

**John Tyler Community College  
Minutes of Board Meeting #266  
September 14, 2017**

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The John Tyler Community College Board meeting convened at 3:00 p.m. on the Chester Campus, on Thursday, September 14, 2017.

Members Present:

- Mr. William Barnes, Vice Chair
- Ms. Tammie Collins
- Ms. Sammie Cotman
- Dr. C. Scott Davis
- Ms. Linda Hyslop
- Mr. Aubrey Lindsey
- Dr. Joyce Rowe, Chair
- Mr. John Titus
- Ms. Zelda Tucker - Duggar
- Ms. Ann Williams
- Dr. Mary W. Wilson

Members Absent:

- Mr. Greg Cuffey
- Ms. Bekki Morris

Staff Present:

- Dr. Edward E. Raspiller, President
- Ms. Rachel Biundo, Vice President of Institutional Advancement
- Ms. Kara Carter, Administrative Assistant to the President
- 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
- 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 Mr. Barnes, seconded by Ms. Hyslop that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 265, DATED JUNE 8, 2017.” The motion passed unanimously.

4. PRESIDENT’S GOALS 2017-2019 – Dr. Raspiller (Tab 2)

Dr. Raspiller presented the 2017 – 2019 President’s Goals. He noted that the goals have moved to a two–year format. He explained that the goals were connected to the strategic plan. He mentioned the Tyler 21 group and stated that monitoring the college’s progress toward completing the goals are a focus area for the group’s meetings. He stated that if anyone had any questions, to please reach out. Dr. Rowe asked about the Z Degree initiative. Dr. Fiege explained that there was an attempt to start the degree this fall, but there were not enough students to do so. Ms. Hyslop asked about JLARC. Dr. Raspiller stated that he will prepare thoughts regarding the JLARC report to discuss at the November meeting.

A motion was made by Dr. Wilson, seconded by Ms. Williams, that “THE BOARD APPROVE THE PRESIDENT’S GOALS FOR 2017-2019 AS PRESENTED.” The motion passed unanimously.

5. APPOINTMENT OF EVALUATION COMMITTEE – Dr. Rowe

Dr. Rowe reminded the Board of the evaluation process. She asked for Mr. Barnes to chair the committee and for Dr. Wilson and Ms. Hyslop to be a part of the committee for the second year in a row.

A motion was made by Ms. Williams, seconded by Dr. Rowe, that “THE BOARD APPROVE APPOINTMENT OF EVALUATION COMMITTEE.” The motion passed unanimously.

6. BUDGET APPROVAL – Ms. Grinnan

Ms. Grinnan reviewed the local funds budget and expenditure summary for fiscal year 2018. She stated that there have been a few challenges with bank charges, mostly electronic.

Ms. Grinnan presented the 2016-2017 Commission and Auxiliary local funds budgets and explained the slight adjustments that were made. She highlighted the funds that were transferred from the Midlothian Phase III project to the Nicholas Center/Bird Hall project.

A motion was made by Mr. Lindsey, seconded by Ms. Cotman, that “THE BOARD APPROVE 2017-2018 LOCAL FUNDS BUDGET AS PRESENTED.” The motion passed unanimously.

7. MIDLOTHIAN MASTER PLAN – Mr. Dunaway

Mr. Dunaway presented the Midlothian Master Plan. He explained that the requirement is to update the plan every ten years so that it stays in compliance. He also explained that it is funded through the Capital Outlay Project, which is helping to save a substantial amount of money. Mr. Dunaway then gave an overview of the steps needed for the updates. He also reviewed the three location strategies. Mr. Dunaway asked for the board to approve the updated Midlothian Master Plan.

A motion was made by Ms. Hyslop, seconded by Ms. Collins, that “THE BOARD APPROVE THE MIDLOTHIAN MASTER PLAN.” The motion passed unanimously.

8. STAFF REPORT – Dr. Fiege

Dr. Fiege gave an update for Learning and Student Success. He happily announced that enrollment was up by 3.7 percent. He noted that graduation is also up. He discussed what is being done to help increase enrollment and keep it up.

- Ensure high quality instruction
- Provide exceptional student support
- Recruit students (college events)
- Enhanced partnerships
- Increase student opportunities

9. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the budget report. She reviewed each budget sheet. She explained that the big expense was the debt service for the Midlothian Phase III project. She discussed some changes in the area of student activities, which had welcomed a new coordinator. The new coordinator is helping review the list of student clubs and organizations, and there could be some club changes as a result. Ms. Grinnan then reviewed the write-offs and explained that the report is showing the last three years.

Mr. Lindsey asked if there was still difficulty with receiving funds from Chesterfield County. It was decided that Dr. Raspiller, Ms. Grinnan, and the Chesterfield County representatives will meet to discuss strategies.

10. PRESIDENT'S REPORT – Dr. Raspiller

- Dr. Raspiller stated that last year's business plan went through. There was a discussion about the changes in positions at the college. Dr. Raspiller also explained how Student Engagement was visiting the high schools.
- Dr. Raspiller briefly updated the Board on the Zehno branding platform, which will likely begin implementation as the college transitions out of its 50<sup>th</sup> anniversary year. He also mentioned that the Curtis Group is working on a strategic plan for the Foundation and is doing preliminary work on a capital campaign. The Foundation is generously funding both projects. Next week, at the Foundation Board meeting, he is hopeful they will approve moving forward with the campaign. Dr. Raspiller feels good about the process and potential outcome.
- Dr. Raspiller stated that Elizabeth Creamer was unable to attend the meeting but would be at the November meeting. He discussed the upcoming Manufacturing and Skills Trade Summit that will be held at the Chester Campus on October 2, 2017. During the summit, there will be discussions on what is being done to serve the industry and its needs.
- Dr. Raspiller commented that the Shared Service Center initiative was continuing to move forward. He gave the Board an update.
- He mentioned visits with the localities. He, Fred Taylor, Holly Walker, and Bill Fiege have met with Colonial Heights and will be meeting with Dinwiddie County next. They will be meeting with Chesterfield County in October.

- Dr. Raspiller gave an update on the Real Estate Foundation Board. He stated that he feels good about where it is going.
- Dr. Raspiller reminded the Board of the USA Funds Grant and gave an update.
- Dr. Raspiller announced that on September 13, 2017, the Secretary of the Commonwealth held a Civic Engagement Task Force event on campus. He noted that JTCC student Dana Legere was named to the Governor's Millennial Civic Engagement Task Force.
- Dr. Raspiller mentioned that he is once again teaching an SDV 100 class. He hopes to continue doing this and feels it is a great way to engage with students.

11. ADJOURNMENT – Dr. Rowe

The meeting adjourned at 5:00p.m.

Respectfully submitted:

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

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Dr. Joyce Rowe  
Chair of the JTCC Board