

John Tyler Community College
Minutes of Board Meeting #273
June 13, 2019

The John Tyler Community College Board meeting convened at 9:30 a.m. on the Midlothian Campus, on Thursday, June 13, 2019.

Members Present:

Mr. William Barnes, Chair
Ms. Tammie Collins
Ms. Linda Hyslop
Ms. Michelle Johnson
Mr. Aubrey Lindsey
Ms. Bekki Morris
Mr. Kenneth Pritchett
Mr. Douglas Smith
Dr. Joseph Tylus
Ms. Ann Williams
Ms. Christine Wilson
Dr. Mary Wilson

Members Absent:

Mr. N. Greg Cuffey
Ms. Zelda Tucker-Dugger

Staff Present:

Dr. Edward E. Raspiller, President
Ms. Rachel Biundo, Vice President of Institutional Advancement
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. Jill Mathieu, Senior Administrative Assistant, Learning and Student Success
Ms. Susan Grinnan, Vice President of Administration
Ms. Molli Gonzalez, Faculty Association Representative
Dr. Keri-Beth Pettengill, Director of Institutional Effectiveness
Ms. Fred Taylor, Director of Governmental and Administrative Services
Ms. Crystal Twitty, Director of Compliance and Policy
Ms. Holly Walker, Public Relations Manager

1. CALL TO ORDER – Mr. Barnes

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

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

CLOSED SESSION

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

CLOSED SESSION

OPEN SESSION

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

Certification of Closed Session:

Mr. Barnes stated:

“THE JOHN TYLER COMMUNITY COLLEGE BOARD HAS CONCLUDED ITS CLOSED 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 CLOSED SESSION WAS DISCUSSED.”

(Attachment 1 to the minutes includes certification documentation.)

3. PUBLIC COMMENT – Mr. Barnes

There was no public comment.

Mr. Barnes announced that Tracey Gilchrist, Surry County representative, has resigned from the College Board. He also announced that Ms. Morris will depart from the board as she has served her full term. Two new board members will be named in the near future.

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

A motion was made by Ms. Morris, seconded by Dr. Wilson_, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 272 DATED FEBRUARY 14, 2019.” The motion passed unanimously.

5. STUDENT ACTIVITIES BUDGET – Dr. Fiege (Tab2)

Dr. Fiege expressed how proud he is of the Student Activities Department and stated that the clubs are increasing. He explained the submitted budget is the same amount as last year. He noted the surplus in the account and explained the money is not lost if it is not used and adjustments were made to keep the amount the same as last year.

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

6. COMMISSION AND PARKING BUDGET – Ms. Grinnan (Tab 3)

Ms. Grinnan presented the commission and parking budget and noted that one number was changed. She explained the bookstore revenue is lower and the Chester construction, less sales, moving to e-books, etc. may have affected sales. She noted the increase in the investment income. The write-off in debt collection has to do with timing and it will be moving to a collection agency in the future. Ms. Grinnan reported that parking has moved from per credit rate to a flat rate. She mentioned the slight increase in the debt service payment for the parking deck stating that principal and interest fluctuate.

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

7. PROPOSED MEETING DATES – Dr. Raspiller (Tab 4)

Dr. Raspiller stated the board meetings will be going back to rotating campuses. The first meeting will be held on the Midlothian Campus. The Nicholas Center should be ready by September 9, 2019, but it is unclear if the furniture will be ready. Dr. Raspiller noted the additional events included in the board packet.

A motion was made by Ms. Williams, seconded by Ms. Morris, that “THE BOARD APPROVE THE PROPOSED MEETING DATES FOR 2019-2020 AS PRESENTED.” The motion passed unanimously.

8. FOIA FAQ’S: THE NEED TO KNOW FOR BOARD MEMBERS – Ms. Twitty (TAB 5)

Ms. Twitty briefed the Board on her role at the college. She then reviewed the handout “What Every Board Member Absolutely Has To Know About FOIA.”

The Freedom of Information Act (FOIA) ensures that citizens have the right to access public records and attend public meetings. Per the handout, FOIA defines what a meeting is and requires that all meetings be open to the public. It also prohibits discussion of public business among members outside of the meeting. Ms. Twitty explained that FOIA has fifty-one exceptions to the open meetings requirement. One of the exceptions is personnel, such as an evaluation. A motion must be made in open session before going into a closed session publically stating the reason for going into closed session. Ms. Twitty advised that if there is a plan to go into closed session, it is best to vet it before the meeting with Ms. Susan Grinnan, the college FOIA officer. Ms. Twitty stated that records are not required to be disclosed from a closed session. However, any records from an open session can be requested.

Ms. Twitty highlighted a few other things that may come up. Ms. Twitty advised to be cautious with what is written in e-mails or said. It should be assumed the press will read it so it's best to stick with facts and not get into commentary. Ms. Twitty elaborated on the FOIA officers. Every public body has an officer. Board members normally do not receive individual requests. Ms. Twitty asked that if the board has any questions, please reach out to Ms. Susan Grinnan. Dr. Raspiller reminded the board that if they are ever contacted by anyone, they need to contact him or Ms. Carter before responding.

