

RICHARD BLAND COLLEGE COMMITTEE
September 20, 2012
9:30 – 10:30 a.m.
Board Conference Room – Blow Memorial Hall

Dennis H. Liberson, Chair
Ann Green Baise, Vice Chair

- I. Introductory Remarks – Mr. Liberson
- II. Approval of Minutes – April 26, 2012
- III. General Reports
 - A. Report from President Debbie L. Sydow
 - B. Report from Faculty Representative – Barbara Morgan
 - C. Report from Student Representative – Jessica Salazar
- IV. Action Material
 - A. Resolution to Approve President's 2012-2013 Goals for Richard Bland College **Resolution 1**
 - B. Appointment to Fill a Vacancy in the Instructional Faculty **Resolution 2**
 - C. Appointment to Fill a Vacancy in the Professional Faculty **Resolution 3**
 - D. Retirement of Patricia A. Harvey
Director of Institutional Effectiveness **Resolution 4**
 - E. Retirement of Michael M. Shriver
Director of Facilities **Resolution 5**
- V. Informational Material
 - A. 2011-2012 Operating Budget Update **Enclosure A**
 - B. Capital Outlay Progress Report **Enclosure B**
 - C. Certificate in Liberal Arts Program **Enclosure C**
 - D. Student Representative Report **Enclosure D**

RICHARD BLAND COLLEGE COMMITTEE
September 20, 2012

- VI. Closed Session (if necessary)
- VII. Open Session – Certification of Closed Session **Resolution**
- VIII. Discussion
- IX. Adjourn

RICHARD BLAND COLLEGE COMMITTEE

MINUTES - APRIL 26, 2012

MINUTES
Richard Bland College Committee
April 26, 2012
Board Conference Room – Blow Memorial Hall

Attendees: Dennis H. Liberson, Chair; Laura L. Flippin, Vice Chair; Edward L. Flippen; Rector Jeffrey B. Trammell. Others in attendance: student representative Emily R. Michalek; faculty representative Steven E. Martin; President James B. McNeer, Provost LeAnn Binger, Assistant Attorney General Deborah A. Love; Russell E. Whitaker, Jr. and members of the Faculty Liaison Committee.

Chair Dennis Liberson called the Richard Bland College Committee to order at 9:00 a.m. Recognizing that a quorum was present, Mr. Liberson asked for a motion to approve the minutes of the meeting of February 2, 2012. Motion was made by Mr. Flippen, seconded by Mr. Trammell, and approved by voice vote of the Committee.

President James McNeer reported that the faculty continues to work on the creation of a faculty senate. He noted he has recommended the this be deferred so the new president can be involved in the discussion inasmuch as this would be a major change in the governance structure. A brief discussion ensued.

Provost Binger reviewed **Resolution 1**, Faculty Promotion – Lauran Johnson; **Resolution 2**, Faculty Promotion and Tenure – Carolina Yaber; and **Resolution 3**, Faculty Promotion – Jill Mitten. Following a brief discussion, Mr. Liberson asked for a motion to adopt these resolutions as a block. Motion was made by Mr. Flippen, seconded by Mr. Trammell and approved by voice vote of the Committee

Provost Binger reviewed the retirement resolutions, and reported briefly on the searches underway. Following a brief discussion, Mr. Liberson asked for a motion to adopt **Resolution 4**, Retirement of B. Lee Woodruff, Division of Science and Quantitative Methods and **Resolution 5**, Retirement of Virginia Rose Cherry, Director of the Richard Bland College Library. Motion was made by Mr. Flippen, seconded by Ms. Flippin and approved by voice vote of the Committee.

Vice President for Administration and Finance Russell Whitaker reviewed **Resolution 6**, 2012-13 Tuition and Fees. Following a general discussion, Mr. Liberson asked for a motion to adopt Resolution 6. Motion was made by Mr. Trammell, seconded by Ms. Flippin and approved by voice vote of the Committee.

