

Board of Visitors

February 6-8, 2019

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Richard Bland College
of WILLIAM & MARY

PROGRESS REPORT
February 2019

Dr. Kenneth O. LaTessa
Acting Provost

Academics & Student Success

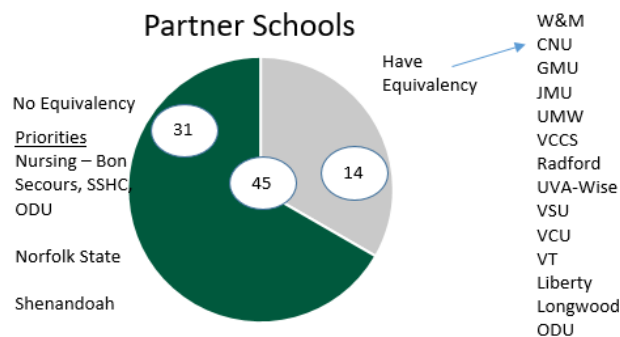
Faculty development offerings for the spring 2019 semester focused on teaching honors level courses, incorporating the RBC common read *Something Must Be Done About Prince Edward County* into curricula, utilization of the QEP rubric for critical thinking, and strategic planning related to RBC2025.

Celia Brockway, Assistant Professor of Music & Honors Program Coordinator, has facilitated the development of two new transfer memorandums of understanding (MOU) that create direct pathways from the Richard Bland College Honors Program to the Shenandoah University College of Arts & Sciences Honors Program and to the University of Mary Washington Honors Program. These MOUs will be signed and in effect for the Fall 2019 semester.

Rhonda Lubbe, Program Manager for Strategic Initiatives, has focused on streamlining the admissions and placement testing process in order to better guide students through the process, and identify at-risk students at the time of admission. Software solutions are under investigation, as well as a trial to focus retention efforts on students at feeder high schools admitted without the Advanced Studies Diploma and <3.0 high school GPA.

The First Year Experience (FYE) is under evaluation. FYE includes Exceptional Student Experience (ESE) 101, the Common Read Program, and a Student Success Seminar series. Seminars have focused on stress relief, study strategies and financial independence, among other topics.

Transfer agreements and transfer resources available to students are also under analysis and revision. Our equivalency guides with our partner institutions are being updated, and new agreements have been prioritized. The following diagrams illustrate our top transfer partners and the need for further agreements, particularly in the area of nursing and allied health fields.



First Transfer School - Community Colleges Removed - Fall 2011 through Fall 2017	Frequency	Percent
VIRGINIA COMMONWEALTH UNIVERSITY	396	23%
VIRGINIA STATE UNIVERSITY	144	8%
OLD DOMINION UNIVERSITY	102	6%
SOUTHSIDE REGIONAL MEDICAL CENTER	78	5%
LIBERTY UNIVERSITY	76	4%
LONGWOOD UNIVERSITY	74	4%
COLLEGE OF WILLIAM & MARY	61	4%
SOUTHSIDE REGIONAL MEDICAL CENTER SCH OF NURSING	44	3%
RADFORD UNIVERSITY	37	2%
GEORGE MASON UNIVERSITY	29	2%
VIRGINIA POLYTECH AND STATE UNIV	28	2%
JAMES MADISON UNIVERSITY	26	2%

Instruction & Programming

In response to student demand, beginning Monday, January 14, 2019, the Library's extended hours for the spring semester are as follows:

Monday - Thursday: 8am - 12am (Circulation closes at 8pm)

Friday: 8am - 5pm

Saturday: 12pm - 4pm

Sunday: 4pm - 12am (Circulation closes at 8pm)

These new hours will provide our students with much needed space for both quiet study and collaborative work.

Library staff collaborated with multiple faculty members to offer library instruction sessions to 378 students during the Fall 2018 semester. This number is expected to grow throughout the Spring 2019 semester as the Library continues to offer collaborative instructional sessions.

