

RICHARD BLAND COLLEGE  
RESOLUTIONS

**RICHARD BLAND COLLEGE**

**2012-2018 SIX YEAR PLAN (UPDATE)**

WHEREAS, Richard Bland College provides a general education transfer curriculum to the citizens of the Commonwealth and the nation; and

WHEREAS, consistent with the requirement of the Higher Education Opportunity Act (the Act), the College developed its initial 2012-2018 Institutional Six-Year Plan rooted in the goals set forth in the objectives of the Act; and

WHEREAS, the Commonwealth's planning process requires an update to the six-year plan on an annual basis, incorporating funding actions by the Commonwealth as reflected in the final FY 2013 budget approved by each institution's Board of Visitors; and

WHEREAS, the new president and administration has set forth additional goals and strategies to advance the organizational efficiency and effectiveness of the College, including administrative reorganization to reduce operating costs; reinvestment of recovered funds in the College's core academic mission; expanded public-private partnerships with Army Logistics University, Southside Regional Medical Center, et al; and an evaluation and expansion of the College's academic portfolio and course delivery to include online options for certificate and degree completion; and

WHEREAS, the College continues to evaluate opportunities to improve efficiency and effectiveness of its academic programs and administration;

THEREFORE, BE IT RESOLVED, That upon recommendation of the President, the Board of Visitors of The College of William and Mary in Virginia, approves the College's 2012-2018 Institutional Six-Year Plan update to reflect FY 2013 expenditures and tuition and fee charges consistent with the College's FY 2013 operating budgets as approved by the Board; and

BE IT FURTHER RESOLVED, That the Board defers setting tuition rates for FY 2014 pending consideration of tuition options that more fully address the Higher Education Commission's goal of improved affordability for lower and middle-income families consistent with Higher Education Advisory Committee income guidelines, while providing the resources necessary to implement the College's 2012-2018 Institutional Six-Year Plan.

**RICHARD BLAND COLLEGE****2012-2018 SIX YEAR PLAN (UPDATE)****Incremental Expense by Priority**

<b><u>PRIORITY</u></b>	<b><u>FY 2014</u></b>
1. Distance Learning Platform	\$ 125,000
2. Army Logistics University Program Development	\$ 138,000
3. Academic Program Evaluation and Expansion	\$ 403,500
4. Nursing 2+2 Program	\$ 74,700
5. Associate to BSN 2+2 Program	\$ 265,000
6. Orientation Program	\$ 31,000
7. Dual Enrollment Expansion	\$ 163,700
8. Financial Aid	\$ 10,000
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	\$ 1,210,900

**RESOLUTION TO APPROVE THE ESTABLISHMENT OF THE RICHARD BLAND  
COLLEGE FACULTY SENATE AND BYLAWS OF THE ORGANIZATION**

The Richard Bland College Faculty seeks to establish a Faculty Senate that will contribute to the shared governance model newly established at Richard Bland College. The Bylaws of the Faculty Senate are consistent with the Bylaws of the Board of Visitors.

RESOLVED, That upon recommendation of the President, the Board of Visitors of The College of William and Mary in Virginia approves the establishment of the Richard Bland College Faculty Senate; and

BE IT FURTHER RESOLVED, That upon recommendation of the President, the Board of Visitors approves the Bylaws of the Faculty Senate as follows, effective immediately.

RICHARD BLAND COLLEGE FACULTY SENATE BYLAWS

Article I

**Name**

The name of this organization shall be the Faculty Senate of Richard Bland College, hereinafter referred to as the Senate.

Article II.

**Purpose and Scope**

Section 1 The purpose of the Senate shall be to advise the President on matters affecting the welfare of the College and to ensure effective faculty participation in the governance of the College as a whole.

Section 2 The Senate will seek to achieve this purpose by facilitating communication and collaboration between faculty and administration and promoting the welfare of students, faculty and the College in general.

(a) This includes but is not limited to: studying issues and recommending policies to the administration and participating in the development of the educational, curricular, research and service components of the College.

(b) The Senate shall have timely access to the agendas of the Board of Visitors that pertain to Richard Bland College, strategic planning for Richard Bland College, reports of all college-wide committees, and preliminary drafts of the college budget.

Article III

**Membership**

Section 1 The membership of the Senate shall consist of the regular, or voting members, and the associate, or non-voting members.

Section 2 The regular members shall be all tenured and tenure track teaching faculty, and the associate members shall be all other teaching faculty.

Article IV

**Officers**

Section 1 The officers of the Senate shall be the Chair, the Vice-Chair, and Secretary.