Mr. Whitaker and Ms. Binger reviewed **Resolution 8**, 2012-13 Operating Budget Proposal. Following a brief discussion, Mr. Liberson asked for a motion to adopt Resolution 8. Motion was mde by Mr. Flippen, seconded by Ms. Flippin and approved by voice vote of the Committee.

Mr. Whitaker reviewed **Resolution 7**, Adoption of the Emergency Operations Plan, and introduced Ed Schneider, Emergency Operations Coordinator, who commented briefly on the

Richard Bland College Committee
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plan. Following brief discussion Mr. Liberson asked for a motion to adopt Resolution 7. Motion was made by Mr. Flippen, seconded by Ms. Flippin and approved by voice vote of the Committee.

Provost Binger provided an update on institutional advancement, as detailed in Enclosure C, and reviewed fund raising efforts, as well as pending gifts and grants and upcoming special events. A brief discussion ensued.

Faculty representative Professor Steven Martin reported on the ongoing faculty searches, upcoming summer conferences and interactions with other schools and campus events. President McNeer commented on the spring program of the international forum series.

Student representative Emily Michalek reported on recent student activities, including club sports and upcoming trips and events. A brief discussion ensued.

President McNeer advised that Emily has been awarded the Maze Prize for the most well-rounded student.

Mr. Liberson led the Committee in a round of applause to thank President McNeer for his work on behalf of Richard Bland College.

There being no further business, the Committee adjourned at 10:00 a.m.

**RESOLUTION TO APPROVE PRESIDENT'S 2012-2013 GOALS
FOR RICHARD BLAND COLLEGE**

Based upon a close analysis of pertinent data, historical information, current environmental conditions and future trends, the President of Richard Bland College recommends approval of the following 2012-2013 goals for Richard Bland College. These goals reflect the President's vision to refocus, reinvest, and reinvent the College to ensure its quality, relevance and sustainability, and to advance its core educational mission. These goals also provide the Board of Visitors of The College of William and Mary in Virginia with measurable criteria for conducting the President of Richard Bland College's annual review in accordance with the 2012 employment agreement.

- A. **Refocus** on the future of Richard Bland College by guiding all stakeholders in a rigorous and transparent strategic planning process, and delivering to stakeholders a 2013-2018 Strategic Plan with measurable outcomes and Key Performance Indicators by June 30, 2013.
- 1) analyze all pertinent data to determine current condition of RBC relative to fulfillment of core mission and success in meeting needs and goals of primary stakeholders
 - 2) review relevant trends and best practices in the higher education industry
 - 3) conduct a gap analysis to guide strategic priorities
- B. **Reinvest** limited resources in the core mission of delivering high quality educational services by restructuring administrative operations in the interest of optimal efficiency and effectiveness, and by establishing efficient processes and systems designed to advance the core mission.
- 1) realign administrative functions to realize cost efficiencies and reinvest in core educational mission
 - 2) evaluate effectiveness of institutional advancement function and realign as necessary to optimize private revenue generation
 - 3) establish a transparent and robust budget development and resource allocation process designed to advance core mission and 2013-2018 strategic plan and goals
 - 4) design and pilot a one-stop enrollment center and centralized advisement services

C. **Reinvent** Richard Bland College to ensure its quality, relevance and sustainability.

- 1) conduct branding and market studies to clarify RBC's "promise" and align RBC's core mission and resources to meet market demands and optimize contributions to the public good (e.g., Virginia HEOA of 2011) and to support Strategic Enrollment Management (SEM)
- 2) establish a transparent and effective system for shared governance
- 3) critically analyze and redefine relationship with The College of William and Mary

BE IT RESOLVED, That upon the recommendation of the President, the Board of Visitors of The College of William and Mary in Virginia approves the President's 2012-2013 Goals for Richard Bland College.

RICHARD BLAND COLLEGE
APPOINTMENT TO FILL A VACANCY IN THE
INSTRUCTIONAL FACULTY

A vacancy in the Instructional Faculty of Richard Bland College of The College of William and Mary has resulted because of a retirement.

BE IT RESOLVED, That upon recommendation of the President, the Board of Visitors of the College of William and Mary approves the appointment of the following individual to fill this position effective August 10, 2012.

