

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

March 5, 2020

Minutes No. 387

The J. Sargeant Reynolds Community College Board convened at 4:04 p.m. on Thursday, March 5, 2020, at the Parham Road Campus, Workforce Development & Conference Center Gallery.

Board Members Present:

Mr. Fred Babik, Henrico County
Mr. Stephen E. Baril, City of Richmond
Dr. Sally Boese, Powhatan County
Mrs. Monica L. Smith-Callahan, Henrico County
Mrs. Stephanie Chalkley, Hanover County
Mr. Mark A. Creery, Hanover County
Dr. Surya P. Dhakar, Henrico County
Dr. Brenda J. Drew, City of Richmond
Dr. Kenneth Warren Foster, City of Richmond
Mrs. Kathy Graziano, City of Richmond
Dr. John A. Manzari, Louisa County
Mrs. Mary L. Studevart, Henrico County arrived at
Dr. Paula Pando, President

Board Members Absent:

Dr. Stephen A. Geyer, Goochland County
CAPT Richard C. Rush, Henrico County

Arrived Late:

Mr. Eldon L. Burton, City of Richmond arrived at 4:37 p.m.

Staff Present:

Dr. Wendy Bolt
Ms. Amy Bradshaw
Ms. Tonya Broadnax
Sgt. Kimberly Bryant
Mr. Raymond Burton
Mr. Dirk Burruss
Ms. Ann Bushey
Ms. Kim Cain
Ms. Alex Cename
Ms. Elizabeth Creamer
Dr. Alan Crouch
Ms. Bess Littlefield
Dr. Terricita Sass
Mr. Joe Schilling
Mr. Mike Verdu

CALL TO ORDER

Chair Babik called the meeting to order and welcomed everyone.

ROLL CALL

Dr. Paula Pando, President, affirmed that a quorum was present.

BOARD CHAIR'S REPORT

Chair Babik shared the following:

- We will be postponing the College Board Retreat until the Coronavirus is contained.
- Interviews with the constituency groups were conducted on February 20 for Dr. Pando's evaluation. We plan to draft a response to the Chancellor before our next board meeting.
- Thank you to all board members for contributing to Reynolds Educational Foundation. We have one board member remaining to contribute and I am confident we will have 100% participation by June 20.

1. CLASSIFIED COUNCIL REPORT

Sgt. Kimberly Bryant, Classified Council Vice President, reviewed her report posted to agenda. Sgt. Bryant was very excited to share \$1,322 were raised by the recent scholarship bowl.

2. FACULTY SENATE REPORT

Mr. Dirk Burruss, Faculty Senate President, reviewed his report posted to agenda. Mr. Burruss thanked the President, Cabinet and Board for their support. Faculty Senate is especially grateful for the Boards contribution to text book fund.

3. PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Mr. Raymond Burton, PAFS President, reviewed his report posted to the agenda. Mr. Burton thanked the board for their donation to the PTK fund which assists students with registration funds. This past Saturday we had the largest PTK class inducted. Of the 60 inducted 38 had received registration funds.

MINUTES

Chair Babik asked if there were any additions or corrections to the minutes of the January 9, 2020 Board Meeting.

Upon a motion by Ms. Kathy Graziano and seconded by Mrs. Monica Smith-Callahan the Board approved the minutes from the January 9, 2020 meeting. The motion carried 12-0-0.

PRESIDENT'S REPORT

President Pando presented on the following:

- Hello March – lot happens during the month of March
- Registration begins in one month (summer and fall)
- Enrollment continues to be healthy
- Open Houses
- Program Growth
- The Kitchens at Reynolds Community College
- Automotive Technology
- Renewable Energy with Goochland
- Direct Enrollment
- New Pathways
- P2 Task Force Statewide Initiatives
- Community Strategic Plan
- College Strategic Plan
- Thank you

VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw provided an update on the emergency plans the college has in place as it pertains to the Coronavirus. The goal is to keep continuity for the students. We are managing and updating students, faculty and staff. Yesterday there was a conference call hosted by the Virginia Department of Health for colleges and universities. We are identifying essential employees and have an internal COOP plan. Dr. Britt is working with her deans and staff on how to address this. The custodial staff is doing additional cleaning.

VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

No Report

VICE PRESIDENT OF CCWA REPORT

Ms. Elizabeth Creamer provided and update on:

- New Program Offerings
- Emergency Telecommunicator (911 Dispatcher) Certificate Course with Henrico County

Ms. Creamer reported CCWA remains second among VCCS colleges for both Fast Forward workforce credential enrollments and attainment. Ms. Creamer also shared The National Governors Association (NGA) will be announcing the top 15 grantees for best practices and J. Sargeant Reynolds Community College is the second place finisher.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Littlefield also shared a Save the Date went out through constant contact for the Grand Opening of The Kitchens at Reynolds. Ms. Bess Littlefield introduced Mr. Joe Schilling, Director of Communications, who will presenting on CRM.

Mr. Schilling presented a Powerpoint on CRM. CRM stands for Customer Relationship Management. CRM includes data inside and outside the organization. CRM integrates all the communication methods. Dr. Terricita Sass is the project sponsor. Mr. Todd Waldo, who is a subject matter expert in this field, has been hired to lead project. The goal is to be up to speed in August.

ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

No Report

FINANCE & FACILITIES COMMITTEE

Mrs. Kathy Graziano reported the Finance and Facilities committee met on February 13, 2020 and seek approval on the following:

Action Item #1

Approval to Reallocate Distribution of the Tuition Differential Funds.

The Committee made a motion for approval and Mr. Steve Baril seconded the motion. The Board approved to Reallocate Distribution of the Tuition Differential Funds. The motion carried 13-0-0.

Action Item #2

Approval to Extend the Vending Funds Allocation for Student Services Positions

The Committee made a motion for approval and Mr. Steve Baril seconded the motion. The Board approved to Extend the Vending Funds Allocation for Student Services Positions. The motion carried 13-0-0.

Mr. Mike Verdu then provided a facility projects update to include photos of The Kitchens at Reynolds.

BOARD OPERATIONS & PLANNING COMMITTEE

No Report.


The next College Board Meeting is scheduled for May 7, 2020 at the Goochland Campus in the Community Room

A motion was made and seconded that: "THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN." The motion carried 13-0-0.

There being no further business to come before the Board, the meeting adjourned at 5:15 p.m.



Paula P. Pando, Secretary



Fred Babik, Chair

