

**John Tyler Community College
Minutes of Board Meeting #268
February 8, 2018**

The John Tyler Community College Board meeting convened at 3:00 p.m. on the Chester Campus, on Thursday, February 8, 2018.

Members Present:

- Mr. William Barnes, Vice Chair
- Ms. Tammie Collins
- Ms. Sammie Cotman
- Mr. Greg Cuffey
- Ms. Linda Hyslop
- Mr. Aubrey Lindsey
- Mr. Kenneth Pritchett
- Dr. Joyce Rowe, Chair
- Mr. Douglas Smith
- Mr. John Titus
- Ms. Zelda Tucker – Dugger
- Dr. Mary W. Wilson

Members Absent:

- Ms. Tracey Gilchrist
- Ms. Bekki Morris
- Ms. Ann Williams

Staff Present:

- Dr. Edward E. Raspiller, President
- Ms. Rachel Biundo, Vice President of Institutional Advancement
- Ms. Kara Carter, Administrative Assistant to the President
- Ms. Elizabeth Creamer, Vice President Workforce Development and Credential Attainment, CCWA
- Mr. Greg Dunaway, Director of Facilities Operations and Safety
- Dr. Bill Fiege, Vice President of Learning and Student Success
- Ms. Susan Grinnan, Vice President of Administration
- Ms. Brenda Miller, Faculty Association Representative
- Dr. Keri-Beth Pettengill, Executive Director, Office of Institutional Effectiveness
- Ms. Natolyn Quash, Associate Vice President of Financial Services
- Mr. Fred Taylor, Director of Governmental and Administrative Services

1. CALL TO ORDER – Dr. Rowe

The meeting was called to order at 3:00 p.m.

2. PUBLIC COMMENT – Dr. Rowe

There was no public comment.

3. ADOPTION OF THE MINUTES– Dr. Rowe (Tab 1)

A motion was made by Ms. Hyslop, seconded by Mr. Lindsey, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 267, DATED NOVEMBER 16, 2017.” The motion passed unanimously.

4. Auxiliary Fee Conversion Request- Ms. Grinnan (Tab 2)

Ms. Grinnan presented the auxiliary fee conversion request. She explained that the college is seeking approval from the Board to convert the auxiliary fees from a flat fee structure to a per credit hour basis. JTCC is the only college in the VCCS that charges a flat fee per semester while other colleges charge their auxiliary fees on a per credit hour basis. It was recently reported that a VCCS Internal Auditor recommended that JTCC convert its auxiliary fee to a per credit hour basis to align with the rest of the VCCS colleges. This request is to maintain the parking fee at \$4.00 per credit hour, however, the college is also seeking approval to increase the student activity fee \$0.34; from \$0.66 to \$1.00 per credit hour. Ms. Grinnan explained that the combined auxiliary fees of \$5.00 per credit hour will place JTCC in the middle among the 23 community colleges.

A motion was made by Mr. Titus, seconded by Ms. Tucker-Dugger, that “THE BOARD APPROVE THE AUXILIARY FEE CONVERSION REQUEST AS PRESENTED.” The motion passed unanimously.

5. ACADEMIC PROGRAMS – Dr. Fiege (Tab 3)

Dr. Fiege stated that there are several program proposals that will be presented today. He is asking the Board to approve discontinuing two programs. The AA Liberal Arts, Theatre Arts Specialization and AS General Studies, Theatre Arts Specialization are being eliminated as SCHEV has approved the Associate of Fine Arts (AFA) Theatre degree for implementation in Fall 2018. The plan was to eliminate both of these programs once the AFA was approved.

Dr. Fiege presented the following programs changes and explained that the faculty have evaluated programs of study as part of the college's guided pathways work. He stated that it was recommended to remove eight (7) of our current transfer specializations and convert them to five (5) stand-alone degree programs with one (1) having a specialization. The following transfer degree specializations would have the General Studies or Liberal Arts removed:

- AS General Studies, Computer Science to AS Computer Science
- AS General Studies, Mass Communications to AS Mass Communications
- AS General Studies, Psychology to AS Psychology
- AS General Studies, Teacher Education Elementary (K-6) to AS Teacher Education
- AS General Studies, Secondary Teacher Education in Mathematics to AS Teacher Education, Secondary Mathematics Specialization
- AA Liberal Arts, Secondary Teacher Education in English and Liberal Arts, Secondary Teacher Education in History to AA Secondary Teacher Education in English and History

A motion was made by Mr. Lindsey, seconded by Mr. Barnes, that "THE BOARD APPROVE DISCONTINUING THE AA LIBERAL ARTS, THEATRE SPECIALIZATION AND AS GENERAL STUDIES, THEATRE ARTS SPECIALIZATION AND APPROVE THE CHANGES TO THE ACADEMIC PROGRAMS AS PRESENTED." The motion passed unanimously.