ANDREW S. BRISTOW, Assistant Professor of Mathematics

B.A., Virginia Polytechnic Institute and State University, 2002

M.S., Virginia Commonwealth University, 2011

Hanover Public Schools

Secondary Mathematics Instructor, 2007-2011

Adjunct Instructor

Virginia Commonwealth University, 2006-2008

John Tyler Community College, 2006-2007

RICHARD BLAND COLLEGE
APPOINTMENT TO FILL A VACANCY IN THE
PROFESSIONAL FACULTY

A vacancy in the Professionals and Professional Faculty of Richard Bland College of the College of William and Mary has resulted because of a retirement.

BE IT RESOLVED, That upon recommendation of the President, the Board of Visitors of the College of William and Mary approves the appointment of the following individual to fill this position:

DANIEL L. REAM, Director of the Library, effective August 3, 2012

B.A. (1975); M.A. (1977), The University of South Florida
M.S., The University of Tennessee, 1984

Virginia Commonwealth University
Associate Professor and Director of Outreach and Distance Education, Cabell
Library, 2007-2011
Head of Education and Outreach Services, Cabell Library, 1993-2007

**RICHARD BLAND COLLEGE
RETIREMENT OF PATRICIA A. HARVEY
DIRECTOR OF INSTITUTIONAL EFFECTIVENESS**

Patricia A. Harvey joined the administration of Richard Bland College in 1997. During her tenure, she has served as Director of Institutional Effectiveness and Director of Institutional Research. Ms. Harvey retired June 30, 2012 after 15 years of service.

Ms. Harvey received her A.A. in Liberal Arts from the University of Maryland (Europe) in 1979, her A.S. in Computer Science from Monterey Peninsula College in 1981, her B.A. in Mathematics from Hampton University in 1985, and M.B.A. from The College of William and Mary in 1988.

Ms. Harvey has been actively involved in the development of reporting procedures to SCHEV, and other state agencies. She has been instrumental in establishing institutional assessment processes and a procedure, helped establish the College's first six year financial plan for submission to the General Assembly, and has worked with business and finance staff in implementing requirements for ARMICS. In recent years, Ms. Harvey has advised students and taught part time in the business and mathematics department.

She has also been active in community organizations, serving on the boards of the Kiwanis Club, Swift Creek Mill Playhouse, and Sycamore Rouge among others. She is also active in the art community in Petersburg. Her commitment to the students and the College will be greatly missed.

BE IT RESOLVED, That the Board of Visitors acknowledges the retirement of Patricia A. Harvey and expresses its appreciation to her for the many contributions she has made to Richard Bland College, and with deep gratitude for her fifteen years of devoted service to the College, approves a change in status from Director of Institutional Effectiveness to Director of Institutional Effectiveness, Emerita.

BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of the Board and a copy of the same be delivered to Ms. Patricia A. Harvey with best wishes for continuing and creative work in the years ahead.

**RICHARD BLAND COLLEGE
RETIREMENT OF MICHAELE M. SHRIVER
DIRECTOR OF FACILITIES**

Michaele M. Shriver was hired by Richard Bland College in 1974. During her employment, Mrs. Shriver held several positions, including bookstore manager, accounts payable clerk, procurement manager, and most recent the Director of Facilities. Mrs. Shriver retired in 2002 but returned as a full-time employee of the College in 2006. She retired on May 31, 2012 after a total of thirty four years of service. Mrs. Shriver received an A.S.B. degree from Richard Bland College in 1987.

As Director of Facilities, Mrs. Shriver was actively involved in the oversight of all construction and maintenance reserve functions of the College. She was charged with administering all capital projects and procurement policies having received her Virginia Construction Contracting Officer certification in 2001. Most notably, Mrs. Shriver was responsible for the construction of the College's first residential facilities, which opened in the fall of 2008, and McNeer Hall, the first academic building in forty years.

