

**John Tyler Community College
Minutes of Board Meeting #269
June 14, 2018**

The John Tyler Community College Board meeting convened at 9:30 a.m. on the Midlothian Campus, on Thursday, June 14, 2018.

Members Present:

- Mr. William Barnes, Chair
- Ms. Tammie Collins
- Ms. Sammie Cotman
- Ms. Linda Hyslop
- Ms. Bekki Morris
- Mr. Kenneth Pritchett
- Mr. Douglas Smith
- Ms. Ann Williams
- Ms. Christine Wilson
- Dr. Mary Wilson

Members Absent:

- Mr. N. Greg Cuffey
- Ms. Tracey Gilchrist
- Mr. Aubrey Lindsey
- Ms. Zelda Tucker-Dugger

Staff Present:

- Dr. Edward E. Raspiller, President
- Ms. Kara Carter, Administrative Assistant to the President
- Ms. Elizabeth Creamer, Vice President of Workforce Development and Credential Attainment, CCWA
- Mr. Greg Dunaway, Director of Facilities Operations & Safety
- Dr. Bill Fiege, Vice President of Learning and Student Success
- Ms. Brenda Miller, Faculty Association Representative
- Dr. Keri-Beth Pettengill, Director of Institutional Effectiveness
- Ms. Natolyn Quash, Associate Vice President of Financial Services
- Ms. Fred Taylor, Director of Governmental and Administrative Services
- Ms. Holly Walker, Public Relations Manager
- Ms. Jessica Will, Director of Development, JTCC Foundation

1. CALL TO ORDER – Mr. Barnes

The meeting was called to order at 9:30 a.m.

2. EXECUTIVE SESSION: EVALUATION OF DR. EDWARD E. RASPILLER

EXECUTIVE SESSION

A motion was made by Ms. Hyslop, seconded by Ms. Collins, that “IN ACCORDANCE WITH SECTION 2.1-344 (a) OF THE CODE OF VIRGINIA, THE JOHN TYLER COMMUNITY COLLEGE BOARD CONVENE IN EXECUTIVE SESSION TO DISCUSS THE EVALUATION OF THE PRESIDENT.” The motion passed unanimously.

EXECUTIVE SESSION

OPEN SESSION

A motion was made by Ms. Morris, seconded by Ms. Hyslop, that “THE JOHN TYLER COMMUNITY COLLEGE BOARD RECONVENE IN OPEN SESSION.” The motion passed unanimously.

Certification of Executive Session:

Mr. Barnes stated:

“THE JOHN TYLER COMMUNITY COLLEGE BOARD HAS CONCLUDED ITS EXECUTIVE SESSION AND IS HEREBY IN OPEN SESSION OF THE MEETING. WE WILL NOW TAKE A RECORDED VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT ONLY SUCH PUBLIC BUSINESS IDENTIFIED IN THE MOTION TO CONVENE IN EXECUTIVE SESSION WAS DISCUSSED.”

(Attachment 1 to the minutes includes certification documentation.)

3. PUBLIC COMMENT – Mr. Barnes

There was no public comment.

4. ADOPTION OF THE MINUTES– Mr. Barnes (Tab 1)

A motion was made by Ms. Morris, seconded by Ms. Hyslop, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 268, DATED FEBRUARY 8, 2018.” The motion passed unanimously.

5. ACADEMIC PROGRAMS – Dr. Fiege (Tab2)

Dr. Fiege presented the following two programs for approval and one for discontinuation:

Theatre Technical Theatre Specialization, AFA

The associate of fine arts technical theatre specialization is designed for students who plan to transfer to four-year colleges or universities and seek a bachelor's degree in theatre with a technical concentration. This program is intended to provide students with an immersive experience in their area of concentration along with a strong general education core that parallels the freshman and sophomore years at most colleges and universities. Dr. Fiege explained that the program will transfer to Virginia Commonwealth University and Longwood University.

Web Design, AAS

Dr. Fiege explained that this degree is for students who intend to pursue careers in interactive media design. The coursework prepares students for entry into fields requiring knowledge of programming and graphic design such as web design, motion graphic design, and web content development. He stated that the AAS Web Design curriculum will offer opportunities for students to gain experience and develop a professional portfolio.

Human Services Administration and Supervision CSC (Discontinuation)

Dr. Fiege stated that the decision to discontinue this CSC is based on the consecutive years of low enrollment (one or less students) and the fact that students need to have some work experience in the field before they would be considered for employment in HMS administration and/or supervision. He explained that the advisory board members and faculty agreed that it needed to be discontinued. Dr. Fiege stated that the effective discontinue date is Fall 2018.

A motion was made by Mr. Pritchett, seconded by Ms. Cotman, that "THE BOARD APPROVE THE THEATRE TECHNICAL THEATRE SPECIALIZATION ASSOCIATE OF APPLIED SCIENCE DEGREE, WEB DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE AND DISCONTINUING HUMAN SERVICES ADMINISTRATION AND SUPERVISION CAREER STUDIES CERTIFICATE AS PRESENTED." The motion passed unanimously.

6. STUDENT ACTIVITIES BUDGET – Dr. Fiege (Tab 3)

Dr. Fiege presented the student activities budget. He reiterated that we want to make sure students are engaging with their classmates and in college activities, rather than going from parking lot, to class, to parking lot and home. Dr. Fiege noted that the proposed budget is slightly less than it was last year as last year the budget included a major student event. He stated that there is an increase in the personnel budget due to the need for a part time position. He explained that additional student activities on campus need more support.

A motion was made by Ms. Collins, seconded by Ms. Morris, that “THE BOARD APPROVE THE STUDENT ACTIVITIES BUDGET AS PRESENTED.” The motion passed unanimously.