Library staff offered twelve programs during the Fall 2018 semester, reaching a total of 236 students. Programs included topics such as Banned Books Week, mental health awareness, stress, Constitution Week, LGBTQ awareness, and more. Assessment data show a student satisfaction average of 9.52 out of 10. Library staff have already scheduled twelve additional programs for the Spring 2019 semester, including National Library Week, Open Education Week, healthy eating, overcoming substance abuse, and Black History Month.

Resource Accessibility

During the Fall 2018 semester, Library staff conducted a trial for upgrades to its LibGuides, a content curation platform. The Library trial was successful, and the Library staff has decided to upgrade its platform. With this upgrade, the Library will be able to customize the platform to directly integrate its online catalog, create tutorials that can be embedded into the site, offer online reference and chat services to patrons, and directly embed components of the site into the College's learning management system.

Collection Development

Library staff continue to conduct an inventory of all physical resources. The project itself is approximately 50% complete, with over 30,000 items scanned and updated within the system thus far. The physical inventory is to be completed by the end of the fiscal year.

Athletics

Women's Soccer

Women's soccer is being rolled out as the College's 6th NJCAA Division I intercollegiate sport. The Statesmen will begin competing in the fall of 2019 as a member of the Region X Conference. With the addition of Richard Bland, Region X now sponsors women's soccer for nine schools, including Cape Fear, Louisburg, Spartanburg Methodist, USC Salkehatchie, Wake Technical, Patrick Henry, USC Lancaster, and USC Union. The Statesmen women's team will be coached by Damien Westfield, who led the men's team to a 14-3-2 record in his first season last year, the second most wins in school history. Westfield will assume duties as Director of Soccer Operations and serve as head coach of both programs. This will bring about 20-24 strong student athletes to the Richard Bland community. The hiring process is currently underway for an Assistant Women's Coach to work with Coach Westfield.

Men's Basketball

Men's basketball is the only team currently competing and it sits at a 4-9 for the season. The team has been battling through injuries, along with transition with a young team.

Women's Volleyball

The women's volleyball team won the Region X Championship and traveled to compete in the District tournament in Florida. The team finished the season at 17-8. Congratulations to Coach Scott Newton on an impressive season!

Men's Soccer

The team finished the season at 14-3-2 with 2nd place in the regular season but lost in the Region X Semifinals. Congratulations to the players and Coach Westfield on a phenomenal season.

Softball

The team begins competitive play in Florida at the end of January.

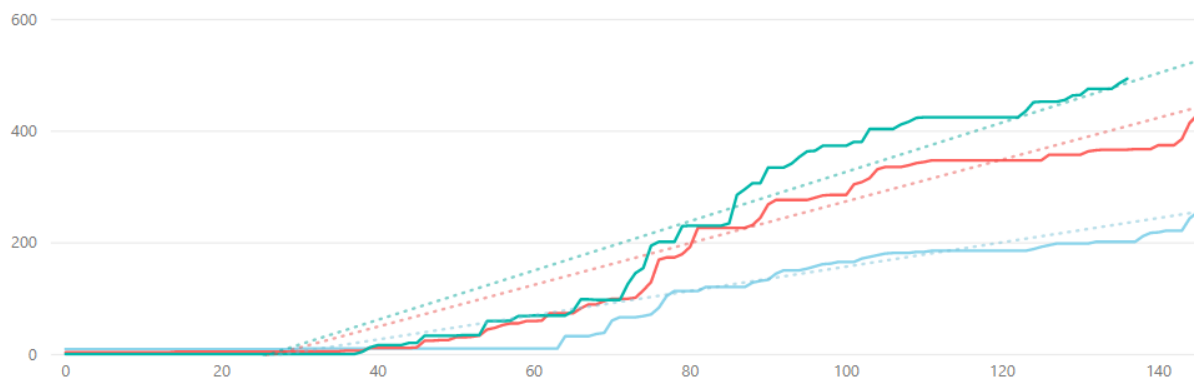
Enrollment Management

As of January 14, 2019, the college had enrolled 845 students for 11,305 credit hours, exceeding the goal of 11,220. Official numbers will be available once census has been reached on January 25, 2019.