Section 2 The Chair, Vice-Chair, and Secretary will be elected from the voting members in April by secret ballot. Nominations may be sent to the Secretary in advance of the Senate meeting or may be made at the Senate meeting. No one may be nominated without his or her consent. Self-nominations are acceptable. The Secretary will disseminate the names of the nominees to the faculty.

Section 3 The term of office is 24 months or until successors are elected and shall begin on July 1.

Section 4 Division chairs are not eligible to serve on the Executive Committee. The Chair and Vice-Chair cannot serve more than two consecutive terms. The Secretary cannot serve more than three consecutive terms.

#### Article V

##### **Responsibilities of the Officers**

Section 1 The Chair shall preside over the meetings of the Senate and the Executive Committee. S/he shall have regular meetings with the administration to discuss matters that affect or are of concern to the teaching faculty and shall report to the teaching faculty any administrative actions affecting them.

Section 2 The Vice-Chair shall serve as acting Chair during the absence of the Chair, assist the Chair in meetings with the Senate and with the administration, and assume the position of Chair if the Chair resigns, takes a leave of absence or is not attending meetings.

Section 3 The Secretary shall record the minutes of the Senate and Executive Committee meetings. S/he shall distribute a copy to all members of the faculty and administration no later than one week after a meeting. S/he shall archive a copy of the minutes in both print and electronic formats. S/he shall receive items for the agendas of Senate and Executive Committee meetings and send the agendas out to faculty.

Section 4 A parliamentarian shall be nominated and elected at the first Senate meeting of the fall semester by the members of the Senate. S/he shall serve for a term of one year or until a successor is elected.

Section 5 A vote of no-confidence by two-thirds of the Senate will remove an officer. Any voting member of the Senate may call for a vote of no-confidence to be taken in either a regular meeting of the Senate or a special meeting. The members of the Senate must be notified and given a reason for the no confidence vote at least one week in advance.

Section 6 The Officers may request a stipend and/or a reduction in workload commensurate with their duties.

## Article VI

### **Meetings**

- Section 1 The Senate shall meet once a month on a regularly scheduled day and time to be decided by the Senate prior to each semester unless the Executive Committee deems a meeting unnecessary. Regular meetings shall be open to any interested party of the Richard Bland College community. The agenda for all meetings of the Senate shall be set by the Officers at least five business days in advance and sent to the faculty.
- Section 2 Special meetings may be called by the Executive Committee or a committee chair. They shall generally be open to any interested party of the Richard Bland College community. The agenda shall be assembled by the person(s) calling the special meeting. Faculty members will be notified at least 5 business days before a meeting.
- Section 3 A quorum for voting will be defined as a majority of the regular members of the Senate, including the officers. At the request of any one member of the Senate, a secret ballot shall be taken on any motion brought to vote.
- Section 4 The non-voting representative to the Board of Visitors will give a report to the Senate in a timely manner.

## Article VII

### **Executive Committee**

- Section 1 The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, and two Executive Senators.
- Section 2 Executive Senators (one from each division) will be elected at their respective division meetings within two weeks of the election of officers. Nominations may be sent to the Division Chair or may be made at the meetings. The length of a term is 24 months, and they cannot serve more than three consecutive terms.
- Section 3 The members of the Executive Committee shall attend all Senate and Executive Committee meetings. They shall be reasonably accessible to those they represent, gather information from them and present it to the Executive Committee and/or Senate for discussion, make recommendations to the Senate, and make formal recommendations of the Senate to the Chief Academic Officer and/or College Council. They shall appoint any special committees of the Senate that may be needed.
- Section 4 The Executive Committee shall meet once a month on a regularly scheduled day and time to be decided by the Committee prior to each semester. The agenda for all regular

Executive Committee meetings will be e-mailed to all faculty at least 5 business days in advance by the Secretary.

Section 5 Special meetings may be called by the Chair. Officers will be notified at least 5 business days before such a meeting.

Section 6 Any faculty member, staff member, or administrator may be placed on the agenda to address the Executive Committee. S/he must contact the Chair or Vice-Chair at least 5 business days in advance of the meeting to be placed on the agenda.

Section 7 The Chair-elect will be invited to all Executive committee meetings before taking office.

Section 8 Executive Senators shall report the activities and decisions of the Executive Committee back to their division. At their request, senators will be given a slot on the agenda of division meetings to facilitate these responsibilities.

Section 9 The Vice-Chair and the Executive Senators will be recommended to the President for consideration as the nominee for the non-voting representative to the Board of Visitors.

Section 10 All vacancies shall be promptly filled.

