

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE
BOARD MEETING**

September 4, 2003

Minutes No. 292

The J. Sargeant Reynolds Community College Board met on Thursday, September 4, 2003, at the Central Administration Building, 1701 East Parham Road. Mrs. Moslow, Chair, called the meeting to order at 12:15 p.m.

Board Members Present:

Don Blake, Henrico County
J. Scott Chapman, Henrico County
Mark Creery, Hanover County
George Long, Henrico County
Doris McCray, Louisa County
Connie Moslow, Powhatan County
Lawrence Nuckols, Goochland County
Kenneth M. Perry, City of Richmond
Edward F. Steiner, Henrico County
Roy West, City of Richmond
C. Eugene White, Hanover County
Gary Rhodes, JSRCC College President

Board Members Absent:

Beverley Donati, Henrico County
Lerla G. Joseph, City of Richmond
Harold Watkins, City of Richmond
Dale Wiley, City of Richmond

Guest:

Linwood Cobb

Staff Present:

John Ambrose	Nannette Smith
Diane Brasington	F. W. Taylor
Judy Harris	Buddy Bishop
Bob Heinz	Barbara Glenn
Gene LeRosen	
Bess Littlefield	

INTRODUCTIONS & WELCOME

Chair Moslow welcomed new Board member Don Blake, who is representing Henrico County. Also, she introduced new staff member, Nannette Smith, who is the Interim Associate Vice President of Instruction and Buddy Bishop, newly elected president of the Classified Council.

Chair Moslow also extended a welcome to Linwood Cobb, State Board liaison. Mr. Cobb extended gratitude to the College Board for the time they put in to supporting the college and the system. Mr. Cobb distributed information related to the system's vision statement--Dateline 2009. He talked briefly on this vision.

MINUTES

Mrs. Moslow stated that the minutes of the June 5, 2003, meeting of the Board were mailed to the members and asked if there were any additions or corrections to these minutes. There being none, the following motion was made:

Upon a motion by Dr. West and seconded by Mr. Creery, the minutes of the June 5, 2003, meeting of the Board was approved as amended. The motion carried 11-0-0.

REPORT OF THE NOMINATING COMMITTEE

Dr. White stated that the Nominating Committee met by phone and developed a slate of officers. He then called each member asking for additional nominations or secret ballots, having received none, nominations were closed. Dr. White then polled each member of the Board by phone. Votes were unanimous to elect Connie Moslow as Chair and Ed Steiner as Vice Chair.

FACULTY SENATE REPORT

Dr. Sullivan briefly reviewed the mission of the Faculty Senate (Attachment A).

CLASSIFIED COUNCIL REPORT

Mr. Bishop briefly reviewed the Council's report (Attachment B). Also, he stated that the Council has just met and established goals and objectives that align with Dr. Rhodes's goals.

ADMINISTRATIVE COUNCIL REPORT

Mr. Heinz briefly reviewed the Council's report (Attachment C).

PRESIDENT'S REPORT

Dr. Rhodes highlighted points from his report (Attachment D).

Also, Dr. Rhodes commented on the Economic Future & Regional Impact Study done by Mangum Economic Consulting, LLC. This study was a joint effort with John Tyler Community College.

Dr. Rhodes briefly reviewed his goals for 2003-2004. Mr. Steiner stated that the goals need to be quantitative and measurable.

EXECUTIVE VICE PRESIDENT REPORT

Dr. LeRosen briefly highlighted points from her report (Attachment E). Concern was expressed with reference to civility. Discussion followed on the importance of moving from civility to citizenship. Dr. LeRosen stated that a proposed policy will be brought back to the Board for review. Also, Mr. Cobb asked that information be sent to him as to what the college is doing in this area.

FACILITIES & PLANNING COMMITTEE

Mr. Long stated that his committee did not have a report at this time. Mr. Taylor stated that the Facilities & Planning Committee plan to meet on September 30, 2003. Also, he updated the Board on the following projects: (1) the DTC parking deck has a couple of issues that might cause delay; however, the deck is scheduled to open next April 2004, (2) Phase IV planning is in the final stages of design and should be completed in early October 2003; (3) pursuing Master Plan site update for the Parham Road Campus.