The recruitment team is off to a great start, having participated in over 230 high school visits and college fairs, conducted 17 onsite visits and participated in 6 panel presentations. Admits are up 34% versus last year at this same point.

Table 1. Admit Trend Year over Year

● Fall 2017 ● Fall 2018 ● Fall 2019



Student Life

The first semester of a three-year pilot of ASPIRE and CHOICE is now complete. The average GPA for the ASPIRE community is a 3.46, which includes 10 students with a 4.0 GPA. This community was also responsible for completing 600 service hours and participating in 25 engagement programs. CHOICE students participated in over 300 interventions, which included required weekly study hall and tutoring. 80% of CHOICE students met the minimum academic requirements to return to RBC for Spring 2019; 41% are on academic probation.

Strategic enhancements to the learner mentor program are underway. This includes using student attendance and grades to standardize interventions and enhancing engagement activities by taking advantage of more group activities.

Teona Henderson joined the RBC team as a new Learner Mentor. Teona has a Master's degree in Career and Technical Education, with 10 years of professional experience at Petersburg Public School and J. Sargent Reynolds Community college, among others.

Ms. Stacey Sokol
Program Manager for Strategic Initiatives

Stacey Sokol joined RBC on October 11, 2018 as Program Manager for Strategic Initiatives. This role reports directly to the President and works closely with a cross-functional team of professionals to develop, implement, direct and oversee special projects to support Richard Bland College's strategic priorities.

SACSCOC On-Site Reaffirmation Review Team Recommendations

Ms. Sokol's first assignments focus on distance education with an emphasis on online learning and dual enrollment. Since receiving the SACSCOC On-Site Reaffirmation Review Team's recommendations, she is working directly with cross-functional teams on the Corrective Action Plans for two of the five recommendations that directly relate to the college's dual enrollment programs.

14.2: Substantive Change

Data provided by the Director of Institutional Research was reviewed to determine dual enrollment high school locations offering 25-49% or 50% or more of any RBC credential during rolling 2-year periods beginning Fall 2013 through Spring 2019.

The following recommendations have been made:

- Discontinue Liberal Arts Certificate effective immediately
- Reduce course offerings at current dual enrollment high school sites to ensure none exceed 49% of AA/AS degree offerings

14.3: Comprehensive Institutional Reviews

Current materials and procedures regarding communication of student support services to dual enrollment students and professional development resources for dual enrollment instructors have been documented and created as needed to address the On-Site Reaffirmation Review Team's recommendations. In addition, roles and responsibilities for all RBC dual enrollment stakeholders and high school site stakeholders to include the students, instructors, guidance counselors, and administration are being documented, created, and defined to ensure that all appropriate standards and policies are communicated and consistently enforced at all dual enrollment sites.

Ms. Carol Kelejian
Director of Institutional Research

SACSCOC Reaffirmation of Accreditation Update

Significant progress has been made toward completing the Corrective Action Plan for each of the five recommendations received by RBC during the on-site visit portion of the decennial reaffirmation review.

Upon receipt of the on-site committee's report, detailed corrective action plans were put into place with the Accreditation Liaison, with the intent of achieving compliance by April 2019, when RBC's response to the findings is due to SACSCOC. Achieving compliance and preparing the Response Report constitutes the final phase of the decennial reaffirmation process.

As of 1/17/2019, the entire CAP is approximately 65% complete.