(a) If an Executive Senator must resign, take a leave of absence or is not attending meetings, the division will hold another election in the same manner as described above.

(b) If the Chair must resign, take a leave of absence or is not attending meetings, the Vice-Chair will assume the role of Chair.

(c) If the Vice-Chair or Secretary must resign, take a leave of absence or is not attending meetings, the Senate will hold another election in the same manner as described above.

(d) If an officer serves for more than one calendar year, it will be considered as a full term.

## Article VIII

### **Academic Divisions of the Faculty**

Section 1 The Senate shall be organized into two academic divisions: the Division of Humanities and Social Sciences and the Division of Science and Quantitative Methods:

(a) The Division of Humanities and Social Sciences shall be composed of the following academic disciplines: Art, Business, Economics, English, French, Geography, Government, History, International Studies, Music, Philosophy, Psychology, Religion, Sociology, Spanish, Speech, and Theatre.



(b) The Division of Science and Quantitative Methods shall be composed of the following academic disciplines: Accounting, Biology, Chemistry, Computer Science, Health, Mathematics, Physical Education, and Physics.

Section 2 A Division Chair will be elected by each academic division subject to the recommendation of the Chief Academic Officer to the President for final approval. Division Chairs shall hold office for a term of three years, subject to annual review by the President, or until they are re-elected or their successors elected. A Division Chair shall not serve more than two consecutive terms.

Section 3 The method of election for Division Chair will be by written nomination submitted to the Parliamentarian along with nominations from the floor and by secret ballot.

Section 4 The responsibilities of the Division Chairs to the Chief Academic Officer and to the faculty of the Division shall include:

- (a) providing leadership to an academic division;
- (b) distributing to faculty members the mission, goals, and policies of the College;
- (c) coordinating the instructional and professional responsibilities of the Division;
- (d) providing the faculty of the Division with appropriate opportunities for professional involvement;
- (e) reviewing periodically the curriculum of the Division and recommending revision;
- (f) ensuring that course outlines, course syllabi, and textbook selections follow College policies and procedures;
- (g) recommending the composition of faculty search committees within the Division in consultation with appropriate faculty members;
- (h) reviewing the qualifications of adjunct applicants in consultation with appropriate faculty members;
- (i) orienting new faculty, adjunct faculty, and substitute instructors to the Division;
- (j) participating in the evaluation of faculty members;
- (k) recommending each semester's course offerings, class schedule, and instructional assignments;
- (l) arranging for substitute instructors in case of the extended absence of regular instructors;
- (m) developing the preliminary budget and supervising administration of the approved Division budget;
- (n) giving leadership in the planning and purchasing of instructional supplies and equipment;
- (o) scheduling meetings of the Division as necessary and distributing accurate minutes to the College community.

Section 5 A Division Chair may be removed by a vote of no-confidence from two-thirds of the division. Any member of the division may call for a vote of no-confidence to be taken in either a division meeting or a special meeting. The members of the division must be notified and the reason given at least 5 business days in advance.

Article IX

**Committees of the Senate**

Section 1 The Elected Committees of the Senate shall be:

- (a) the Academic Standards Committee,
- (b) the Instructional Programs Committee,
- (c) the Faculty Affairs Committee,
- (d) the Student Affairs Committee, and
- (e) other committees elected by the voting Faculty.

Section 2 Each committee will have a total of six full-time faculty members, three from each division. Members will be elected by their division for a two-year term or until their successors are elected. Members may serve no more than two consecutive terms on the same committee. Membership of less than one year shall be considered a partial term and will not restrict the serving of an additional two consecutive terms. Membership of one year or more shall be considered a full term. The method of election for each standing committee will be by written nomination submitted to the Division Chair along with nominations from the floor and by secret ballot. The Chair is an ex officio, non-voting member of all committees of the Senate.

Section 3 All committees shall announce their meetings at least 5 business days in advance, distribute their minutes to all faculty and administrative staff, and generally seek the widest possible input from the faculty. Ten days after distribution of the minutes, any action or policy recommendation from the committee will automatically be recommended to the Senate for its consideration and recommendation to the Chief Academic Officer and/or College Council.

- (a) The Chief Academic Officer and/or College Council shall then communicate with the Senate within 30 days of the disposition of the recommendation.
- (b) If the Chief Academic Officer and/or College Council supports the recommendation, then s/he is responsible for submitting the recommendation to the President for action, as well as keeping the Senate informed of progress.
- (c) If minor changes are needed to the recommendation, then the Executive Committee and Chief Academic Officer and/or College Council will meet in an effort to come to a consensus. The Executive Committee shall decide whether the changes are acceptable or must be returned to the Senate for another vote.
- (d) If the Chief Academic Officer and/or College Council denies the recommendation, the denial with reasoning shall be provided in writing to the Senate. The Senate may appeal the denial to the President.

