee and seconded by Mr. Sampson, the Board approved the discontinuance of the Hospitality Leadership Career Studies Certificate program. The motion carried 12-0-0.**

3. Proposal to Discontinue Hotel Rooms Division Management Career Studies Certificate – The Hotel Rooms Division Management Career Studies Certificate (CSC) was initiated at Reynolds in fall 2006 to develop the management capabilities of individuals employed in the rooms division of a lodging property. When this program was created, there was a perceived demand for this training that has not yet materialized. The proposal to discontinue this program follows the program health review of all Reynolds degrees and certificates conducted in spring 2013. This review indicated that the Hotel Rooms Division Management CSC is not meeting program health goals for key indicators: enrollment and graduates. Due to an apparent lack of student interest, as evidenced by very low enrollments over the past five years, the college will no longer be able to sustain the program.

**Recommendation:** That the Hotel Rooms Division Management CSC be discontinued with no new students to be admitted upon approval of the College Board in spring 2014 and with the last graduates to be spring 2015

**Upon a motion by the committee and seconded by Dr. Edwards, the Board approved the discontinuance of the Hotel Rooms Division Management Career Studies Certificate. The motion carried 12-0-0.**

#### FINANCE & FACILITIES COMMITTEE

Mr. Steve Baril, Committee Chair, reported that the committee met and reviewed the following request and brings it forward for recommendation of approval by the Board.

1. Request to Approve Up to \$50,000.00 in Student Fees to Hire Consultant for Student Activities – Mr. Baril asked that Ms. Luyster provide an overview of student recreation and wellness activities for 2012-2013. Mr. Baril stated that the college is requesting to reallocate funds (\$50,000) previously approved by the Board for the intramural study to hire a consultant to explore a student placement advisory program that presently does not exist. The college would like to implement the program by Fall 2015 Semester.

**Upon a motion by the committee and seconded by Mr. Sampson, the Board approved the above request of \$50,000 to hire a consultant to explore a student placement advisory program. The motion carried 12-0-0.**

Also, it was recommended by the committee that the college continue discussion on the possibility of a mascot. The committee felt that a mascot would have a true public relations value as a marketing tool for community outreach opportunities.

Local reports were provided.

Mr. Mark Probst provided an update on the renovations of Georgiadis Hall and swing space facilities as renovations takes place (Attachment C).

EXECUTIVE SESSION

At 5:38 p.m. a motion was made by Mr. Kilgore and seconded by Dr. Konerding in accordance with Section 2.23711(A)(1) of the Code of Virginia, that the College Board convene in closed session to discuss the president's evaluation, under the personnel exemption of the Virginia Freedom of Information Act. The motion carried 12-0-0.

Board Members Present:

Mr. Stephen Baril, City of Richmond  
Mr. Thurman S. Cash III, City of Richmond  
Mr. Mark A. Creery, Hanover County  
Dr. Brenda J. Drew, City of Richmond  
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Dr. John A. Manzari, Louisa County  
Ms. Maureen Moslow-Benway, Powhatan County  
Mr. Ernesto V. Sampson, City of Richmond  
Dr. Gary Rhodes, President

Board Members Absent:

Reverend Marcus Martin, Henrico County  
CAPT Richard C. Rush, Henrico County  
Ms. Audrey Swann, Henrico County

At 5:55 p.m. a motion was made by Mr. Kilgore and seconded by Dr. Konerding that the College Board reconvenes back into open session. The motion carried 12-0-0 with a roll call vote certifying that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the College Board.

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PRESIDENT'S EVALUATION

**Upon a motion by Dr. Edwards and seconded by Dr. Drew, the Board approved the evaluation of President Gary Rhodes as presented. This motion carried 12-0-0.**

INFORMATION ITEMS FROM THE BOARD CHAIR

Chair Creery reminded the Board of the following upcoming events:

- Next Board Meeting – June 5, 2014
- College's Recognition and Awards Event – May 7, 2014
- Graduation – May 11, 2014

ADJOURNMENT

**A motion was made and seconded that: "THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN." The motion carried 12-0-0.**

There being no further business to come before the Board, the meeting adjourned at 6:00 p.m.

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Gary L. Rhodes, Secretary

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Mark A. Creery, Chair