

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

**March 6, 2025  
Minutes No. 416**

The J. Sargeant Reynolds Community College Board convened at 4:01 p.m. on Thursday, March 6, 2025 at the Parham Road Campus.

**Board Members Present:**

Dr. Barbara Brown, Powhatan County  
Mr. Bo Bundrick, County of Louisa  
Dr. Brenda J. Drew, City of Richmond arrived at 4:04 pm after Minutes approval  
Mrs. Allison M. Feinmel, Henrico County  
Dr. Stephen A. Geyer, Goochland County  
Mrs. Kathy Graziano, City of Richmond arrived at 4:04 pm after Minutes approval  
Mr. Jeffrie L. Hedrick, Henrico County  
Mr. Paul Logan, City of Richmond  
Mr. Owen M. Matthews, Hanover County  
Mrs. Anne McDougall, Hanover County excused at 5:13 pm  
Dr. Emmy Smith Ready, City of Richmond  
Mrs. Monica L. Smith-Callahan, Henrico County excused at 5:15 pm  
Dr. Paula Pando, President

**Board Members Absent:**

Mr. Peter Blake, City of Richmond  
Dr. Rajendra Dubey, Henrico County  
Mrs. Mary L. Studevart, Henrico County

**Staff Present:**

Ms. Amy Bradshaw  
Ms. Ann Bushey  
Dr. Joshua Cole  
Mr. Desmond Diggs  
Dr. Lori Dwyer, Via Zoom  
Ms. Lindsay Robinson  
Mr. Sean Terrell  
Dr. Jennifer Mezquita-Macaia  
Mr. Joe Rivera

**CALL TO ORDER**

Owen Matthews called the meeting to order.

**ROLL CALL**

Vice Chair Matthews affirmed that a quorum was present.

#### PUBLIC COMMENT

No Comment.

#### BOARD CHAIR'S REPORT

Vice Chair Matthews asked everyone to introduce themselves for the benefit of new members.

#### MINUTES

Mr. Owen Matthews asked if there were any additions or corrections to the Minutes of the January 9, 2025 meeting.

**Being none, the January 9, 2025, Minutes were approved as posted.**

#### PRESIDENT'S REPORT

Dr. Pando welcomed the board this afternoon and presented the following:

- Enrollment booming
- Spring Enrollment up 10.26% FTE and 12.3% in headcount
- VUU Martin Luther King's Leadership breakfast recognizing Reynolds
- VADA
- Career Connect
- Student's visit to General Assembly
- 2025 ACCT National Legislative Summit
- Impact 2027 - Strategic Direction
- Spring College In-Service – Josh Wyner - Community College 3.0
- Delegation attend ATD DREAM in Philadelphia
- Center for Excellence in Teaching and Learning (CETL) Team
- Dr. Joshua Cole – Director of Organizational Development
- Headwinds as we look ahead – Budget, Dual Enrollment,
- Federal Funding
- Thank you

#### FEATURED PRESENTATION

Ms. Lindsay Robinson and Mr. Desmond Diggs presented on *A Case for Support of a Capital Campaign to Transform the Reynolds Downtown Campus*. The presentation included the need, vision, plan and impact for the project. Pending the results of the Campaign Planning Study and Foundation Board approval the campaign would begin in the summer to fall of 2025.

At conclusion of Ms. Robinson's remarks, the Board presented a few questions as to the size and capacity of students that a \$40 million campaign could impact. Vice Chair thanked Ms. Robinson for the update and reflected the Board's eagerness to learn the Foundation Boards' recommendation on the Capital Campaign and the College Board's eagerness to support the Foundation Board in their evaluation.

#### VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Report posted to Boarddocs.

#### VICE PRESIDENT OF CCWA REPORT

Report posted to Boarddocs.

#### VICE PRESIDENT OF ACADEMIC AFFAIRS AND CHIEF ACADEMIC OFFICER

No Report.

#### VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Reports posted to Boarddocs.

Ms. Lindsay Robinson led a discussion regarding the decline in attendance at the Local Elected Officials Reception. The board discussed the possibility of changing the time of day or the season to avoid the busy election season.

