

**John Tyler Community College**  
**Minutes of Board Meeting #279**  
**February 11, 2021**

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The John Tyler Community College Board meeting convened at 3:00 p.m. via Zoom, on Thursday, February 11, 2021.

Members Present:

Ms. Tammie Collins, Chair  
Mr. Elliot Eliades  
Ms. Linda Gholston  
Ms. Michelle Johnson  
Dr. Deborah Marks  
Mr. Kenneth Pritchett  
Mr. Douglas Smith  
Ms. Lorie Camp Southall  
Ms. Zelda Tucker-Dugger  
Dr. Joseph Tylus  
Ms. Ann Williams  
Ms. Christine Wilson  
Dr. Lisa Winfield

Members Absent:

Mr. Bill Barnes  
Mr. Aubrey Lindsey

Staff Present:

Dr. Edward E. Raspiller, President  
Ms. Kara Armstrong, Administrative Assistant to the President  
Ms. Rachel Biundo, Vice President of Institutional Advancement  
Ms. Elizabeth Creamer, Vice President of Workforce Development and Credential Attainment, CCWA  
Dr. Bill Fiege, Vice President of Learning and Student Success  
Ms. Susan Grinnan, Vice President of Administration  
Mr. Chip Kramer, Director of Facilities Operation and Safety  
Ms. Brenda Miller, Faculty Association Representative  
Dr. Keri-Beth Pettengill, Director of Institutional Effectiveness  
Ms. Fred Taylor, Director of Governmental and Administrative Services  
Ms. Natolyn Quash, Associate Vice President of Financial Services  
Ms. Holly Walker, Public Relations Manager

1. CALL TO ORDER – Ms. Collins

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

2. PUBLIC COMMENT – Ms. Collins

There was no public comment.

3. ADOPTION OF THE MINUTES– Ms. Collins (Tab 1)

A motion was made by Ms. Ann Williams, seconded by Mr. Kenneth Pritchett that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 278, DATED NOVEMBER 12, 2020.” The motion passed unanimously.

4. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the budget report ending December 31, 2020. She thoroughly reviewed each fund account and explained the expenditures. She noted the accounts with minimal to no activity stating this was due to the pandemic and not having students on campus.

5. PROPOSED COLUMBIA GAS OVERVIEW- Mr. Kramer

Mr. Kramer shared the background on the project. Columbia Gas approached the college in 2019 requesting an easement on the Midlothian Campus for the expansion and continuation of their service. The easement would be comprised of a 50x50 district station. Ms. Kramer shared a map showing the district station would be centered on the parking deck on the west side. Columbia Gas has also requested an easement over the existing roadway to access the station itself. After much discussion and looking at different areas on the campus from Tyler’s perspective, this is the only area that would be agreeable for the College. Mr. Kramer noted that there are ongoing discussions with Columbia. He stated that Columbia Gas is looking to move forward as quickly as possible. Construction is not expected to begin until 2023, but Columbia Gas is looking to be able to get their infrastructure in as soon as they can. Mr. Kramer is seeking preliminary approval from the board to allow Tyler to recommend to the VCCS and support of the issuance of the easement or ground lease all of that being provided that mutually beneficial agreement before John Tyler and Columbia Gas.

A motion was made by Mr. Kenneth Pritchett, seconded by Ms. Christine Wilson that “THE BOARD APPROVE THE COLUMBIA GAS EASEMENT RECOMMENDATION AS PRESENTED.” The motion passed unanimously.

6. STRATEGIC INITIATIVES UPDATE - Ms. Biundo

Ms. Biundo gave an update on the Strategic Initiatives. She reported that all of the initiatives are moving forward on schedule. Ms. Biundo provided a short update on strategic planning and the Quality Enhancement Plan (QEP). Ms. Biundo asked for Dr. Pettengill to provide more details, as she is the staff lead.

Dr. Pettengill explained that every six years, the college has an opportunity to develop an institutional plan that integrate our student success initiatives throughout the college and then plan for future needs. Therefore, the strategic planning committee is composed of both community and college members and it represents several affinity groups through the college. There is a student representative, faculty representative, staff representative, administrative faculty representative and then also representatives from both the College and Foundation boards. Through analysis of surveys and reports, the committee came to four overarching areas. They looked at attracting and retaining students, expanding and diversifying funding resources, expanding and developing partnerships to meet the changing needs in the region, and innovating processes and practices. The committee is currently fine tuning the focus areas in small work groups and looking at ways to collaborate across the groups and throughout the college.

Dr. Pettengill explained that the Quality Enhancement Plan (QEP) is a multi-year study and plan, which seeks to improve either student learning outcomes and/or student success. She further explained that the QEP, along with the focus report, is submitted during the reaffirmation process. The QEP is composed of a pilot study and then the working plan. There are two committees, one being the Topic Committee that has agreed on a topic that was based on multiple years of survey feedback. The QEP will focus on a holistic and inclusive approach to student engagement and success. The cohesive and collaborative plan will involve multiple areas of our college and will include intensive academic advising, financial coaching, program mapping by academic discipline, strategic scheduling, and targeting marketing and outreach. Next, the Development Committee will meet to start working on the pilot study. After the fall, the committee will fine tune the plan for submission.