FINANCE COMMITTEE

Local Funds Statement—Mr. Taylor reviewed

INSTRUCTIONAL & STUDENT SERVICES COMMITTEE REPORT

Mr. White stated that the committee met to consider the following requests:

1. Discontinuances for the following programs:
 - Word Information Processing CSC
 - Certified Professional Secretary Preparation CSC
 - Desktop Publishing CSC
 - Administration of Justice AAS, Public Safety Administration Specialization
 - Middle Management Development CSC
 - Carpentry Apprenticeship Certificate
 - Occupational Therapy Assistant AAS Degree

The committee recommends and moves that these programs be approved for discontinuance based on the fact there are low enrollments in these programs. The Board approved the discontinuances as presented. The motion passed 11-0-0.

2. The following new programs were reviewed:
 - Emergency Medical Services AAS
 - Network Security CSC
 - Marketing AAS to include Retail Merchandising Specialization

The committee recommends and moves that these programs be approved as presented. The Board approved these programs as presented. The motion passed 11-0-0.

INAUGURATION UPDATE

Ms. Littlefield brought the Board up-to-date on the final preparations for the September 24, 2003 inauguration of Dr. Rhodes as the third president of the college. She also noted that Capital One has agreed to do a video for the inauguration.

REPORT ON STRATEGIC PLAN UPDATE

Mr. Steiner brought the Board up-to-date on the progress related to the Strategic Plan. He distributed and reviewed a report from the College Board Sub-Committee. After review and discussion, the following motion was made

The Board Sub-Committee recommends that the Board accepts this progress report as presented. The Board approved the report as presented. The motion passed 11-0-0.

BENCHMARKING REPORT

Mr. Steiner reviewed a proposal that recommends a benchmarking project for the Board (Attachment F). These benchmarks make sure the Board supports the college in achieving the three goals stated. Chair Moslow noted that it was important that these benchmarks require full participation by all Board members

After discussion by the Board, it was recommend that the Board embark on this project and appoint a sub-committee to be responsible for overseeing that these goals are met. The following members were appointed to the Benchmark Sub-Committee: Ed Steiner, Chair, Don Blake, and Mark Creery.

RETREAT UP-DATE

Mr. Creery distributed a report for review by the Board. He noted that the group is in the process of interviewing facilitators for the retreat. The committee will make a recommendation to members within the next few weeks on a facilitator.

ACCT CONFERENCE

Chair Moslow stated that the Board Executive Committee met to discuss sending someone to the ACCT conference. Because of budget constraints, the committee recommended that the Vice Chair, Ed Steiner, represent the Board at this meeting.

COMMITTEE CHAIR ASSIGNMENTS

Chair Moslow appointed the following members to serve as chairs of the Board committees:

Roy West, Instruction & Student Services Committee
George Long, Facilities Committee
Ed Steiner, Finance Committee

These chairs will serve a three-year term.

RESOLUTIONS FOR RETIRING BOARD MEMBERS

Chair Moslow asked if there were any corrections or additions to the recommended resolutions recognizing Doug Freeman and Buz Snyder for their outstanding service to the College Board for the past eight years. After discussion, the following motion was made:

Upon a motion by Dr. West and seconded by Mr. Blake, the Board approved the resolutions as presented and that these be presented to Mr. Freeman and Mr. Snyder and the November dinner meeting. The motion carried 11-0-0.

INFORMATION ITEMS

1. Acknowledgment of Parking for Adjunct Faculty—Ms. Moslow stated that adjacent property has been obtained for parking that will be available for adjunct faculty and handicap needs.
2. Reminder—Joint Meeting with John Tyler Community College Board on September 11, 2003, at the Midlothian Campus of John Tyler Community College.
3. Non-Credit Classes for Board Members through CCWA have been approved at no cost to members.
4. Board Photographs will be taken of members at the October 2, 2003.

COMMENTS FOR THE GOOD OF THE BOARD

1. October 20, 2003, Chair Moslow will host an informal meeting/coffee at her home. The purpose of meeting is to give Board members a chance to get together informally with the president.
2. Convocation—Chair Moslow thanked Board members for their participation at the college's recent convocation.

EXECUTIVE SESSION

Mr. Steiner moved that the Board go into Executive Session in accordance with Section 2.1-344 (A) (1) of the code of Virginia, that the college Board convene in closed session to discuss an unspecified personnel matter, under the personnel exemption of the Virginia Freedom of Information Act.

The Board went into session at 2:15 p.m.

The Board reconvened back into regular session at 2:45 p.m.

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ADJOURNMENT

There being no further business, Mrs. Moslow adjourned the meeting at 2:50 p.m.

Gary L. Rhodes, Secretary

Connie Moslow, Chair