

John Tyler Community College
Minutes of Board Meeting #277
September 10, 2020

The John Tyler Community College Board meeting convened at 3:00 p.m. via Zoom, on Thursday, September 10, 2020.

Members Present:

- Ms. Tammie Collins, Chair
- Ms. Linda Gholston
- Ms. Michelle Johnson
- Mr. Aubrey Lindsey
- Mr. Kenneth Pritchett
- Mr. Douglas Smith
- Dr. Joseph Tylus
- Ms. Ann Williams
- Ms. Christine Wilson
- Dr. Lisa Winfield

Members Absent:

- Mr. William Barnes
- Ms. Lorie Camp Southall
- Ms. Zelda Tucker-Duggar

Staff Present:

- Dr. Edward E. Raspiller, President
- Ms. Rachel Biundo, Vice President of Institutional Advancement
- Ms. Kara Armstrong, Administrative Assistant to the President
- 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 Operation and 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. Holly Walker, Public Relations Manager

1. CALL TO ORDER – Ms. Collins

The meeting was called to order at 3:00 p.m.

2. PUBLIC COMMENT – Ms. Collins

There was no public comment.

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

A motion was made by Ms. Ann Williams, seconded by Mr. Kenneth Pritchett that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 276, DATED FEBRUARY 6, 2020.” The motion passed unanimously.

4. STAFF REPORT – Dr. Fiege

Dr. Fiege shared his report via Power Point presentation. He wanted to share some highlights of the work that has been accomplished over the past six months in order to help support the students during this unprecedented time period. A Health and Safety Committee was formed and includes Holly Walker, PR Manager, Tanya Brown, Director of Security, Chip Kramer, Director of Facilities Operations and Safety, Susan Grinnan, Vice President for Administration, and Bill Fiege, Vice President for Learning and Student Success. Dr. Fiege explained the team is meeting on a constant basis to ensure we have a safe space for our students, faculty, and staff. He noted the college had a Campus Reopening Plan that was approved by SHEV. The plan can be found on our website. Dr. Fiege noted the spring success rates remained relatively on par with past terms. He acknowledged a decline in the overall success with in-person classes, however the drop occurred due to students withdrawing, not only because the classes went online but many students have children whose classes also went to an online format and also the overall stress from COVID. Since March, the Center for Teaching and Learning (CTL) trained and certified more than 200 instructors in online pedagogy, course design, and delivery. He noted that CTL also developed “The Online Test Drive” which helps students identify strategies for success and provides tools to get started in distance education courses. He identified the new policies and procedures that were created upon the return to in person classes. He also identified some rapid changes including, a virtual commencement celebration was prerecorded, a more flexible course placement process was created and a three-week Maymester session was developed at the start of the summer, which will be kept for future summers as well because it was successful. The college

invested in remote synchronous technology that allows for half of the class to meet in a physical classroom and the other half to join the class synchronously via Zoom. There were spaces designed on campus for students to sign into their virtual classes. Dr. Fiege reviewed some enrollment information. He stated that fall is currently down 10% of our non-dual enrollment students. He noted the dual enrollment student population is about even with last year. He noted few things that are being implemented to help increase enrollment. Dr. Fiege also shared some recruitment efforts. He stated a Single Stop Program was created to allow students one resource for determining their eligibility for a wide range of financial and community benefits and services. Dr. Fiege stated that Career Services is creating virtual career fairs that are open to students, alumni, and community members. Dr. Fiege summarized what is next up for Tyler:

- Continue to focus on the safety of students and employees through the COVID-19 pandemic
- Develop a Spring '21 schedule that best meets student need and demand
- Review policies and procedures to ensure students are more easily able to navigate through the enrollment process
- Review the curriculum to ensure equity, multiculturalism, and intolerance for discrimination is embedded in every discipline
- Continue to focus on our mission and vision.

Ms. Collins commented on behalf of the Board. She commended the college staff and support system for all that has been done over the last 6 months. It's been challenging but it's clear the college has risen to the challenge.