Specific progress toward completion as of 1/17/2019:

- 6.2.a (Faculty qualifications): 90% complete; nearly all transcripts have been received.
- 7.2 (Quality enhancement plan): 30% complete; Prof. Morgan and Carol Kelejian are in the midst of making the requested changes and are confident that they will meet the April deadline.
- 13.1 (Financial resources) [Core Requirement]: 50% complete. The written response to SACSCOC is in progress.
- 14.2 (Substantive change): 90% complete; preparation of appropriate substantive change notifications has been completed and are ready for submission; policies have been revised to prevent similar issues from occurring in the future that resulted in this finding.
- 14.3 (Comprehensive institutional reviews): 90% complete; this item is nearly complete, pending roll-out of professional development and training to DE instructors and final receipt by Director of Academics from chairs of all Fall 2018 DE instructor evaluations

Mr. Paul Edwards
Chief Business Officer

Overview

I remain excited and energized by the challenges and opportunities that lie ahead for the Finance Office, as well as the College. The Finance Department has been challenged as it works to hire staff, prepare for a review and an audit, review/create policies and procedures, implement best practices, review/create internal controls and enhance computer systems. Although we are looking back as we work on the FY18 audit, we are also looking to make improvements in the current year of FY19 as well as continually seek to improve through greater efficiencies and use of best practices for FY20 and beyond.

Personnel

We are well underway with implementing the changes made in the organizational structure within the Finance department. At this time, we have hired a Director of Accounting and Financial Reporting, a Manager of Accounting and Compliance and a Senior Accountant. Mark Jacobson is a seasoned accounting professional with more than 25 years of accounting experience. Mr. Jacobson has 14 years of higher education experience and was most recently the Assistant Controller for Virginia State University for the past 12 years. Melissa Mahoney is an accounting professional with 10 years experience. Ms. Mahoney has been an accounting manager previously and was most recently RBC's Bursar. Mr. Longhao Tang is a CPA who has worked in higher education in the state of Kentucky for the past three years. Lastly, Mr. Greg Johnson has been hired to oversee the Procurement Office on a part-time basis until the Procurement Manager position is filled. Mr. Johnson is a seasoned Procurement professional with more than 20 years experience. Mr. Johnson is currently retired and his last position was Director of Procurement for the College of William & Mary.

Governor's Budget

For RBC, the Governor's proposed budget provides for an additional \$238,536 in financial aid for FY20.

Budget Amendments

RBC put forward four budget amendments to be carried to the General Assembly. The first amendment is a recurring General Fund (GF) request in the amount of \$300,000 to hire three new full-time faculty members in high-demand fields (business (1) and computer science (2)). The second amendment is a recurring GF request in the amount of \$250,000. This is to pay fees related to RBC's current Software as a Service (SaaS) portfolio of agreements for which the Virginia Information Technologies Agency (VITA) will invoice RBC. As an alternative to providing additional GF support, RBC has requested that the Commonwealth of Virginia make RBC exempt from the oversight of VITA. The third amendment is a recurring GF request in the amount of \$262,000 for Operations & Maintenance (O&M) costs for Ernst Hall (now SSHE). The

fourth amendment is a GF request in the amount \$301,112 and a Nongeneral Fund (NGF) request in the amount of \$23,888 for a total request of \$325,000. This one-time request is to purchase generator for the RBC Library. Delegate Ingram and Senator Ruff are the patrons on all of these amendments. We also have several co-patrons on these amendments to include Speaker Cox and Chairman Rush. I would like to offer a huge “Thank You” to Amy Sebring for helping us prepare these amendments.

Audit Preparation

The FY18 audit will begin in January. RBC requested a review of FY18 by the Auditor of Public Accounts. The review began in December 2018. It is intended that the review report provided by the APA will accompany RBC’s response to SACSCOC on April 29, 2019.

Summary

We are building a detailed project plan (using project software) that will continue and build on the work already begun under the Corrective Action Plan (CAP). This detailed plan will aid us in seeing the CAP to its successful completion. Evaluation as well as the pursuit of efficiencies and best practices is a continual process. We continue each day the work of evaluating, correcting, revising and implementing philosophy, policies, procedures, processes, internal controls, and systems simultaneously so as to transform all pieces of the solution as a single initiative. We are continuing this thoughtful, thorough and intentional work.

A budget vs. actual report for the first half of FY19 is enclosed (A).

Dr. Tyler Hart
Chief Development Officer

Endowment Campaign Update

Endowment giving continues to increase with the addition of the William H. Talley IV Scholarship. The Development Team has raised \$1.2 million toward a goal of \$2.2 million by 2025. We continue to prepare proposals and requests to create scholarships that further the mission of Richard Bland College Foundation.

