

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

**September 3, 1998**

**Minutes No. 272**

The J. Sargeant Reynolds Community College Board met on Thursday, September 3, 1998, at the Central Administration Building, 1701 East Parham Road. Chairman Seymour called the meeting to order at 12:20 p.m.

Present were:

James E. Copp - Hanover County  
J. Douglas Freeman - Henrico County  
A. G. Johnson - Louisa County  
Michael Parrish - Goochland County  
Kenneth M. Perry - City of Richmond  
Harlan F. Seymour - Henrico County  
H. B. Snyder, Jr. - Henrico County  
C. Eugene White - Hanover County  
Dale Wiley - City of Richmond

Absent were:

L. H. Ginn, III - City of Richmond  
David L. Maiden - Henrico County  
Irving C. Miller - Henrico County  
Nikki P. Nicholau - City of Richmond  
LaVerne Byrd Smith - City of Richmond

Staff Present:

S. A. Burnette  
Judy Harris  
Malcolm Holmes  
Joanna Hanks  
Bess Littlefield  
Nancy O'Donnell  
Tom Overby  
F. W. Taylor

PRESENTATION OF SLATE OF OFFICERS FOR 1998-1999

Mr. Freeman presented the following slate of officers for 1998-1999 on behalf of the nomination committee: L. H. Ginn, III, Chair; Harold B. Snyder, Vice Chair, and S. A. Burnette, Secretary.

**Upon a motion by Mr. Copp and seconded by Mr. Parrish, the Board approved the slate of officers for 1998-1999 as presented. The motion carried 9-0-0.**

MINUTES

Chairman Seymour stated that the minutes of the June 4, 1998, meeting of the Board were mailed to the Board and asked if there were any additions or corrections to these minutes.

**Upon a motion by Mr. Freeman and seconded by Mr. Copp, the minutes of the June 4, 1998, meeting of the Board were approved as mailed. The motion carried 9-0-0.**

FACULTY SENATE

Ms. O'Donnell distributed draft copies of an ethics statement and position statement that the Faculty Senate was considering for adoption.

CAMPUS REPORTS

The Combined Campus Report was distributed and reviewed by Dr. Overby (Attachment A).

CLASSIFIED COUNCIL

Mr. Holmes distributed and reviewed the Classified Council report (Attachment B).

ECONOMIC DEVELOPMENT AND EXTENDED STUDIES REPORT

The Economic Development & Extended Studies report was distributed for review (Attachment C).

DEVELOPMENT AND PUBLIC RELATIONS REPORT

Ms. Littlefield distributed the college's new prospectus that will be used as a marketing tool. Also, she brought the Board up-to-date on the activities sponsored by the college to promote its 25<sup>th</sup> Anniversary celebration activities. Ms. Littlefield stated that there have been an increases in the Foundation's unrestricted and restricted funds, donor giving, and grants for this year.

## LOCAL FUNDS STATEMENT

Mr. Taylor reviewed the Local Funds Accounts for the period ending February 28, 1998 (Attachment D).

## BOARD COMMITTEE REPORTS

**Instruction and Student Services Committee**—Mr. White, Chair, reported that the committee reviewed two proposals. The first proposal is a request for the discontinuance of the Computer Operations Certificate program. This program has had a decline in enrollment to the point where efficiency in the core courses of the program is far below that needed to operate in a fiscally sound manner. The average number of graduates for the five-year evaluation period was 3.8 per year, which falls below the college's benchmark of 7 for certificate programs. The committee recommends to the Board approval of this discontinuance.

**Upon a motion by Mr. White and seconded by Mr. Copp, the Board approved the recommendation to discontinue the Computer Operation Certificate program. The motion carried 9-0-0.**

The second proposal is a request for a new Opticians Apprentice Career Studies Certificate program. This proposed program will be offered in the Richmond area to registered apprentice opticians. In addition, the program will be offered by distance education throughout the Commonwealth with the exception of Northern Virginia beginning Fall 1999. The program can be initiated with minimal budget impact. The committee recommends to the Board approval of this new program.

**Upon a motion by Mr. Snyder and seconded by Mr. Freeman, the Board approved the new program request for an Opticians Apprentice Career Studies Certificate program. The motion carried 9-0-0.**

**Facilities Committees**—Mr. Perry stated that college staff will be meeting with the State Board Facilities Committee on September 9 to review the college's request for a gift of property owned by the Foundation. The college will exchange this property for property owned by VCU that is closer to the other parking lots owned by the college. Also, Mr. Perry stated that the two lots the college uses for parking that is owned by VDOT will not be deeded to the college and because of the continuing need for parking on the Downtown Campus, the college is looking at the possibility of approaching the City of Richmond about deeding a lot that is adjacent to the college for a parking lot. Dr. Burnette suggested that the committee approach City Council members in reference to this property.

Mr. Taylor reviewed the items included in a letter dated August 27, 1998, to the Chancellor from Dr. Burnette concerning 1999 budget amendment requests.

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### COLLEGE RETREAT

Dr. Burnette invited Board members to participate in the college's retreat that will be held September 23-25. If any member was interested in attending, contact Judy Harris for details.

### REQUEST FOR FUNDING

Dr. Burnette stated that as part of a project to improve the overall work environment, appearance, and usefulness of the Central Administrative Building, an overall interior design was accomplished. As part of this design package, it was recommended to replace all existing window treatments with one-inch mini-blinds. Over the last two years several areas have had mini-blinds installed; however, presently 112 windows that do not have mini-blinds. It is estimated that these blinds can be installed at a cost of approximately \$60.00 per blind or a total of \$6,720. There is money available for this project in the local vending account.

**Upon a motion by Mr. Copp and seconded by Mr. Freeman, the Board approved the request for funding to install mini-blinds. The motion carried 9-0-0.**

### ADVISORY COMMITTEE APPOINTMENTS

**Upon a motion by Mr. Copp and seconded by Mr. Parrish, the Board approved the appointments to the Advisory Committees for Engineering Technology and Medical Laboratory Technology (Attachment E).**

### RESOLUTION FOR ELIZABETH LEWIS

Dr. Burnette presented a resolution for consideration by the Board for retiring Board member, Elizabeth Lewis (Attachment F).

**Upon a motion by Mr. Snyder and seconded by Mr. Copp, the Board approved the resolution for Elizabeth Lewis as presented. The motion carried 9-0-0.**

ADJOURNMENT

There being no further business, Mr. Seymour adjourned the meeting at 1:15 p.m.

S. A. Burnette, Secretary

Harlan F. Seymour, Chairman