5. COLLEGE GOALS 2020-2021 – Dr. Raspiller (Tab 2)

Dr. Raspiller presented the President's Institutional Priorities for 2020-2021. He explained the goals are usually aligned with the Virginia Community College System (VCCS) wide plan, however due to the pandemic, we framed many of our institutional priorities around our response and changes with COVID. Dr. Raspiller noted the Chancellor put together a taskforce early on in the pandemic and their first role was to look at what the colleges need to do in response to the Governor's directives around closing the campuses. Dr. Raspiller thanked Mr. Taylor for being our representative on the taskforce. Dr. Raspiller explained the taskforce has now moved on to look beyond the pandemic. This means considering the role of technology and how it will continue as well as work and workforce preparation that are typically done in labs and onsite. Dr. Raspiller commended Ms. Creamer and the CCWA team that has worked hard on being able to deliver those same programs at a distance. Dr. Raspiller briefly reviewed the following eight institutional priorities for 2021.

1. Enrollment Stabilization
2. Responding to Workforce Needs
3. Ensuring Transfer Success
4. Budget Stabilization
5. Operational Safety and Security
6. Diversity
7. Wholistic Student Services
8. Other

Regarding the Budget Stabilization (4) priority, Dr. Raspiller explained the college received about \$3.4 million in CARES Act money last spring. Fifty percent of those funds were earmarked for student financial aid. The second half will be used to offset the drop in our enrollment that we had in the fall and to also help cover some additional expenses like the masks, signage, and additional cleaning. He explained that Diversity (6) continues to be a strong emphasis, not only for our college, but across the VCCS and is one of the Chancellor's principle endeavors. He then drew attention to Wholistic Student Services (7a) as he feels it is worthy of further explanation. The Power of the Possible Report was a much broader report on research that identified the number of students who are food and housing insecure and students that are part of the "ALICE" (Asset Limited Income Constrained but Employed) population that came from United Ways work. We have done two direct things on those lines. One is the Real College Survey. This is a group out of Hope Center who will be doing a deep dive for us on the status of our students relative to their resource needs, as well as their food and housing needs. The second step is the purchasing of Single Stop, which is a software program previously mentioned by Dr. Fiege. Dr. Raspiller clarified that the institution is not prepared to offer the resources the students need, but prepared to be able to direct the student to where they need to go.

A motion was made by Mr. Pritchett, seconded by Mr. Lindsey, that "THE BOARD APPROVE THE COLLEGE GOALS 2020-2021 AS PRESENTED." The motion passed unanimously.

6. UPDATE ON COLLEGE PLANNING – Dr. Raspiller / Ms. Biundo

Dr. Raspiller reminded the group of the six- year strategic plan as well as our Council for Diversity and Inclusion (CD&I) that was developed five years ago. This year, we will be dovetailing CD&I with the six-year Strategic Plan. Next, he explained that every ten years, our accreditation gets reaffirmed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This will come up for us in 2023. He explained the Quality Enhancement Plan (QEP).

The institution will be engaged in developing that QEP this year. We will then collect data for two years to show what we have improved upon when SACSCOC visits in 2023. He reminded the group of the last QEP that was centered-around our student development and is part of what gave life to the SDV100 course that all freshman take about student success. He expressed hope for something as equally inspirational and impactful from new QEP as well. He stated the State Board has asked all twenty-three colleges to review the names of their college's, campuses, building's, streets, as well as any names of classrooms, through the equity lens. He stated the institution is committed to equity and its all about meeting the needs of the community. He felt these four major things we are working on need to dovetail together. He asked Ms. Biundo to take a leadership role in how this gets coordinated and unfolds over this year. Three of these initiatives will be completed over the academic year and the State Board wants a naming recommendation by their March 2021 meeting. Dr. Raspiller then asked Ms. Biundo to share additional information.

Ms. Biundo expressed that all have been pleased to be able to look at the initiatives under a shared set of lenses so they can collaborate and ensure that all of these efforts are working in alignment with the other. She noted that taskforces will be appointed for each of the initiatives and there will be a leadership team looking to ensure they are in alignment. The leadership team includes Administrative Leadership, Chairs of the taskforce appointments and Chairwoman Collins. She further explained that each taskforce will be charged with aligning the work on their initiative around some lenses, including our vision and mission, our values, and a set of core equity principles. They will be engaging some key stakeholder groups in these efforts as they want to have diversity of thoughts, roles, backgrounds, and demographics represented in this work. An example is the gathering of stakeholder input and the naming research the state board has asked for to determine a recommendation. The group felt the need to engage some expert guidance from a local group that has expertise in this area. Brand Federation will be meeting with some internal stakeholders, including faculty, students, classified staff, alumni and donors. Ms. Biundo stated she looks forward to updating the board in November as to the progress on each of these.

