

**John Tyler Community College
Minutes of Board Meeting #267
November 16, 2017**

The John Tyler Community College Board meeting convened at 3:00 p.m. on the Midlothian Campus, on Thursday, November 16, 2017.

Members Present:

- Ms. Sammie Cotman
- Ms. Tracey Gilchrist
- Mr. Aubrey Lindsey
- Ms. Bekki Morris
- Dr. Joyce Rowe, Chair
- Mr. John Titus
- Ms. Zelda Tucker - Dugger
- Ms. Ann Williams
- Dr. Mary W. Wilson

Members Absent:

- Mr. William Barnes, Vice Chair
- Ms. Tammie Collins
- Mr. Greg Cuffey
- Ms. Linda Hyslop

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
- Ms. Natolyn Quash, Associate Vice President of Financial Services
- Mr. Fred Taylor, Director of Governmental and Administrative Services
- Ms. Holly Walker, Public Relations Manager

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. Williams, seconded by Ms. Cotman, that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 266, DATED SEPTEMBER 14, 2017.” The motion passed unanimously.

4. 2018 – 2019 LOCAL FUNDS BUDGET- Ms. Grinnan (Tab 2)

Ms. Grinnan presented the 2018-2019 local funds budget. She explained a few minor adjustments that have been made from the prior year. Ms. Grinnan is requesting that the Board approve the 2018-2019 local funds budget.

A motion was made by Ms. Morris, seconded by Ms. Tucker-Dugger, that “THE BOARD APPROVE THE 2018-2019 LOCAL FUNDS BUDGET REQUEST OF \$89, 340 AS PRESENTED.” The motion passed unanimously.

5. APPROVAL FOR ADDITIONAL CHESTER TRAILER – Mr. Dunaway (Tab 3)

Mr. Dunaway is requesting approval for the installation of a temporary trailer on the Chester Campus to renovate Bird Hall and to renovate and expand the Nicholas Center. The trailer will be used for additional instruction space during the renovation project. He explained that there will be no extra cost to the College and the installation will be funded through the capital outlay project.

A motion was made by Mr. Titus, seconded by Ms. Tucker-Dugger, that “THE BOARD APPROVE THE ADDITIONAL CHESTER TRAILER.” The motion passed unanimously.

6. ACADEMIC PROGRAMS – Dr. Fiege (Tab 4)

Dr. Fiege presented the academic programs. There are two new programs that are being presented for approval and two programs that are being presented for deletion.

Dr. Fiege is asking the Board to approve the proposed Dietary Manager Certificate of Training Career Studies Certificate. He explained that no additional funds are required. He is also asking the Board to approve the proposed Associate of Science Degree in Science. This degree is designed to replace the current General Studies (A.S), Science Specialization degree to better serve the needs of our students that intend to transfer to four-year institutions. No additional funds will be required.

Dr. Fiege is asking the Board to approve the deletion of the Emergency Medical Services Intermediate Career Studies Certificate program. The Commonwealth of Virginia voted to eliminate the issuance of new Intermediate credentials as of January 1, 2020. He is also asking the Board to approve the deletion of the General Studies Logistics Specialization Associate of Science degree due to low enrollment which led to multiple class cancellations.

A motion was made by Ms. Morris, seconded by Ms. Cotman, that “THE BOARD APPROVE THE CAREER STUDIES CERTIFICATE: DIETARY MANAGER CERTIFICATE OF TRAINING AND APPLIED SCIENCES DEGREE: SCIENCE AS PRESENTED.” The motion passed unanimously.

A motion was made by Dr. Wilson and Ms. Tucker-Dugger, that “THE BOARD APPROVE THE DELETION OF THE INTERMEDIATE CAREER STUDIES CERTIFICATE:EMERGENCY MEDICAL SERVICES AND DELETION OF APPLIED SCIENCES DEGREE: GENERAL STUDIES, LOGISTICS SPECIALIZATION AS PRESENTED.” The motion passed unanimously.

7. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the local contributions revenue and expenditure reports for the month ended May 31, 2017. She thoroughly reviewed each fund account and explained the expenditures.