Ms. Biundo reported that in the leadership group, they are starting to see where the different efforts are aligning around common, critical factors and around the college's mission, which was the intended outcome. Ms. Biundo gave an update on the Diversity, Equity, and Inclusion task force. They are currently working on the strategic plan and building goals and strategies that can be measurable going forward. She hopes to have more to share at the June meeting. Ms. Biundo gave

an update on the Naming Task Force. She stated that multiple rounds of potential names were reviewed and a survey was deployed to the community to gather feedback. She shared that there were more than 1400 responses to that survey and more than 50% of those were from students. The next step will be for the consultant group, Brand Federation, to do an analysis of that feedback that will be presented to the task force next week. The output of that meeting will be a recommendation of three top names to be considered that will go to Dr. Raspiller for his review. He will then consult the leadership team before making a recommendation to the State Board in March. Ms. Biundo stated that the next step for the task force will be to start work on the recommended building name changes and street name changes which will go to the Board in June.

Ms. Collins thanked the leadership team for all of the work and the board looks forward to the next update.

7. CCWA ANNUAL UPDATE – Ms. Creamer

Ms. Creamer gave a CCWA annual update and shared power point presentation with the Board. She gave an overview of 2020 and discussed some of the challenges that came when the pandemic began. However, at the end of year one of the pandemic, about a million dollars more in revenue has been generated through FastForward workforce credentials than in prior years. She reviewed the FastForward Certification Programs. Ms. Creamer explained that before the pandemic, 100% of credentialed programs were delivered in-person. However, today, 58% of classes are hybrid with 34% being virtual and 8% being in-person. She noted that CCWA's number one priority now is getting regional residents trained and educated for open, living wage jobs. She mentioned the Virginia Ready program. This is a newly established nonprofit organization formed in response to the economic hardships created by the pandemic. She also mentioned the Re-Employ Virginians (REV) program that was created for Virginians who are unemployed or under-employed due to the pandemic. Ms. Creamer stated that economic development continues to work hard in the region and she is proud to announce that Tyler and CCWA are very much a part of the effort to develop education and training programs for Pharmaceutical Manufacturing that is beginning to be seen in Petersburg. She mentioned Network2Work, the Governor's initiative to better connect unemployed, underemployed, and low-income Virginians to living wage jobs with a future. CCWA is co-leading this initiative with Capital Region Workforce Partnerships by utilizing grants from Go Virginia, the Community Foundation for Greater Richmond, and Capital One. She ended her report by thanking her colleagues, Ms. Grinnan's team and the board for all of the support over the past year.

8. PRESIDENT'S REPORT– Dr. Raspiller

Dr. Raspiller starting by wishing the board a happy new year. He explained that the college is still in a closed campus posture relative to the pandemic. However, services for students are open on campus and there are some classes that are going on in the traditional format. He applauded the effort made from both Ms. Creamer's and Dr. Fiege's teams in switching the instructional delivery platform around to continue to meet the needs of the students and community.

Dr. Raspiller announced the pilot of a fitness program from the Health and Safety Committee. A part-time trainer was hired for the college and only employees were invited to join a forty-five minute virtual fitness class that will be held on Tuesdays, from 5:15 p.m. – 6:00 p.m. and Thursdays from 7:00 a.m. – 7:45 a.m. He thanked Ms. Grinnan and the Health and Safety Committee for getting that started.

Dr. Raspiller noted that enrollment is still a bit off and asked for Dr. Fiege to give a brief report. Dr. Fiege reported that enrollment is down five and a half percent overall but many have put in a lot of efforts to maximize enrollment and his department is already working on getting students in for summer and fall.

Dr. Raspiller reminded the board of the Care Act funding he discussed at the last board meeting and asked for Ms. Grinnan to give an update. Ms. Grinnan gave a brief description of the funding received. She noted that the college is required to report the dollars received and where they are being spent. This information can be found on the college's website under COVID.

Dr. Raspiller reminded the board of the G3 Initiative (Get Skilled, Get a Job, Give back) that targeted those who couldn't otherwise afford college. If the initiative passes, it will be the first time there will be a tool to target the underserved, more disadvantaged population. Dr. Raspiller will update the board as more information becomes available.

Dr. Raspiller reminded the board of the JLARC study that was conducted in 2017. From this study, it was quickly discovered that more time needed to be devoted to advising and coaching students. Therefore, to begin what JLARC recommended, the VCCS has asked the legislature for \$5 million to start stepping into advising in a more serious way.

Dr. Raspiller asked the Board members to do all they can to attend the June Board meeting as it will be a long one with a lot of information.

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9. ADJOURNMENT – Ms. Collins

The meeting adjourned at 4:15 p.m.

Respectfully submitted:

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

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Ms. Tammie J. Collins  
Chair of the JTCC Board