

**John Tyler Community College**  
**Minutes of Board Meeting #280**  
**June 10, 2021**

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The John Tyler Community College Board meeting convened at 9:30 a.m. on the Chester Campus, on Thursday, June 10, 2021.

Members Present:

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

Members Absent:

Mr. William Barnes  
Ms. Lorie Camp Southall

Staff Present:

Dr. Edward E. Raspiller, President  
Ms. Kara Armstrong, 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 Operations & 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 9:30 a.m.

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

EXECUTIVE SESSION

A motion was made by Mr. Aubrey Lindsey, seconded by Dr. Deborah Marks, 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.

EXECUTIVE SESSION

OPEN SESSION

A motion was made by Mr. Kenneth Pritchett, seconded by Ms. Christine Wilson, that "THE JOHN TYLER COMMUNITY COLLEGE BOARD RECONVENE IN OPEN SESSION." The motion passed unanimously.

Certification of Closed Session:

Ms. Collins 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 – Ms. Collins

There was no public comment.

4. NEW EMPLOYEE INTRODUCTION – Dr. Raspiller

Dr. Raspiller asked that Dr. Fiege introduce the two new employees.

Dr. Fiege introduced Nancy Severe-Barnett. Today was her first day as the new Dean of Business, Engineering, and Technology. She was previously at Northern Virginia Community College for several years and has a background in Information Technology. Dr. Fiege then introduced Bridget Wilson, the new Nursing Director. She was previously faculty for Nursing and became director upon Tammy Colatruglio's retirement.

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

A motion was made by Ms. Ann Williams, seconded by Mr. Aubrey Lindsey, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 279 DATED FEBRUARY 11, 2021.” The motion passed unanimously.

6. ACADEMIC PROGRAMS – Dr. Fiege (Tab2)

Dr. Fiege presented the following programs for approval:

Digital Marketing CSC:

The purpose of this career studies certificate (CSC) is to offer students employed in business and/or marketing the opportunity to improve and update their skills, allowing for advancement on the job. It is also for students looking to gain an entry level job that requires experience in e-commerce and digital marketing.

Business Management, Digital Marketing Specialization, AAS:

The purpose of the Digital Marketing specialization degree is to offer students employed in business and/or marketing industry the opportunity to improve and update their skills, allowing for advancement on the job. It is also for students looking to gain an entry level job that requires experience in e-commerce and digital marketing.

Project Management CSC:

The purpose of this CSC is to offer students employed in any business industry the opportunity to improve and update their management skills and prepare them for the Project Management Institutes (PMI) certification as a Certified Associate in Project Management (CAPM).

Business Management, Project Management Specialization, AAS:

The purpose of this terminal degree program is to offer students employed in any business industry the opportunity to improve and update their management skills and prepare them for the Project Management Institutes (PMI) certification as a Certified Associate in Project Management (CAPM).

Energy Technology Certificate:

The purpose of this Certificate is to have a program that is fully stackable from the Energy Technology, CSC. The certificate will enable students to get a higher level of industry accreditation beyond the Energy Technology CSC.

*Mechanical Engineering Technology, Energy Specialization, AAS:*

The Mechanical Engineering Technology, Energy Specialization AAS degree aligns with the existing Energy Technology CSC (Level 1) and Energy Technology Certificate (Level 2) and does not deviate from the parent program by more than 15 credits, which is within VCCS policy.

The goal of the Mechanical Engineering Technology, Energy Specialization AAS degree is to create a new program that can leverage the core Mechanical Engineering Technology courses and provide graduates with the specialized education required to obtain professional credentials and become alternative energy system technologists, a level above the technician.

Dr. Fiege presented the following program to be discontinued.

*Adult Home Administration CSC:*

- The Adult Home Administration CSC has had a very low enrollment in the past 5 years with one to three students a semester.
- Interest in the program is phasing out. Four students admitted in Fall 2019, one student admitted in Spring 2020 and one student admitted in Fall 2020. No students were admitted for Spring 2021. Two students were expected to graduate in Summer 2020 and one student was expected to graduate in Fall 2020.
- Finding internships has been difficult, especially during the pandemic.
- The advisory board agrees that the program should be discontinued.
- A teach-out plan will be developed for the few students remaining in the program.

Dr. Fiege explained that upon College Board approval, the programs will be submitted to the VCCS and SACS-COC.

A motion was made by Mr. Elliot Eliades, seconded by Ms. Michelle Johnson, that “THE BOARD APPROVE THE DIGITAL MARKETING CSC, BUSINESS MANAGEMENT, DIGITAL MARKETING SPECIALIZATION AAS, PROJECT MANAGEMENT CSC, BUSINESS MANAGEMENT, PROJECT MANAGEMENT SPECIALIZATION AAS, ENERGY TECHNOLOGY CERTIFICATE, MECHANICAL ENGINEERING TECHNOLOGY, ENERGY SPECIALIZATION AAS, AND DISCONTINUE THE ADULT HOME ADMINISTRATION CSC AS PRESENTED.” The motion passed unanimously.

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

Dr. Fiege presented the Student Activities Budget Request for fiscal year 2022. He noted the \$5,000 increase for Student Development. The request for the small increase is to help with the increased costs of a campus New Student Orientation. The goal is to have a stronger orientation. He also noted that the Office of Student Activities is also requesting additional funds to ensure we're able to purchase enough promotional products when the college announces its new name.