8. TYLER: BUILDING A FOUNDATION FOR SUCCESS – Ms. Biundo/Ms. Walker

Ms. Walker gave an overview of the 50th Anniversary Celebration and listed a few projects that were a part year-long celebration, including hurricane clean-up relief, blankets and coats for the homeless to name a few. She explained that the college has found ways to incorporate the 50th anniversary in other events around the college. The Foundation has a goal to raise \$50,000 for a completion scholarship and so far, \$42,000 has been raised. The Foundation has reached out to alumni and have garnered more than 700 reconnections for the college. Ms. Biundo reminded the Board of the branding study that has been a big project in the Foundation office. She explained that the office has been working with a firm and gave a few highlights. She stated that there will be a preview at the upcoming holiday luncheon in December. Ms. Biundo stated that the office will be assessing the current scholarship program and they will soon be launching a major gifts campaign to increase impact.

9. PRESIDENT'S REPORT – Dr. Raspiller

- Dr. Raspiller stated that CCWA hosted a Manufacturing Skills Trade Summit on the Chester Campus. He explained that there were individuals who attended that represented small, medium, and large employers in industrial trades. Ms. Creamer informed the Board about what was discussed during the summit. Ms. Creamer stated that companies are actively following up with CCWA since this event and they are keeping in close contact. CCWA will be releasing a monthly update starting next week.
- Dr. Raspiller announced that he is excited about the college's enrollment numbers from September and the numbers are still up. He stated we are now the third largest community college in the Virginia Community College System. He explained that he wants those here at the college to understand that they are appreciated. Therefore, an appreciation lunch will be held in the near future.
- Dr. Raspiller acknowledged the two board members that attended the Chancellor's Retreat in October and thanked them for attending. He then discussed some of the topics from the retreat. Mr. Lindsey stated that he appreciated the opportunity of being able to attend the retreat for the past two years. Ms. Williams stated that she enjoyed the retreat and it helped her to better understand where JTCC fits in the VCCS.
Dr. Raspiller discussed the Modern Makers events that were held in October. He explained that high school students arrive on campus via school bus and can experience different simulations. For example, a life-size operation game was

created. This was our third Modern Makers event and each year the attendance has grown.

- Dr. Raspiller stated there is an opportunity with the Mellon Foundation. They are interested in funding a partnership between John Tyler, Reynolds, and VCU that supports students transferring into Arts and Humanities. Students will enroll at JTCC and Reynolds and then matriculate into VCU. This will make a much smoother transition that would otherwise be difficult without the partnership.
- Dr. Raspiller reminded the board that he is on the Go Virginia Region 4 Council. He gave a brief overview.
- Dr. Raspiller gave an update on the Shared Services Center. He explained that procure to pay will be moving to the shared services center soon.
- Dr. Raspiller noted that he and a few others have visited Dinwiddie, Colonial Heights, Chesterfield and Prince George. He stated that JTCC is always positively received.
- Dr. Raspiller gave an I-95 Sign update. The new sign is fully illuminated and can be seen when driving by the Chester Campus along I-95. There are two more pieces that need to be added to match the sign on Charter Colony Parkway.
- Dr. Raspiller gave a brief update on the JLARC Report Summary. He explained that they took deep dive on community colleges, something that they have not done in fifteen years. They reported one area of concern is dual enrollment. They are also concerned with the student to advisor ratio in community colleges.

10. EXECUTIVE SESSION

EXECUTIVE SESSION

A motion was made by Dr. Rowe, seconded by Dr. Wilson, 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 A REAL ESTATE MATTER.” The motion passed unanimously.

EXECUTIVE SESSION

OPEN SESSION

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

Certification of Executive Session:

Dr. Joyce Rowe 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.)

11. ADJOURNMENT – Dr. Rowe

The meeting adjourned at 4:40 p.m.

Respectfully submitted:

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

Dr. Joyce Rowe
Chair of the JTCC Board

ATTACHMENT 1

EXECUTIVE SESSION

MEETING DATE: November 16, 2017

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: Ms. Bekki Morris, Dr. Joyce Rowe, Mr. John Titus, Ms. Zelda Tucker-Dugger, Ms. Ann Williams, Dr. Mary Wilson, Ms. Tracey Gilchrist, Mr. Aubrey Lindsey, Ms. Sammie Cotman

NAYES: None

ABSENT DURING VOTE: None

ABSENT DURING EXECUTIVE SESSION: None

ABSENT FROM MEETING: Mr. William Barnes, Mr. Greg Cuffey, Ms. Linda Hyslop, Ms. Tammie Collins

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