6. APPOINTMENT OF BOARD NOMINATING COMMITTEE – Dr. Rowe

Dr. Rowe nominated Ms. Tammie Collins as chair. Dr. Wilson agreed to be on the committee and would like to ask one more person to join after the meeting adjourns.

7. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the local funds budget reports. It was explained that Mr. Titus, Dr. Rowe, and Mr. Lindsey met separately to discuss Chesterfield County not meeting the financial requests from the college. They had determined that it made better sense to approach representatives in their districts and have individual conversations. Mr. Taylor assisted the Board members by putting together talking points and information, as well as accompanying them to the meetings. They feel confident that Chesterfield County will increase the amount they send, though it may not be the full amount requested. Ms. Grinnan thanked Mr. Titus, Dr. Rowe, and Mr. Lindsey. Ms. Grinnan continued to present the budget reports. She stated

that there are funds in Student Services to help with more activities in Spring. She mentioned that though there have been a few snowstorms, funds have yet to be used from auxiliary enterprises. Ms. Grinnan explained that there has not been much activity in the Chester Nicholas/Bird account but after May/June, more funds will be utilized. She briefly reviewed the additional local funds budget reports.

8. CCWA STAFF REPORT – Ms. Creamer

Ms. Creamer gave an update on CCWA. She focused on how CCWA is changing to better meet the needs of job seekers and business and industry clients. Ms. Creamer briefly mentioned the fall Regional Manufacturing Summit that was held at the JTCC Chester Campus in October. Ms. Creamer stated that CCWA offers training in the following fields: manufacturing, transportation and construction, logistics and warehousing, health care, education and business services. Ms. Creamer explained the impact of the Workforce Credentials Grant. She explained that as of January 1, 2018, CCWA had enrolled 1181 students in training for workforce credentials with 714 of those students completing a program and earning a credential. Ms. Creamer announced that as of today, an audit was concluded and CCWA was commended for the robustness of their enrollment. She also mentioned that they just launched a partnership with Goodwill.

9. PRESIDENT'S REPORT – Dr. Raspiller

- Dr. Raspiller introduced Dr. Keri-Beth Pettengill. Dr. Pettengill is the new Director of the Office of Institutional Effectiveness. He also introduced Ms. Emily Bikowski, our new Career Coach.
- Dr. Raspiller has accepted a position on the CJW Board of Trustees. He was oriented last month and explained that it is a critical partnership.
- Dr. Raspiller stated that our students have visited with the legislators this year as they have in the past. The senators and delegates respond very well and the visits are a lot of fun. He noted that the students will get to meet with Lieutenant Governor Fairfax during the next visit on February 14, 2018.
- Dr. Raspiller updated the Board on Go Virginia Region 4. He explained that they continue to meet and briefly discussed their initiative. He noted that there will be a Region 4 meeting held at the Chester Campus on May 21, 2018.
- Dr. Raspiller gave a brief update regarding the Curtis Group/Zehno. Ms. Biundo noted that the research has been completed and a brand platform has been created. She explained that the implementation phase will take a few years to apply to everything. She feels this will set us apart from other higher education institutions.

- Dr. Raspiller reminded the Board about the migration to the Shared Services Center. Procurement, travel, and human resources have all migrated to SSC.
- Dr. Raspiller noted that the college had an ACEN Nursing Site visit last week. Dr. Fiege commented that they met with faculty, students, and leadership and the college received a glowing report.
- Dr. Raspiller announced that there are now cyber classes on site at Amazon. Cyber security has always been online and this is the first face-to-face.
- Dr. Raspiller commented on changes to housekeeping on both campuses. The college entered into an agreement with Goodwill earlier this year. All custodial work will be completed in the evening after classes have been completed.
- Dr. Raspiller announced that Commencement will be held on May 11, 2018 at 4:00 p.m. at VSU. Commencement will follow the Nurse Pinning Ceremony that will begin at 1:30 p.m.
- Dr. Raspiller announced the The Lynn Theatre will be showing The 25th Annual Putnam County Spelling Bee. The performance dates are April 6th, 7th, 8th, 13th, 14th, and 15th.

10. ADJOURNMENT – Dr. Rowe

The meeting adjourned at 4:45p.m.

Respectfully submitted:

Edward E. Raspiller
Secretary of the Board
President of the College

Dr. Joyce Rowe
Chair of the JTCC Board