Section 4 There shall be student representation on all committees not involving student records, faculty affairs, or other confidential matters. The Coordinator of Student Activities

shall be responsible for these appointments of students, cooperating with the Student Assembly.

Section 5 The following sub-sections describe the composition and responsibilities of the elected committees:

A. The Academic Standards Committee

1. The responsibilities of this committee shall include:
  - (a) developing admission standards and policies consistent with the stated goals of the College and its primary responsibility;
  - (b) developing academic standards and policies conducive to quality education;
  - (c) reviewing and determining academic status of students in cases not clearly delineated by established standards;
  - (d) hearing and deciding, subject to any further right of appeal, individual exceptions and/or appeals in areas such as admissions, academic status, adjustment of academic records, and waiver of degree requirements in exceptional cases; and
  - (e) certifying degree candidates to the Registrar.
2. Composition of the Committee shall be in accordance with Article IX, Section 2.
3. In addition, the Chief Academic Officer and/or designees and the Registrar will be ex officio non-voting members.

B. The Instructional Programs Committee

1. The responsibilities of this committee shall include:
  - (a) reviewing, proposing, and considering modifications of policies, procedures, and programs of the Library;
  - (b) keeping informed of the degree requirements of area colleges and of national curriculum trends;
  - (c) reviewing, proposing, and considering modifications of, additions to, or deletions from the degree requirements and curricula;
  - (d) seeking the advice of the representatives of the academic discipline involved before making changes in policy or programs that will be presented to the Chief Academic Officer and to the President of the College for approval and inclusion in the College catalogue; and
  - (e) reviewing and recommending modifications of, additions to, or deletions from policies, programs, course descriptions, and syllabi to the Chief Academic Officer and to the President of the College for approval.
2. Composition of the Committee shall be in accordance with Article IX, Section 2.
3. In addition, the Chief Academic Officer and/or designees, the Registrar, the Division Chairs, the Director of the Library, and the faculty representative to the Board of Visitors will be ex officio non-voting members. There will also be two voting student members.

C. Faculty Affairs Committee

1. The responsibilities of this committee shall include:
  - (a) studying the concerns of the faculty with regard to faculty welfare in such areas as salaries, fringe benefits, and working conditions;
  - (b) proposing various programs and policies for faculty development in such areas as in-service activities, continuing education, promotions and tenure; and
  - (c) oversee the activities of the Faculty Development Coordinator; and
  - (d) reviewing, proposing, and considering modifications of, additions to, or deletions from the By-laws of the Faculty Senate on an annual basis.
2. Composition of the Committee shall be in accordance with Article IX, Section 2.
3. In addition, the Chief Academic Officer and/or designees and the faculty representative to the Board of Visitors will be ex officio non-voting members.

D. The Student Affairs Committee

1. The responsibilities of this committee shall include:
  - (a) overseeing the activities of the student organizations;
  - (b) overseeing the athletic and intramural programs;
  - (c) overseeing the disposition of funds available for all student activities;
  - (d) developing guidelines for physical conditions, parking, safety and traffic on the campus grounds;
  - (e) approving or disallowing petitions on parking tickets; and
  - (f) developing recommendations relating to the process of student advising and financial aid.
2. Composition of the Committee shall be in accordance with Article IX, Section 2.
3. In addition, the Chief Academic Officer and/or designees will be ex officio non-voting members. There will also be four voting student members.

Article X

**Parliamentary Authority**

The meetings and the recording of minutes of the Senate shall abide by Robert’s Rules of Order Newly Revised in all of its proceedings and committee meetings.

Article XI

**Amendments**

Section 1 These by-laws may be amended at any scheduled meeting by a two-thirds vote of the Senate of the regular members present provided that the amendment has been submitted to the Senate in writing at least ten days prior to the next meeting of the Senate and distributed to the faculty by the Secretary.

Section 2 The By-laws become effective upon approval by the President of Richard Bland College and the Board of Visitors of The College of William and Mary in Virginia.

Section 3 These By-laws recognize the provision in the By-laws of the Board of Visitors with regard to inconsistencies, as follows: "All By-laws of the faculties and other organizations of the College and its branch colleges must be consistent with the By-laws of the Board.

### **Provisos for Transition to a Faculty Senate**

Section 1 The Chair of the Faculty Affairs Committee will call for nominations for the positions of Chair, Vice-Chair, and Secretary within ten days of approval of the By-Laws by the Board of Visitors.

