

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

**September 4, 2025
Minutes No. 419**

The J. Sargeant Reynolds Community College Board convened at 4:09 p.m. on Thursday, September 4, 2025, at the Parham Road Campus in the Workforce Development & Conference Center Building, First Floor Gallery.

Board Members Present:

Mr. Peter Blake, City of Richmond
Mr. Bo Bundrick, County of Louisa
Mr. Joseph C. Chaudhari, City of Richmond
Dr. Brenda J. Drew, City of Richmond
Dr. Rajendra Dubey, Henrico County
Mrs. Allison M. Feinmel, Henrico County
Mr. Jeffrie L. Hedrick, Henrico County
Mr. Paul Logan, City of Richmond
Mr. Owen M. Matthews, Hanover County
Mrs. Anne McDougall, Hanover County
Mr. C. Michael Newman, Goochland County
Dr. Emmy Smith Ready, City of Richmond arrived at 4:15 pm
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Mary L. Studevart, Henrico County
Dr. Paula Pando, President

Board Members Absent:

Dr. Barbara Brown, Powhatan County

Staff Present:

Ms. Amy Bradshaw
Mr. Travis Burgoyne
Ms. Ann Bushey
Dr. Joshua Cole
Dr. Lori Dwyer
Dr. Jennifer Mezquita-Macaia
Ms. Andrea Niedhammer
Ms. Dana Newcomer
Ms. Lindsay Robinson
Mr. Sean Terrell
Mr. Joseph Rivera

CALL TO ORDER

Owen Matthews called the meeting to order.

ROLL CALL

Chair Matthews affirmed that a quorum was present.

PUBLIC COMMENT

No Comment.

BOARD CHAIR'S REPORT

Chair Matthews welcomed the board and reminded them of the Mission of the college. Mr. Matthews asked everyone to introduce themselves, share their affiliation with the college and what they are most excited about this year.

Mr. Matthews shared he attended the Chancellor's Retreat with Vice Chair, Mrs. Allison Feinmel, and asked Mrs. Feinmel to share her experience. Mrs. Feinmel shared how impressed she was with Dr. Pando and her Executive Leadership Team.

Mr. Matthews shared his three takeaways from the Chancellor's Retreat: the passion in the room across the 23 colleges, hearing from the administration, and the need for faculty members to meet the students where they are.

Mr. Matthews also shared the local board process for communication with the Chancellor. Local Board Members should bring any questions or concerns to the Board Chair and President, and they will communicate with the Chancellor.

MINUTES

Chair Matthews asked if there were any additions or corrections to the Minutes of the June 5, 2025 meeting.

Mr. Peter Blake made a motion for approval and Mrs. Mary Studevant seconded the Motion. The Board approved the June 5, 2025 College Board Minutes. The motion carried 15-0-0.

STAFF REPORTS:

PRESIDENT'S REPORT

Dr. Pando welcomed the board and presented the following:

- Welcomed new board members: Mr. Joseph Chaudhari and Mr. Michael Newman
- Busy Summer at the college with renovations and creating new spaces
- Horticulture moved into Lewis Ginter Botanical Garden
- Accreditation Surgical Technician & ASE Accreditation for General Automotive
- Hosted Girls for a Change
- Content Experts presented at the Hunt Institute
- Next Step Reynolds to VCU
- Enrollment Bash
- Enrollment up headcount, FTE up 7.6%
- ESL Growth up 47% since 2020
- Unlocking Opportunity Aspen Institute
- Unlocking Potential at Reynolds
- Back to the Nest
- Chancellor's Retreat – thank you Mrs. Allison Feinmel and Mr. Owen Matthews
- September 30 Fall In-Service – Dr. Michael Baston Keynote Speaker
- Hawk Fest Saturday, September 27
- Before Virginia Votes, Tuesday, October 7
- Thank you

Following her report Dr. Pando answered questions from the board.

FEATURED PRESENTATION

- No Featured Presentation

Chair Matthews asked if there were any questions with the Staff Reports.

- Mr. Sean Terrell answered a question on the data review of our Pathways program and selecting the 2020-2021 academic year as the data set. The college will continue to review against different years but the 2020-2021 was the year selected to work with for consistency.
- Dr. Lori Dwyer answered questions on the new EMT training room at the downtown campus and the excitement that real-life experience is bringing to the students. Mr. Terrell followed up on the teamwork it took across all the senior leadership disciplines to secure that funding and see that “classroom” come into existence.

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

Report posted to Boarddocs.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Report posted to Boarddocs.

VICE PRESIDENT OF STUDENT AFFAIRS

Report posted to Boarddocs.

ASSOCIATE VICE PRESIDENT OF RESEARCH, PLANNING AND GRANTS

Report posted to Boarddocs.

DIRECTOR OF ORGANIZATIONAL DEVELOPMENT

Report posted to Boarddocs.

COMMITTEE REPORTS:

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

No items.

FINANCE & FACILITIES COMMITTEE

Committee Chair, Mr. Jeffrie Hedrick, reported the committee met prior to the board meeting and shared there are no action items today. Ms. Amy Bradshaw informed the board that the Jurisdictional FY27 requests will be presented at the next meeting.

BOARD OPERATIONS & PLANNING COMMITTEE

Mr. Owen Matthews discussed the proposed Bylaw and Policy change posted to Boarddocs.

Action Item 1

Approval to update Bylaw K Board Meetings:

Approval to replace Bylaw K with the following: The College Board shall convene four to six (4–6) times per year at dates and times determined by the Board Chair, with a priority on the first Thursday of the month. A schedule of approved meeting dates will be distributed at the beginning of each year. On an annual basis, the College Board Chair and Vice Chair, in collaboration with the College President and the Vice President of Institutional Advancement, shall evaluate the appropriateness and anticipated benefit of hosting an appreciation event recognizing local elected officials for their support of the College. The decision to hold such an event shall be informed by considerations of relevance, engagement, and institutional priorities.

Mr. Peter Blake made a motion to approve the motion presented by Mr. Matthews. Dr. Rajendra Dubey made a motion to approve with the amended language to include the word funding. Mr. Bo Bundrick seconded the amended language. The board approved. The College Board shall convene four to six (4–6) times per year at dates and times determined by the Board Chair, with a priority on the first Thursday of the month. A schedule of approved meeting dates will be distributed at the beginning of each year. On an annual basis, the College Board Chair and Vice Chair, in collaboration with the College President and the Vice President of Institutional Advancement, shall evaluate the appropriateness and anticipated benefit of hosting an appreciation event recognizing local elected officials for their support of the College. The decision to hold such an event shall be informed by considerations of relevance, engagement, institutional priorities and funding. The motion carried 15-0-0.

Approval to update Board Policy K – Virtual Committee Meetings Section 3 to Virtual Committee and Full Board Meetings

Mrs. Monica Smith-Callahan made a motion for approval and Mr. Bo Bundrick seconded the motion. The Board approved the update to Board Policy K to include Virtual Committee and Full Board Meetings. The motion carried 15-0-0.

There being no further business “THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURNED” at 5:33 pm.

Paula P. Pando, Secretary

Owen M. Matthews, Chair