Dr. Raspiller acknowledged there may potentially be some implications to some of the institutions marketing and other materials if we start changing the names of the buildings, streets, etc. In order to be prepared for that, he is asking the Board to consider allocating \$90,000 of local funds into the president's outreach fund to cover the cost of this work up to and including our decision on the naming and recommendations in February.

A motion was made by Ms. Johnson, seconded by Ms. Williams, that “THE BOARD APPROVE THE ALLOCATION OF \$90,000 OF LOCAL FUNDS INTO THE PRESIDENT’S OUTREACH FUND AS PRESENTED.” The motion passed unanimously.

7. NOMINATING COMMITTEE REPORT – Ms. Collins

Dr. Tylus gave the nominating committee report. He echoed Dr. Raspiller’s thanks to Ms. Collins for agreeing to serve as Chair. He also thanked Mr. Barnes for serving as the previous chair. He stated the committee reviewed the names of those who expressed interest in becoming the Vice Chair. Mr. Kenneth Pritchett was recommended for the roll of Vice Chair and he accepted the nomination.

A motion was made by Mr. Lindsey, seconded by Ms. Johnson, that “THE BOARD APPROVE THE NOMINATING COMMITTEE REPORT AS PRESENTED.” The motion passed unanimously.

8. PRESIDENT’S 2019-2020 EVALUATION / APPOINTMENT OF EVALUATION COMMITTEE 2020-2021 – Ms. Collins

The evaluation committee included Ms. Tammie Collins, Ms. Christine Wilson, and Mr. Aubrey Lindsey. Ms. Collins asked for Dr. Raspiller to discuss some of the benchmark performance measures that were accomplished over the last evaluation cycle.

Dr. Raspiller thanked the committee for their work. He explained the Chancellor accepted the evaluation committee report during their one on one evaluation meeting in August. He noted that even though we’ve been dealing with COVID-19 since March, we have had an amazing year. Last fall, we completed and opened the \$34 million renovation in Bird Hall and the addition to the Nicholas Center on our Chester campus. The renovation of Bird Hall allowed for new natural science labs and a simulated hospital. The addition of the Talley Workforce Center to the Nicholas Center, is dedicated to workforce training and development. He stated that Ms. Biundo and her team lead the completion of the first ever major gifts campaign in the history of the college. The campaign successfully raised over \$3 million that was devoted specifically to student success. The college also did a deep dive needs study in both the Healthcare arena and the IT arena. The report was made available in November and Dr. Fiege’s team has been working feverishly on what new programs need to be rolled out. Dr. Raspiller noted that it’s been difficult to stay ahead of the nursing demand as

it is the number one unmet need in the greater Richmond area. Dr. Raspiller then took a minute to thank the entire staff and faculty of John Tyler Community College who have worked on the COVID-19 response. He stated that he remains quite grateful to be employed at the institution and working with an amazing group and serving this Board.

Ms. Collins' commented that the Board also remains grateful that Dr. Raspiller has chosen to continue his leadership with us. She stated one thing that is abundantly clear is here at John Tyler Community College, we have an amazing leader and a smart leader has a smart team. The Board appreciates all that the college is doing.

Ms. Collins then called for appointment recommendations for this years' Evaluation Committee. Mr. Aubrey Lindsey and Ms. Christine Wilson agreed to be on the committee again. Both Mr. Lindsey and Ms. Wilson nominated Ms. Collins and she accepted.

A motion was made by Mr. Lindsey, seconded by Ms. Wilson, that "THE BOARD APPROVE APPOINTMENT OF THE EVALUATION COMMITTEE AS PRESENTED." The motion passed unanimously.

9. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the budget report ending August 31, 2020. She thoroughly reviewed each fund account and explained the expenditures.

