

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

**January 7, 2021**

**Minutes No. 391**

The J. Sargeant Reynolds Community College Board convened at 4:05 p.m. on Thursday, January 7, 2021, via Zoom Meeting during the State of Emergency COVID 19.  
Link: <https://vccs.zoom.us/j/81875291604>; Meeting ID: 818 7529 1604

**Board Members Present:**

Mr. Fred Babik, Henrico County  
Dr. Sally Boese, Powhatan County  
Mrs. Monica L. Smith-Callahan, Henrico County  
Mrs. Stephanie Chalkley, Hanover County  
Dr. Surya P. Dhakar, Henrico County  
Dr. Kenneth Warren Foster, City of Richmond  
Dr. Stephen A. Geyer, Goochland County  
Mrs. Kathy Graziano, City of Richmond  
Dr. John A. Manzari, Louisa County  
Mr. Shawn M. Nicholson, City of Richmond  
Mr. Joshua Mathews-Ailsworth, City of Richmond.  
CAPT Richard C. Rush, Henrico County  
Mrs. Mary L. Studevart, Henrico County  
Dr. Paula Pando, President

**Board Members Absent:**

Mr. Owen M. Matthews, Hanover County

**Staff Present:**

Ms. Amy Bradshaw  
Ms. Tonya Broadnax  
Mr. Dirk Burruss  
Ms. Ann Bushey  
Dr. Darrin Campen  
Ms. Elizabeth Creamer  
Dr. Lori Dwyer  
Ms. KC Frankenburger  
Ms. Loftan Hooker  
Ms. Bess Littlefield  
Dr. Tim Merrill  
Dr. Terricita Sass  
Mr. Mike Verdu

**CALL TO ORDER**

Chair Babik called the meeting to order and welcomed everyone.

## ROLL CALL

Dr. Paula Pando, President, took roll call and affirmed that a quorum was present.

## BOARD CHAIR'S REPORT

Chair Babik shared the following:

- Welcomed new College Board member Joshua Mathews-Ailsworth
- The Executive Committee has begun discussions on President's Evaluation process. If board members are interested in participating contact Chair Babik.
- Thanked Board members for their participation in supporting the Reynolds Educational Foundation. The goal is to have 100% participation.

### 1. CLASSIFIED COUNCIL REPORT

Chair Babik asked each of the Governance groups to explain for our new board member who makes up their constituency group.

Ms. KC Frankenburger, Interim Classified Council President, reviewed the highlights of her report posted in boarddocs.

### 2. FACULTY SENATE REPORT

Mr. Dirk Burruss, Faculty Senate President, reviewed his report posted to agenda. Mr. Burruss welcomed Dr. Campen and looks forward to working with him. Mr. Burruss also thanked Dr. Sass and her Enrollment Management team for the work they do.

### 3. PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Ms. Loftan Miller, current PAFS' president shared she does not have a written report but PAFS' spring outreach will be to support the Reynolds food pantries.

## MINUTES

Chair Babik asked if there were any additions or corrections to the minutes of the November 5, 2020 Board Meeting.

**Upon a motion by Dr. Jack Manzari and seconded by Mrs. Stephanie Chalkley the Board approved the minutes from the November 5, 2020 meeting. The motion carried 13-0-0.**

## PRESIDENT'S REPORT

President Pando thanked the college board members for their commitment to the college and community and presented on the following:

- Wished everyone a Happy New Year
- Shared the surge in COVID cases has caused VCU to suspend clinical placements for three to six months
- Welcomed new board member Joshua Mathews-Ailsworth
- Welcomed Dr. Darrin Campen, Vice President Academic Affairs
- Looking Ahead – Equity will remain the heart of what we do
- Strategic Planning Process – Ms. Littlefield to conduct SWOT analysis tonight
- ICAT – Institutional Capacity Assessment Tool – working with Achieving the Dream
- Goochland Campus – Campus is under-utilized. Looking at programs and partnerships
- Stimulus Package – CRRSA – do not know dollar amount but it will be more than the \$4.1 million received through CARES
- Enrollment – significant challenges
- Thank you!

#### VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw shared her report was posted to boarddocs. Ms. Bradshaw reported last year we were on an upward trajectory. Currently enrollment numbers are significantly lower than budgeted which is impacting tuition revenues. We will manage the operating budget with stimulus funds, hiring freeze and carry over funds. The concern will be next year's budget. The executive team will be looking closely at programs and projects to determine the return on investment.

#### VICE PRESIDENT OF CCWA REPORT

Ms. Elizabeth Creamer provided a briefing of her report posted to Boarddocs.

2021 Goals:

- CCWA's primary mission, in 2021, will be to help regional residents prepare for, access, and succeed in career pathways to family sustaining wages and opportunities for continued education.
- Even in the current pandemic and economic downturn, CCWA is committed to ensuring that we are largely self-supporting with minimum fiscal impact to the colleges we serve. CCWA covers all staff salaries and benefits and incidental costs such as staff travel, professional development, and technology. We allocate a percentage of each year's net operating profit to a fiscal contribution to Reynolds and Tyler.
- Since the pandemic, CCWA has seen a significant uptick in the percentage of its revenue that is generated by Fast Forward programs to get regional residents back to

work! From Dec 2019 to Dec 2020, CCWA has increased by almost \$1 million revenue attained through Fast Forward programs.

- In 2021, CCWA is resolved to increase the number of students transitioning from CCWA to Reynolds

Highlights:

- EducateVA – CCWA's statewide career switcher program for future public school teachers doubled enrollment from Spring Semester 20 to Spring Semester 21.
- REV (Re-employed Virginia) As of Jan 1, 2021, 292 students enrolled in CCWA REV courses.

VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

Dr. Lori Dwyer introduced Dr. Darrin Campen, Vice President Academic Affairs and Chief Academic Officer to the board. Dr. Dwyer also shared some highlights from her report:

- SACSCOC Reaffirmation
- QEP Revisions
- Career and Technical Education
- Program Health Review

Dr. Darrin Campen introduced himself to the board by providing his background. Dr. Campen looks forward to focusing on eliminating equity gaps.

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

As part of the Strategic Planning process Ms. Bess Littlefield led the board through a SWOT Analysis. Board Members provided their thoughts about the college in the following areas:

- Strengths
- Weaknesses
- Opportunities
- Threats

Dr. Jack Manzari mentioned he submitted his comments in an email during the holiday break.

Ms. Littlefield asked the board to email her if they have anything additional to add.

VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Dr. Terricita Sass shared her report was posted in boarddocs before the holiday break. As of this morning Unduplicated Headcount is at 75% of goal and FTEs are at 81% of goal. Dr. Sass reported her team continues to work on reducing barriers. We are pivoting and we are working

on retaining the students we currently have. Dr. Sass shared the college is participated in the #RealCollege\_survey to better understand the life challenges our students face. The college has also partnered with Feed More. Feed More donated a cooler so the college can accommodate more fresh foods for our students.

#### ACADEMIC, STUDENT AFFAIRS AND WORKFORCE DEVELOPMENT COMMITTEE

Ms. Mary Studevart reported that the committee met and would like to submit to the Board the following:

**1. Approval of New/Reappointed Advisory Committee Members.**

**The Committee recommended board approval and Dr. Jack Manzari seconded the motion. The motion carried 12-0-0.**

#### FINANCE & FACILITIES COMMITTEE

CAPT Rick Rush reported the Finance and Facilities committee does not have any action items.

Mr. Mike Verdu gave a brief update on the status of signage at The Kitchens and Downtown Campus.

#### BOARD OPERATIONS & PLANNING COMMITTEE

Ms. Sally Boese reported the committee met on January 5, 2021 and they will be focusing in three areas:

1. The President's Evaluation process
2. Reviewing the College Board Manual
3. Strategic Planning Initiative

The College Board Retreat has been tabled.

**A motion was made and seconded that: "THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE BOARD ADJOURN." The motion carried 12-0-0.**

In closing Chair Babik thanked Dr. Pando for her leadership. There being no further business to come before the Board, the meeting adjourned at 6:16 p.m.



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Paula P. Pando, Secretary



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Fred Babik, Chair