7. PARKING PLAN AND COMMISSION BUDGET – Mr. Taylor (Tab 4)

Mr. Taylor presented the parking plan and commission budget. He explained that it is a requirement to submit the budget to the VCCS every two years. He stated that the expenditures and the revenues are in balance. He noted that the Midlothian parking garage is funded through a debt service. Mr. Taylor reviewed the commission budget. He explained that the bookstore commission had dropped some due to more classes that don't offer text books and students renting more books. The special events budget has increased some due to construction at the Nicholas Center in Chester causing the need to rent spaces for events. He stated that the outdoor signs at both Chester and Midlothian will be completed next year and funds will no longer be needed.

A motion was made by Ms. Williams, seconded by Ms. Hyslop, that “THE BOARD APPROVE THE PARKING AS PRESENTED.” The motion passed unanimously.

A motion was made by Ms. Morris, seconded by Dr. Wilson, that “THE BOARD APPROVE THE COMMISSION BUDGET AS PRESENTED.” The motion passed unanimously.

8. PROPOSED MEETING DATES – Dr. Raspiller (Tab 5)

Dr. Raspiller presented the proposed meeting dates for 2018-2019. There were no scheduling conflicts.

A motion was made by Ms. Morris, seconded by Ms. Collins, that “THE BOARD APPROVE THE PROPOSED MEETING DATES FOR 2018-2019 AS PRESENTED.” The motion passed unanimously.

9. JTCC BOARD POLICY MANUAL REVISIONS – Mr. Taylor

Mr. Taylor explained that the Boards roles and responsibilities are designated by the Virginia Community College System’s Policy Manual. He reviewed the JTCC College Board Policy Manual to make sure it was up to date and determine if any changes were needed. He commented that the changes were minimal. He stated that a review of the JTCC College Board policy manual will be conducted periodically. The Board will vote to approve the changes at the September meeting.

10. NOMINATING COMMITTEE REPORT – Mr. Barnes

Ms. Collins, on behalf of the nominating committee, stated their recommendation that Ms. Collins be nominated for Vice Chair and Mr. Barnes be nominated for Chair.

A motion was made by Ms. Hyslop, seconded by Ms. Williams, that “THE BOARD ELECT THE NAMED NOMINEE VICE-CHAIR OF THE BOARD.” The motion passed unanimously.

11. LOCAL FUNDS BUDGET UPDATE – Mr. Taylor

Mr. Taylor presented the local funds budget. He stated that the localities were up to date on payments, although Chesterfield County paid slightly less. He explained that they had met with the county and they have increased the budgeted amount. Mr. Taylor stated that we will continue to work diligently with Chesterfield to get the total amount. Mr. Taylor then reviewed each account.

12. 2017-2018 RECAP – Dr. Raspiller

Dr. Raspiller announced that this is the last meeting for Ms. Sammie Cotman as she is retiring from the board.

- Dr. Raspiller announced that the SACSCOC team visited us in April to look at our offsite locations. Dr. Pettengill stated that they visited Prince George High School, Surry County High School, and James River High School. The team was impressed with the academic support. Dr. Pettengill

explained that the college is now preparing for our fifth year report and she will have updates at the September Board meeting.

- Dr. Raspiller asked for Dr. Fiege to provide information regarding the Committee on Accreditation for the Emergency Medical Services (EMS) Professions visit and the Perkins Grant Monitoring visit. Dr. Fiege noted that the EMS received great reviews. The site visit for the Perkins Grant gave two easy recommendations.
- Dr. Raspiller stated that a grant was given by Go Virginia Region 4 offering Mechatronics. They are in partnership with CCAM. Ms. Creamer noted that it is in early implementation as it was just launched in May.
- Dr. Raspiller introduced Jessica Will from our Foundation office. She is attending the meeting on Ms. Biundo's behalf as she is away at a conference. Ms. Will stated that the Foundation is 86% towards their revenue goal. Scholarship applications are currently being reviewed. Ms. Will noted that the Scholarship Luncheon is scheduled for September 14, 2018.
- Dr. Raspiller mentioned the Groundbreaking Ceremony and thanked all who were able to attend.
- Dr. Raspiller stated that the newly remodeled Bird Hall and Nicholas Center will be ready in September 2019.
- Dr. Raspiller thanked all who attended the Commencement ceremony. He highlighted some of the statistics of the day and Dr. Fiege explained the contest for choosing the student speakers.

13. ADJOURNMENT – Mr. Barnes

The meeting adjourned at 12:00 p.m.

Respectfully submitted:

Edward E. Raspiller, Ed.D.
Secretary of the Board
President of the College

Mr. William A. Barnes, Jr.
Chairman of the JTCC Board

ATTACHMENT 1

EXECUTIVE SESSION

MEETING DATE: June 14, 2018

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the John Tyler Community College Board has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Board that such executive session was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Board for John Tyler Community College hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive session were heard, discussed, or considered by the Board.

VOTE

AYES: Mr. William Barnes, Ms. Tammie Collins, Ms. Sammie Cotman, Ms. Linda Hyslop, Ms. Bekki Morris, Mr. Douglas Smith, Ms. Ann Williams, Ms. Christine Wilson,

NAYES: None

ABSENT DURING VOTE: Mr. Kenneth Pritchett, Dr. Mary Wilson

ABSENT DURING EXECUTIVE SESSION: Mr. Kenneth Pritchett, Dr. Mary Wilson

ABSENT FROM MEETING: Mr. N. Greg Cuffey, Ms. Tracey Gilchrist, Mr. Aubrey Lindsey, Ms. Zelda Tucker-Dugger

Edward E. Raspiller
Secretary of the John Tyler Community College Board