She is active in her church, having served on the project team for the relocation and construction of a new church campus. Mrs. Shriver enjoys singing in the choir, is a member of the Disaster Relief Team and the motorcycle ministry. In her spare time, she also enjoys quilting, knitting, bike riding, and her seventeen grandchildren.

BE IT RESOLVED, That the Board of Visitors acknowledges the retirement of Michaele M. Shriver and expresses its appreciation to her for the many contributions she has made to Richard Bland College, and with deep gratitude for her thirty four years of devoted service to the College.

BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of the Board and a copy of the same be delivered to Mrs. Michaele M. Shriver with best wishes for continuing and creative work in the years ahead.

**RICHARD BLAND COLLEGE
2011-2012 OPERATING BUDGET UPDATE**

EDUCATIONAL & GENERAL

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Approved 2011-12	To Date 6/30/2012
REVENUE					
General Funds	\$ 6,119,777	\$ 6,062,200	\$ 5,234,621	\$ 4,908,736	\$ 4,908,736
Nongeneral	3,282,470	3,509,190	3,714,578	3,898,431	3,733,224
Central Appropriations	(35,083)	(148,222)	(133,352)	77,786	86,971
Prior Year Reappropriations	101,997	112	24,800	177,533	177,533
ARRA	-	155,539	200,000	520,569	520,569
General Fund Reversion	(295,397)	(819,526)	-	-	-
General Fund Carryover	-	-	-	-	(96,131)
TOTAL REVENUE	\$ 9,173,764	\$ 8,759,293	\$ 9,040,646	\$ 9,583,055	\$ 9,330,902
EXPENDITURES					
Instruction	\$ 3,478,496	\$ 3,082,695	\$ 2,890,044	\$ 3,409,431	\$ 2,180,586
Public Service	-	-	-	1,000	400
Academic Support	339,316	329,583	291,137	430,000	312,967
Student Services	971,741	984,503	988,523	1,160,000	1,072,911
Institutional Support	2,888,116	2,766,213	2,773,697	2,650,000	2,748,172
Operation of Plant	1,544,941	1,415,317	1,719,711	1,200,000	1,957,696
ARRA	-	155,539	200,000	520,569	520,579
Contingency	-	-	-	212,055	-
TOTAL EXPENDITURES	\$ 9,222,610	\$ 8,733,850	\$ 8,863,114	\$ 9,583,055	\$ 8,793,311

**RICHARD BLAND COLLEGE
2011-2012 OPERATING BUDGET UPDATE
SCHOLARSHIPS AND LOAN ASSISTANCE
FINANCIAL AID**

REVENUE	Actual 2008-09	Actual 2009-10	Actual 2010-11	Approved 2011-12	To Date 6/30/12
General Funds	\$ 308,417	\$ 313,819	\$ 331,255	\$ 398,528 *	\$ 398,528
Nongeneral Funds	30,000	40,000	50,000	60,000	60,000
TOTAL REVENUE	\$ 338,417	\$ 353,819	\$ 381,255	\$ 458,528	\$ 458,528
*Includes CS, CSAP, and VMSDEP					
EXPENDITURES					
Scholarships	\$ 308,417	\$ 353,819	\$ 381,255	\$ 458,528	\$ 458,528

**FINANCIAL ASSISTANCE FOR E & G PROGRAMS
SPONSORED PROGRAMS**

REVENUE	Actual 2008-09	Actual 2009-10	Actual 2010-11	Approved 2011-12	To Date 6/30/12
General Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Nongeneral Funds	35,869	10,364	25,000	25,000	-
TOTAL REVENUE	\$ 35,869	\$ 10,364	\$ 25,000	\$ 25,000	\$ -
EXPENDITURES					
Sponsored Programs	\$ 34,633	\$ 10,364	\$ 7,863	\$ -	\$ -

