

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

**September 3, 2020**

**Minutes No. 389**

The J. Sargeant Reynolds Community College Board convened at 4:05 p.m. on Thursday, September 3, 2020, via Zoom Meeting during the State of Emergency COVID 19.

Link: <https://vccs.zoom.us/j/91581778860>

Board Members Present:

Mr. Fred Babik, Henrico County  
Dr. Sally Boese, Powhatan County  
Mrs. Stephanie Chalkley, Hanover 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. Owen M. Matthews, Hanover County  
CAPT Richard C. Rush, Henrico County  
Mrs. Mary L. Studevart, Henrico County  
Dr. Paula Pando, President

Absent:

Dr. Surya P. Dhakar, Henrico County

Arrived Late:

Mrs. Monica L. Smith-Callahan, Henrico County joined at 4:12 pm

Staff Present:

Ms. Amy Bradshaw  
Ms. Tonya Broadnax  
Mr. Dirk Burruss  
Ms. Ann Bushey  
Ms. Elizabeth Creamer  
Dr. Lori Dwyer  
Dr. Shashuna Gray  
Ms. Bess Littlefield  
Dr. Tim Merrill  
Ms. Loftan Miller  
Dr. Terricita Sass  
Mr. Joe Schilling  
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:

- Welcome New College Board Members
- Postponing Local Officials Dinner
- Encouraging Board Members to attend Annual Update to Localities with President Pando

#### 1. CLASSIFIED COUNCIL REPORT

No Report

#### 2. FACULTY SENATE REPORT

Mr. Dirk Burruss, Faculty Senate President, reviewed his report posted to agenda. Mr. Burruss shared we are off to a great start. Thanked the custodial staff for all they do. Thanked Dr. Gray and Dr. Dwyer for inviting them to be part of the Strategic Planning Session.

#### 3. PROFESSIONAL & ADMINISTRATIVE FACULTY SENATE REPORT

Ms. Loftan Miller, current PAFS' president introduced herself and shared she just returned from maternity leave and does not have a report for today's meeting. Ms. Miller asked the board for their support again this year with the PTK Scholarship program. Chair Babik asked to hold the vote on this and shared he would like to discuss further with President Pando.

Chair Babik asked Ms. Miller to share the role of PAFS at the college. Ms. Miller shared PAFS' is the advocacy group for professional and administrative staff. They assist with professional development, help support students in the community through elementary school supply drives and donate to the Reynolds food pantries.

### MINUTES

Chair Babik asked if there were any additions or corrections to the minutes of the June 4, 2020 Board Meeting.

**Upon a motion by Dr. Jack Manzari and seconded by Mrs. Kathy Graziano the Board approved the minutes from the June 4, 2020 meeting. The motion carried 12-0-0.**

#### PRESIDENT'S REPORT

President Pando presented on the following:

- Welcomed the College Board back
- Welcomed new college board members: Owen Matthews and Shawn Nicholson
- Welcomed Dr. Gray – Interim VP for Academic Affairs
- Academic Year and the effects of COVID
- Economic Downtown and Civil Unrest
- COVID-19 Planning for fall 2020
- Communication with faculty and staff
- Staff supporting students
- New Communication Platforms
- Truist and Lumina Grants Received
- Opening of The Kitchens at Reynolds
- Update on Strategic Planning Process
- Convocation – Keynote Speaker Dr. Tia Brown McNair

#### VICE PRESIDENT OF FINANCE & ADMINISTRATION REPORT

Ms. Amy Bradshaw reviewed the tentative FY2021 Budget. The budget was based on the same budgeted enrollment from FY2020. It did not take into account any fall 2020 semester declines in enrollment which will impact the budget. The budget would be reviewed early in the new calendar year.

#### VICE PRESIDENT OF CCWA REPORT

Ms. Elizabeth Creamer provided a briefing of her report posted to Boarddocs. Ms. Creamer shared CCWA met their annual goal of increasing revenue by 3% for state FY '20 over state FY'19. CCWA also surpassed their goal by adding 14 new companies to those businesses providing students with internships, apprenticeships or guaranteed job interviews. CCWA also made our goal for workforce credential attainment. Our benchmark was 5% and we achieved 12.5% more workforce credentials than in 2019-20.

#### VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

Chair Babik asked Dr. Shashuna Gray, Interim Vice President for Academic Affairs, to introduce herself. Dr. Gray introduced herself to the board and provided the board a brief update on what

she has been working on during the short-time she's been at Reynolds.

#### VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT REPORT

Ms. Bess Littlefield reported on the new structure of departments and functions within her area. Ms. Littlefield featured some of the support The Foundation provided in response to COVID. The Foundation had \$1,131,000 in scholarships available during the 2019-20 academic year. The Foundation received a \$750,000 scholarship endowment for the students in career and technical programs. Ms. Littlefield also provided an update on the completion of The Kitchens campaign.

#### VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Dr. Terricita Sass shared an update on enrollment. Last fall the college stabilized enrollment and experienced growth in the spring. As of today, we are at 83% of our headcount, 89% of FTES and 85% seats filled. We continue to register students for the 12-week session beginning September 15. The college will actively engage with non-returning students from the spring. The college started two new mentoring programs, we are simplifying processes and building capacity with several new front facing positions. There was also discussion of the regional higher education landscape impacting Reynolds and other colleges.

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

No Report.

#### FINANCE & FACILITIES COMMITTEE

CAPT Rick Rush reported the Finance and Facilities committee met on August 25, 2020 and they do not have any action items. CAPT Rush referred to Ms. Amy Bradshaw for a budget update.

Dr. Jack Manzari asked Ms. Bradshaw if the \$2,000,000 for The Kitchens are still available. Ms. Bradshaw stated they are still available to help with any shortages in operations over the next few years. The funds are reflected in the FY2021 Vending Budget report.

Mr. Mike Verdu gave a brief update on facilities projects.

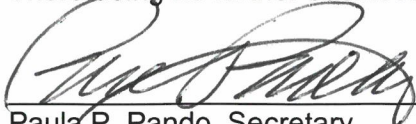
#### BOARD OPERATIONS & PLANNING COMMITTEE

Ms. Sally Boese did not have a report but informed the board she is working with Dr. Pando on her vision for new College Board Member Orientations.

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

There being no further business to come before the Board, the meeting adjourned at 5:45 p.m.



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Paula P. Pando, Secretary



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Fred Babik, Chair