Annual Giving

For Fiscal Year 2019, the Richard Bland College Foundation set a goal to raise \$105,000, a 5% increase over Fiscal Year 2018 total. Through the end of December 2018, the Foundation has raised \$50,790, up 7% over prior year giving in the same period. Communications is ramping up in 2019 with monthly mailers and post cards going out. Historically, we have only sent mailings to the full database two times a year.

As a compliment to these mailers, the Advancement Committee of the Board of Directors is creating the 1960 Society. On May 5, 2019, Richard Bland's anniversary, the Advancement team will hold a day of giving that will focus on donors giving \$19.60 to become members of the Richard Bland Society. The focus of this day is to generate new donors to the college. Special campaigns will be designed to target, students, parents, and alumni.

Mr. Eric Kondzielawa
Director of Operations & Capital Assets

Maze Hall Window and Door Replacement

AARB review and approval have been secured for the Maze renovation. BCOM has reviewed all documents; an application for building has been submitted. We plan to go out to bid in February with construction starting in March.

Academic Innovation Center

We have been approved for detail planning money for the Academic Innovation Center. The source of these funds is from the Detailed Planning Pool chapter 759/769. We have contracted with RRMM to start the preliminary studies and conceptual designs. RRMM has been on campus and has reviewed initial designs with the RBC Steering Committee.

Chief Jeff Brown

Director, Campus Safety & Police

Police

Campus Security Officer (CSO) Training

The Campus Security Officer (CSO) Program was implemented in January 2018 as an alternative to using expensive contract security in the residence halls. The Program was designed to be more efficient than traditional contract security and to enhance the College's residential safety program through specialized security officer training and progressive staffing. In December, the Department provided a first-ever, flexible, in-house, training program to the College's CSO personnel. The CSO training program was taught by a trained and certified Richard Bland College police officer in lieu of spending funds on expensive, off campus training personnel. In addition, the in-house training program provided for efficient use of CSO hours since travel, room and board costs were eliminated. The training was held in SSHE Hall classrooms over a two-day period, from midnight until 8 am. The Program also included certification through the American Heart Association in CPR/AED techniques. A total of six CSO personnel were trained and are certified by the Commonwealth of Virginia.

Community Crime Prevention Certification Process

The Department has enrolled with the Virginia Department of Criminal Justice Services (DCJS) to begin the process for certification in the Certified Crime Prevention Campus Program. The Department staff are preparing resources to demonstrate compliance with the eleven program elements and certification standards. Once all elements have been completed and submitted for review, DCJS staff will visit the campus for a comprehensive program assessment. The Criminal Justice Services Board will be asked to review and act on the submission at their September 2019 meeting.

DaPro Record Management system

The College submits monthly crime reports to the Virginia State Police and tracks crime information for the Federal Clery Act through the DaPro system. This record management system is obsolete - it is no longer supported by the vendor and submissions will not be accepted by VSP after March 2019. Police staff are working with Information Technology staff to identify an efficient and appropriate system to replace the obsolete system. To date, the College has negotiated and received a quote from IDNetworks for a replacement system (December).

Emergency Management

Emergency Management Team Activation

The EMT was activated in October and December:

- Activation occurred at the onset of the Patriot Hall residence hall fire on October 22nd. The team made successful decisions to coordinate fire service response, evacuate the

building, secure the Hall, coordinate restoration and cleaning services, identify and relocate affected students, manage student access to sections of the building in a safe manner and communicate information to the RBC community. The building was re-opened to the residents in less than 3 hours.

- The December snow event also resulted in an activation. The EMT acted to evacuate Commerce Hall due to the snow related power outage that affected the campus. The College's evacuation center, Statesman Hall, was "stood up" by Facilities personnel and fifty-three students were transported and housed there for about 6 hours. The Team continued to make decisions to re-schedule final exams and residence hall closure.