After much discussion Ms. Robinson informed the board, she would provide the board members with a few questions regarding the event they could solicit feedback from their locality officials. Ms. Robinson will ask Ann Bushey to email the information to the board members.

#### VICE PRESIDENT OF STUDENT AFFAIRS

Report posted to Boarddocs.

ASSOCIATE VICE PRESIDENT OF RESEARCH, PLANNING AND GRANTS

Report posted to Boarddocs.

FINANCE & FACILITIES COMMITTEE

Mrs. Monica Smith-Callahan reported the Finance and Facilities committee met prior to this meeting and asked Board Approval for the following:

**1. Approval of Crisis and Emergency Management Plan for 2025**

Upon a motion by Mrs. Monica Smith-Callahan and seconded by Dr. Brenda Drew the board approved the Crisis and Emergency Management Plan for 2025. The motion carried 11-0-0.

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

Dr. Steve Geyer shared the committee met prior to the board meeting and asked Board Approval for the following:

**1. Approval of program title change:**

- 1. Management Associate of Applied Science (AAS) to Business Management effective fall 2025**
- 2. Health Science Career Studies Certificate (CSC) to Health Professions effective fall 2025**

**2. Approval of Automotive Management and Light Repair CSC Closure with no new students admitted after spring 2025 and spring 2026 as last term for graduation**

**3. Approval of New Advisory Committee Members**

Vice Chair Matthews moved to vote on all approvals under one motion. Mr. Bo Bundrick made a Motion to approve all items and Mrs. Kathy Graziano seconded the motion. The board approved the title change of Management Associate of Applied Science (AAS) to Business Management effective fall 2025, Health Science Career Studies Certificate (CSC) to Health Professions effective fall 2025 and the closure of Automotive Management and Light Repair CSC with no new students admitted after spring 2025 and spring 2026 as last term for graduation. The board approved the New Advisory Committee Members under the same motion. The motion carried 10-0-0.

BOARD OPERATIONS & PLANNING COMMITTEE

No Report.

CLOSED SESSION - PERSONNEL

At 5:30 p.m. Mr. Owen Matthews moved the board go into closed session. Mr. Bo Bundrick made a motion, in accordance with section 2.2-3711(a) (1) of the *Code of Virginia*, I move that the board convene in closed session to discuss "personnel matters" relating to Reynolds Community College". Dr. Barbara Brown seconded the motion.

Board Members Present:

BOARD MEMBERS	LOCALITY	YES	NO
Dr. Barbara Brown	Powhatan	X	
Bo Bundrick	Louisa	X	
Dr. Brenda Drew	Richmond	X	
Allison Feinmel	Henrico	X	
Dr. Stephen A. Geyer	Goochland	X	
Kathy Graziano	Richmond	X	
Jeffrie Hedrick	Henrico	X	
Paul Logan	Richmond	X	
Owen Matthews	Hanover	X	
Dr. Emmy Smith Ready	Richmond	X	

At 5:48 p.m. Mr. Owen Matthews moved: "The board of J. Sargeant Reynolds Community College has concluded its closed session and is hereby in open session. I will now take a roll call vote that will be included in the minutes 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."

For the Roll Call please respond "Yes" or "No" if you agree that only "Personnel Matters" relating to Reynolds were discussed in closed session:

Board Members Present:

BOARD MEMBERS	LOCALITY	YES	NO
Dr. Barbara Brown	Powhatan	X	
Bo Bundrick	Louisa	X	
Dr. Brenda Drew	Richmond	X	

Allison Feinmel	Henrico	X	
Dr. Stephen A. Geyer	Goochland	X	
Kathy Graziano	Richmond	X	
Jeffrie Hedrick	Henrico	X	
Paul Logan	Richmond	X	
Owen Matthews	Hanover	X	
Dr. Emmy Smith Ready	Richmond	X	

Mr. Matthews reported: for the record, all present College Board Members confirm only personnel matters of Reynolds were discussed in Closed Session.” All board members voted “Yes” confirming only Personnel Matters were discussed.

**A motion was made and seconded that: “THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN.” The motion carried 10-0-0.**

There being no further business to come before the Board, the meeting adjourned at 5:50 p.m.

  
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Paula P. Pando, Secretary  
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Owen Matthews, Vice Chair