**RICHARD BLAND COLLEGE
2011-2012 OPERATING BUDGET UPDATE
AUXILIARY ENTERPRISES**

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Approved 2011-12	To Date 6/30/12
REVENUE					
Fund Balance	\$ 358,885	\$ 1,704,628	\$ 1,655,677	\$ 1,291,000	\$ 1,659,215
Residences	1,477,489	1,832,350	2,073,819	2,000,000	2,125,838
Special Funds	9,480	9,480	9,840	35,000	5,100
General Auxiliary Income	155,299	159,304	164,692	150,000	172,976
Parking	135,294	147,640	144,915	135,000	133,603
Intramural Athletics	22,130	22,100	22,910	24,000	23,813
Health Services	142,147	151,503	148,635	150,000	141,975
Food Services	85,280	79,275	79,500	60,000	91,490

TOTAL REVENUE \$ 2,386,004 \$ 4,106,280 \$ 4,299,988 \$ 3,845,000 \$ 4,354,010

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Approved 2011-12	To Date 6/30/12
EXPENDITURES					
Residences	\$ 212,807	\$ 1,981,918	\$ 1,957,553	\$ 2,200,000	\$ 2,185,739
General Operating	67,028	138,660	232,473	100,000	155,463
Parking	43,047	9,000	138,013	50,000	52,223
Intramural Athletics	14,805	12,640	18,805	24,000	25,103
Health Services	16,028	14,142	20,150	135,000	117,929
Food Services	83,345	98,726	87,778	60,000	94,592
Indirect Costs	244,317	194,317	186,000	200,000	-
Renewal/Replacement	-	-	-	70,000	-

TOTAL EXPENDITURES \$ 681,377 \$ 2,449,403 \$ 2,640,772 \$ 2,839,000 \$ 2,631,049

PRIVATE FUNDS

REVENUE					
Private Funds	\$ 21,329	\$ 14,215	\$ 7,690	\$ 22,000	\$ 16,033
EXPENDITURES					
Scholarships	\$ 13,000	\$ 15,600	\$ 21,193	\$ 22,000	\$ 15,700

**RICHARD BLAND COLLEGE
CAPITAL OUTLAY PROGRESS REPORT**

Umbrella Maintenance Project – Renovation of Student Commons

Construction on the Student Commons is 95% complete. The renovation includes roof replacement, installation of sprinkler and monitored fire alarm systems, new HVAC system, new electrical wiring coming into the building, new wiring in bathrooms, and increased handicapped access. The project is scheduled to be completed by September 30, 2012.

Umbrella Maintenance Project – Various Projects

This project includes the replacement of the chiller in Statesman Hall, converting the key system at the Center for Student Affairs to achieve better safety, the addition of sprinkler and monitored fire alarm systems to the Maintenance Building, as well as a generator to provide emergency power. This would include an upgrade in electrical service. The project includes a metal storage facility to enable both the custodial and maintenance departments to stock needed supplies and materials, storage space for equipment, and work space for maintenance. An RFP is being prepared to hire an architect for this project.

**RICHARD BLAND COLLEGE
CERTIFICATE IN LIBERAL ARTS PROGRAM**

Current Commonwealth of Virginia legislation allows for two-year colleges to develop a uniform certificate of general studies program that will be transferable to public four-year institutions. Based on this legislation, Richard Bland College (RBC) is working to develop a one-year Certificate in Liberal Arts based on guidelines issued from the State Council of Higher Education (SCHEV).

Currently, due diligence is being conducted with the RBC instructional programs committee to ensure maximum transferability of the courses included in the certificate (initial proposed certificate attached).

The proposed certificate will address Governor McDonnell's goal of 100,000 additional degrees and meets several objectives set forth in the Top Jobs 21 legislation including:

- New Programs or initiatives
- Increased enrollment of Virginia students
- Increased degree completion for Virginia residents who have partial credit for a degree
- Increased degree completion in a timely manner
- Improved retention and graduation rates
- Enhanced transfer programs

The goals of the proposed certificate will be to improve the quality of students and increase the RBC completion rates. Students who intend to transfer after one year of study without obtaining an Associate's Degree would be able to complete an RBC credential in one year and then matriculate to a four-year institution. The certificate would also provide an avenue of service for students at Fort Lee's Army Logistics University (ALU). Students at ALU could fulfill the majority of general education requirements for Virginia's four-year public institutions in one year or less based on program delivery.