(a) Nominations will be submitted to the Chair who will then distribute a list of the nominees for each position to all regular members of the faculty. S/he will call a special faculty meeting for the purpose of electing the officers of the Senate for one week hence.

(b) If the Chair is seeking election for a position, a member of the Faculty Affairs Committee who is not running will assume the position of temporary chair.

(c) The members of the Faculty Affairs Committee who are not seeking election will count the ballots.

Section 2 Election of Executive Senators will take place in division meetings as outlined in the By-Laws.

Section 3 The Chair (or temporary chair) of the Faculty Affairs Committee will send out results of elections.

Section 4 A partial term counts as a full term.

**RICHARD BLAND COLLEGE  
RETIREMENT OF DR. RUSSELL E. WHITAKER, JR.  
VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

Russell E. Whitaker, Jr. joined the administration of Richard Bland College in 1974. During his tenure, he has served as Director of Continuing Education, Chief Fiscal Officer, Dean of Financial and Administrative Services, Dean of Administration and Finance, and Vice President of Administration and Finance. Dr. Whitaker retired on November 1, 2012 after 38 years of service.

Dr. Whitaker received his A.A. Degree from Richard Bland College in 1967, his B.S. in History and Social Science from Virginia Commonwealth University in 1969, his M.Ed. in Industrial Education from Virginia State College in 1972 and his Ed.D. from the College of William and Mary in Higher Education Administration in 1986.

Dr. Whitaker served in the U.S. Army Reserve and was a public school teacher and Adult Education Coordinator. He has served actively in his community on the Dinwiddie Ruritan Club, on the Board of Directors of the Prince George Rescue Squad, with Crater Community Hospice, and various other organizations. He has been actively involved in the Richard Bland College Foundation, serving as Treasurer and Member of the Board of Directors.

Dr. Whitaker was instrumental in the expansion of Richard Bland College. He was a member of the administrative team and coordinated efforts and brought to fruition the addition of the Student Residential Village and most recently the construction of a new LEED Gold certified science and technology facility, James B. McNeer Hall, which is the first new academic building in forty years.

BE IT RESOLVED, That the Board of Visitors acknowledges the retirement of Dr. Russell E. Whitaker, Jr. and expresses its appreciation for the many contributions he has made to Richard Bland College and, with deep gratitude for his 38 years of devoted service to the College, approves a change in status from Vice President of Administration and Finance to Vice President of Administration and Finance Emeritus.

BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of the Board and a copy of the same be delivered to Dr. Russell E. Whitaker, Jr. with best wishes for continuing and creative work in the years ahead.

**RICHARD BLAND COLLEGE  
RETIREMENT OF FRANCES S. SCARBROUGH  
HUMAN RESOURCES DIRECTOR**

Frances S. Scarbrough was hired by Richard Bland College in December, 1968. Mrs. Scarbrough received an Associate in Science in Business Degree from Richard Bland College in 1982 and attended Saint Leo College after graduating from Richard Bland College.

During her employment, Mrs. Scarbrough held several positions, including Secretary to the Registrar, College Accountant, Assistant Human Resource Director and most recently Human Resources Director. She will retire on January 1, 2013, after a total of forty-four years of service. During her tenure, Mrs. Scarbrough worked with all four Presidents of Richard Bland.

Mrs. Scarbrough was actively involved with different HR Organizations, including College and University Personnel Association (CUPA) and the International Personnel Management Association (IMPA), where she served on the board for several years. In 2001, she was appointed by the Virginia Retirement System to serve as a charter member on the Commonwealth's Optional Retirement Plan for Higher Education Advisory Committee. Mrs. Scarbrough served on this committee through December, 2007. The College was asked by the State Department of Accounts, under Mrs. Scarbrough's direction, to be the first agency to go live in implementing the state's first electronic payroll system (CIPPS).

Mrs. Scarbrough was very active in the Tri-Cities P. Buckley Moss Chapter. She was president of the Chapter for two years and became very interested not only in the Moss artwork but in the fact that the artist believes in helping children with disabilities since Ms. Moss was diagnosed at an early age as dyslexic. While Chapter President, Mrs. Scarbrough was involved with helping children with disabilities. In her spare time, she enjoys shopping, reading, bike riding and her six grandchildren.

BE IT RESOLVED, That the Board of Visitors acknowledges the retirement of Frances S. Scarbrough and expresses its appreciation to her for the many contributions she has made to Richard Bland College, with deep gratitude for her forty-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 Frances S. Scarbrough with best wishes for continuing and creative work in the years ahead.