A motion was made by Ms. Christine Wilson, seconded by Ms. Zelda Tucker-Dugger, that "THE BOARD APPROVE THE STUDENT ACTIVITIES BUDGET AS PRESENTED." The motion passed unanimously.

8. COMMISSION AND AUXILIARY BUDGET – Ms. Grinnan (Tab 4)

Ms. Grinnan presented the Commission and Auxiliary budgets. She reviewed the commission budget and noted that there were minimal changes. She then reviewed the auxiliary budget and stated that there were minimal changes, noting additional funding for snow removal.

A motion was made by Dr. Deborah Marks, seconded by Mr. Aubrey Lindsey, that "THE BOARD APPROVE THE COMMISSION AND PARKING BUDGET AS PRESENTED." The motion passed unanimously.

9. 2021-2022 PROPOSED MEETING DATES – Dr. Raspiller (Tab 5)

Dr. Raspiller presented the 2021- 2022 proposed meeting dates. He explained that while we try to rotate meetings between campuses, this year the first two meetings will be at Midlothian due to Chester not having availability. The last two meetings will be held on the Chester campus.

A motion was made by Ms. Ann Williams, seconded by Ms. Zelda Tucker-Dugger, that "THE BOARD APPROVE THE PROPOSED MEETING DATES FOR 2021-2022 AS PRESENTED." The motion passed unanimously.

10. OPPORTUNITY 2021 – Dr. Pettengill (TAB 5)

Dr. Pettengill presented the Opportunity 2027 Institutional Strategic Plan. She noted the concurring initiatives; Virginia Community College System Strategic Plan, Tyler Council for Diversity, Equity, and Inclusion Strategic Plan, Tyler

Institutional Strategic Plan (Opportunity 2027), Southern Association of Colleges and Schools Commission on Colleges Reaffirmation 2023, and the SACSCOC Quality Enhancement Plan. She then explained the planning process noting that the next step is the implementation process. Dr. Pettengill reviewed the four strategic focus areas and noted the goals, strategies, and outcomes of each.

A motion was made by Ms. Michelle Johnson, seconded by Dr. Deborah Marks, that “THE BOARD APPROVE OPPORTUNITY 2027 AS PRESENTED.” The motion passed unanimously.

11. LOCAL FUNDS BUDGET UPDATE – Ms. Grinnan

Ms. Grinnan presented the local funds budget ending May 31, 2021. She thoroughly reviewed each account and explained the expenditures.

12. 2020-2021 RECAP – Dr. Raspiller

Dr. Raspiller started by recognizing Ms. Biundo for taking the lead with the strategic initiatives and putting together the task forces. He stated that the four initiatives have been the biggest rock to move this year.

Dr. Raspiller gave an update about the State Board and the renaming of the college. He explained that the State Board will receive communication from him about what the college will be renamed. He noted that at the September meeting, there will be an update with recommended names for the buildings and street names that will be renamed on the campuses.

Dr. Raspiller explained that there will soon be a space for truck driving. Currently, the Chester campus parking lot is being used but there will be no space once the campus opens back up fully. He stated that truck driving is a need that is unyielding. He noted that when the pandemic started, there were eighty-five students signed up for truck driving, and then the DMV closed making it unable to conduct the driving tests. However, now, CCWA has permission to conduct the actual driving tests. Dr. Raspiller reported that there have been discussions about a skilled trades center and now the funding is being discussed. He noted that skilled trades and pharmaceutical manufacturing will be in the same center. Dr. Raspiller hopes to have more information about the skilled trades center to share at the next meeting in September.

Dr. Raspiller mentioned G3, noting that it was not a remarkable session. He stated that regardless of how the Governor's race goes, he believes the same focus on community college mission and getting a credential will remain.

Dr. Raspiller stated that July 12 is the return to campus date, however some have already returned. He noted that it has been a tough year but acknowledged Dr. Fiege, Ms. Grinnan and their teams for not only keep faculty, staff, and students safe, but also still being able to offer full services to students and employees.

Dr. Raspiller then asked staff to each speak about something remarkable that happened in their work during the shut-down and the transfer to teleworking.

Lastly, Dr. Raspiller gave the Board members a challenge. He challenged the members to spread the word to their communities about the wonderful things going on at Tyler.

13. ADJOURNMENT – Ms. Collins

The meeting adjourned at 12:15 p.m.

Respectfully submitted:

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

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Ms. Tammie Collins  
Chair of the JTCC Board

ATTACHMENT 1

EXECUTIVE SESSION

MEETING DATE: June 10, 2021

CERTIFICATION OF EXECUTIVE 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: Ms. Tammie Collins, Mr. Elliot Eliades, Ms. Linda Gholston, Ms. Michelle Johnson, Mr. Aubrey Lindsey, Dr. Deborah Marks, Mr. Kenneth Pritchett, Mr. Douglas Smith, Ms. Zeldia Tucker-Dugger, Dr. Joseph Tylus, Ms. Ann Williams, Ms. Christine Wilson, Dr. Lisa Winfield.

NAYES: None

ABSENT DURING VOTE: None

ABSENT DURING CLOSED SESSION: None

ABSENT FROM MEETING: Mr. William Barnes, Ms. Lorie Camp Southall

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