10. JTCC REAL ESTATE FOUNDATION UPDATE – Mr. Taylor

Mr. Taylor gave a brief update about what the Real Estate Foundation Board (REF) have been working on over the past few years. One is a mixed-use project that includes housing and retail at the Midlothian Campus. Work on this project began four years ago. After a year and a half, the initial developer decided they did not want to move forward with the project. The REF Board found another company, Boyd Homes, which have done several projects in the Chesterfield County area. The REF has been pleased with Boyd Homes and have approved a memorandum of understanding with them that lays out the process for them to develop through a ground lease mechanism. The plan is to build a little over two hundred apartments on the property at the corner of Woolridge Road and Charter Colony Parkway. There will also be a retail component of about 10,000 square feet. Mr. Taylor explained the purpose is two-fold. One is to provide potential housing for students, faculty, and staff and others in the community. He clarified

that these apartments will not be dormitories as they are market rate housing. Also, in the retail space, there will be services that students, faculty and staff might be interested in and will meet their needs. The process is moving along and ground lease mechanism is being negotiated at this time. They have also begun the zoning approval process through Chesterfield County which is a requirement since we aren't building academic space, but apartments for rent. The REF is hoping construction can start sometime later next year. It takes about one year to eighteen months to get it up and running and start leasing. Mr. Taylor explained the mechanism will provide annual income and eventually a split of profits to the REF. The REF will then have those funds to reinvest in other needs of the college as needed. Mr. Taylor mentioned the second project. He stated the REF was approached by Bon Secours a few years ago. Bon Secours was looking to build a free-standing emergency care center in the Chester area and they were interested in building adjacent to the front entrance of the Chester Campus. The REF entered into an option for them to do a ground lease of the land. Bon Secours extended the option and it has been on going for almost three years. Bon Secours pays a fee every six months to extend the option. However, Bon Secours has decided to purchase land in the Chester area for not only the care center but other medical services for the area. Mr. Taylor noted that the current option on the ground lease ends on October 31, 2020 and the REF do not expect Bon Secours to renew.

11. PRESIDENT'S REPORT / RECAP 2019-2020 – Dr. Raspiller

Dr. Raspiller stated there are a few important things he wanted to mention before the meeting wraps up:

He introduced Mr. Chip Kramer. Mr. Kramer is the new Director of Facilities Operations and Safety at the college. Mr. Kramer shared a bit about his background and past experience. Dr. Raspiller feels he is a great addition to the team.

Dr. Raspiller mentioned he is once again teaching one of the SDV100 courses this fall. He explained there are about ten students and all are first time freshman and they are having an amazing experience. Dr. Raspiller thanks those who work in the Center for Teaching and Learning because even though the class is held via Zoom, they were able to create the same community of learners that would have been created in the classroom.

Dr. Raspiller asked Dr. William Lunn, CEO of Chippenham-Johnston Willis Hospital, who is also a cardio pulmonology doctor, for two favors. He first asked

if Dr. Lunn would consider reviewing our reopening plan and offer any expertise he can lend. He then asked if Dr. Lunn would be willing to address our faculty at Convocation in August. Dr. Lunn agreed to both.

Dr. Raspiller stated that he is currently serving a two year commitment as Chair of the Virginia's Gateway Region Economic Development Board (VGR). He explained they have created and now filled the first position of its kind in the country. It is a shared position between VGR and CCWA and was created to advance workforce solutions in the region.

Dr. Raspiller continues serving for the Chancellor on the Virginia529 Board. He is the first president they have had from any public or private higher education institution in the state. Dr. Raspiller explained that Virginia529 is the state's college savings plan and is one of the largest ones in the nation. Dr. Raspiller was excited to share that Virginia529 funds can now be used for credential attainment and not just academic degrees.

Dr. Raspiller reminded the Board of the Governor's G3 (get skills, get a job, give back) Initiative. This initiative was to target workforce credentials and entry level skills. Unfortunately, it did not get funded as it was one of the first new initiatives to have funds cut due to COVID-19. The Governor has since assured us he is trying to get funding for us and we are confident it will come during the winter session.

Dr. Raspiller mentioned he was asked by SACSCOC to serve on a peer evaluation team to review Lake Sumpter State College in Florida. This review will be held virtually over four days in October of this year.

Dr. Raspiller noted a few important dates. Founders Day will be held, virtually, on Friday, October 2. The agenda includes the State of the College, a deep dive on equity, and we will have a speaker lined up. He would love to have the Board join. We will update the Board as information comes in. He also noted the Chancellors Retreat will be held October 14-15 and it will be a Live Summit via video conference. We will get more information out when it becomes available.

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12. ADJOURNMENT – Ms. Collins

The meeting adjourned at 4:55 p.m.

Respectfully submitted:

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

Ms. Tammie J. Collins
Chair of the JTCC Board