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Richard Bland College
Of The College of William and Mary
in Virginia

TO: Dr. Tim Evans
Chair, Instructional Programs Committee
FROM: J. Tyler Hart
Academic and Institutional Effectiveness
DATE: August 31, 2012

RE: Certificate in Liberal Arts

Current legislation allows for two-year colleges in the Commonwealth of Virginia to develop a uniform certificate of general studies program that will be transferable to a four-year institution. I believe this would be a wonderful opportunity for our students who attend RBC with the intention of transferring after one year of college.

The attached program meets the general guidelines set forth by SCHEV based on feedback from the four-year institutions.

I have also attached a draft program design for the committee's review. This program would add value for our students as a stackable credential in route to an associate's degree or direct transfer to a four-year institution. This program would benefit Richard Bland College (RBC) by improving our completion rates for students who transfer out prior to attaining an associate's degree. This program could also help RBC to attract a stronger student population and to tap new markets such as Army Logistics University at Fort Lee.

I welcome any feedback or suggestions regarding the program by September 12, 2012. Thank you for your consideration.

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Richard Bland College
Of The College of William and Mary
in Virginia

RBC	
Certificate of Liberal Arts	
Math 101 - College Algebra	3 Semester 1
Eng 101 - Writing and Research	3 Semester 1
Science Elective	4 Semester 1
Hist 201 - American History to 1865 or Hist 101 - Western Civ to 1715	3 Semester 1
Social/Behavioral Science Elective (ECON, GEO, HIS, PSY or SOC)	<u>3 Semester 1</u>
Total	16
Eng 102 - Intro to Lit. Genres	3 Semester 2
Hist 202 - American History from 1865 or Hist 102 Western Civ from 1715	3 Semester 2
Humanities or Math Elective	3 Semester 2
Science Elective	4 Semester 2
Social/Behavioral Science Elective (ECON, GEO, HIS, PSY or SOC)	<u>3 Semester 2</u>
Total	16
Certificate Total	32

Board of Visitors

Enclosure D

September 19-21, 2012

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**RICHARD BLAND COLLEGE
STUDENT REPRESENTATIVE REPORT**

To: Richard Bland College Committee
College of William and Mary Board of Visitors
From: Jessica Salazar
Date: September 4, 2012
Reference: September Board Meeting Student Liaison Report

Faculty and student relationships are very important on any campus. For the Richard Bland College environment, it allows us as students to have open communication with each other and causes us to become empowered enough to build strong relationships with the faculty. As a student, I believe this improves learning. Strong relationships with faculty creates an environment that fosters students' opinions and thoughts about how to become more informed citizens who are able to use their information and education to communicate their ideas and guide their behaviors.

To create this environment, we are starting the process of initiating relationships between and among students and students, students and faculty, students and administration, and students and staff. Our attempts at starting these relationships have begun.

Faculty members have made the students aware of the opportunity to build learning communities on campus. A learning community is a program that will allow students to connect with each other and go over key concepts in a course that they may have missed in class. When exposing students to the idea of a learning community, professors are adamant that they will be a partner in this process.

On September 19th Dr. Love, a history professor, will hold a brown bag learning series for all students. He has partnered with the Student Assembly with the purpose of offering advice on studying for History and explaining to students how to understand that historical concepts can be informative of our decisions today and help build us as productive citizens. This session will be beneficial by reminding us that it is our civic duty to be informed by our past and to use as a base for our future decisions.

Speaking of future decisions and actions, voting is an important decision as an adult and is a symbolic gesture of our independence. With this in mind, RBC students will partner with the faculty, administrators, and staff to hold a campus-wide voter registration drive. In the months of September and October, non-partisan volunteers and state election officials from the local community will hold a campus-wide voter registration drive and hold information sessions to help students understand the entire process. Our first drive was held on Thursday, August 30, 2012. Thirty-five students registered to vote. This is a stepping stone for our students in taking the leap into adulthood.

Respectfully submitted,

Jessica Salazar
Richard Bland College Student Liaison