9. LOCAL FUNDS BUDGET UPDATE – Ms. Grinnan

Ms. Grinnan presented the local funds budget. She noted that Chesterfield County has not paid 100% of their budget though the intent is to have it in the budget for next year. Ms. Grinnan then reviewed each account and explained the expenditures

10. 2018-2019 RECAP – Dr. Raspiller

Dr. Raspiller reminded the Board that the Real Estate Foundation began three years ago. He asked Mr. Taylor to give an update. Mr. Taylor stated that he was contacted by Bon Secours and they are interested in building a stand-alone emergency care center. It would be located on the land that fronts Jeff Davis Highway, near the Virginia Credit Union. Negotiations are still in process and it is important that we tie in to our educational mission.

Dr. Fiege reported on Pathways 2.0. He mentioned IT and Healthcare needs assessments. He explained that they are looking at statistics and speaking with employers. Dr. Fiege spoke briefly about Ad Astra. Ad Astra helps with scheduling. What type of schedule do we need to meet our students where they

are and where they need to be? Do we need shorter sessions? Do we need breaks? How do we get students through their degree quicker to land a job?

Dr. Raspiller reported on the Shared Services Center. He stated that HR Payroll processes have been moved to shared services with other community colleges and the system office. Ms. Grinnan stated that the procurement services, HR employee onboarding, time and labor and absence management processes were moved to Shared Services a while ago. Natolyn stated that with Ms. Grinnan and Dr. Raspiller's leadership, it has moved ahead quite well.

Mr. Dunaway reported on the Chester Campus construction project. Bird Hall will be fully renovated, while Nicholas has doubled in size. He stated the contractor has been doing a good job and making progress. The final inspection for Bird Hall is July 22, 2019. and for the Nicholas Center, September 9, 2019. Mr. Taylor noted that Nursing will be moved from CJW to the Chester Campus in one month. The Nursing Education Center and Johnston Willis has officially closed.

Ms. Biundo reported on the major gifts campaign. One of the goals is to raise \$2.5-3 million and help elevate the visibility of the college. There have been hard-hat tours for industry folks to tour and see what's happening at the Chester Campus.

Dr. Raspiller mentioned that Ms. Creamer was unable to attend the meeting today as she is presenting with Megan Healy, the Chief Workforce Advisor to the Governor. He announced that CCWA is once again the number one producer of workforce credentials.

Dr. Raspiller reminded the Board that we are working with EMSI to have a new updated economic impact report for JTCC, however, it is not ready to be presented. Dr. Pettengil explained the report is business laden and it needs to be lay people oriented.

Ms. Gonzalez is representing the Faculty Association. She gave a brief report on the fun, student groups. Currently, the association is looking at future needs.

Dr. Fiege explained that Blackboard is out and Canvas is coming in, having been piloted in the fall and spring.

Dr. Raspiller reported that CPR training for staff will begin next week. He would like for the students to be trained, maybe starting with the student ambassadors.

Dr. Raspiller mentioned the luncheon with the Chesterfield County Chief of Police to recognize the colleges two resources officers.

Dr. Raspiller noted the Funeral Service site visit that is scheduled for the end of the month.

Dr. Raspiller stated, that with Ms. Grinnan's help, we have been working on student plan to acknowledge the work that has been done at our college to serve students. It is not just about recruitment but also retention and completion. The plan will be monetary in nature and approval was received last week from the Chancellor. The potential raise for classified staff is 5%, teaching and administrative faculty is 3%, and wage employees is 2.75%. the JTCC Student Success plan will build on this. There will be more discussion in September when folks are around and can engage.

Dr. Raspiller thanked the leaders of JTCC and Mr. Barnes and the College Board.

Mr. Barnes thanked all for attending. He explained that Dr. Raspiller's staff will draft a letter to go to the Governing Board to support the Student Success Acknowledgement Plan. He asked for a motion to sign the letter. The motion was made by Ms. Morris and seconded by Mr. Smith.

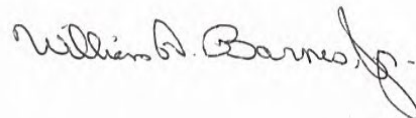
11. ADJOURNMENT – Mr. Barnes

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

CLOSED SESSION

MEETING DATE: June 13, 2019

CERTIFICATION OF CLOSED SESSION

WHEREAS, the John Tyler Community College Board has convened a closed 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 closed 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 closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Board.

VOTE

AYES: Mr. William Barnes, Ms. Tammie Collins, Ms. Linda Hyslop, Ms. Michelle Johnson, Mr. Aubrey Lindsey, Ms. Bekki Morris, Mr. Kenneth Pritchett, Mr. Douglas Smith, Mr. Joseph Tylus, Ms. Ann Williams, Ms. Christine Wilson, Dr. Mary Wilson

NAYES: None

ABSENT DURING VOTE: None

ABSENT DURING CLOSED SESSION: None

ABSENT FROM MEETING: Mr. N. Greg Cuffey, Ms. Zelda Tucker – Dugger

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