



LOCAL COMMUNITY COLLEGE BOARD
MEETING MINUTES

Wednesday, February 15, 2023

The Commonwealth Room 110 – Historic Triangle Campus

4601 Opportunity Way, Williamsburg, VA 23188

5:00 P.M.

MINUTES NO. 454

1. CALL TO ORDER

The meeting was called to order at 5:02 p.m.

A. Roll Call 5:02 pm

Present: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson (arrived late), Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

Absent: Mr. Mike Kuhns, Dr. Donna Woods

Staff and Guests: Ms. Ada Badgley (Office of the President), Dr. Porter Brannon (Office of the President), Ms. Cyndie Callaway (Institutional Advancement), Mr. Steven Carpenter (Finance & Administration), Mr. Tim Crittenden (Finance & Administration), Mr. Todd Estes (Workforce Development & Innovation), Mr. Steven Felker (Institutional Research & Effectiveness), Dr. Jeanetta Hollins (Enrollment Management & Student Success), Ms. Barbara Mason (Office of the President), Ms. Melanie McNall (Human Resources), Dr. Kerry Ragno (Academic Affairs),

B. Approval of Minutes for December 7, 2022

A motion to approve the minutes was made by Dr. Keisha Melvin and seconded by Dr. Jonathan Romero. The Virginia Peninsula Community College Board approved the minutes from the December 7, 2022, Board Meeting [No. 453], as presented.

By roll call vote, the following board members approved the minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

2. CHAIR ANNOUNCEMENTS

A. Public Comments

No public comments.

B. Dr. Joyce Jarrett reported that Mr. Mike Kuhns was appointed as the chair of the Nominations Committee and Ms. Izabela Cieszynski and Ms. Ti’Juana Gholson will serve on the committee. The nominations committee will come back at the May 2023 board meeting with a slate for full board approval.

C. Report from the College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors

Mr. Allan Melton reported that he attended an Educational Foundation Board meeting on December 15, 2022. During the board meeting Mr. Todd Estes shared information about the Skilled Trades Center located in Toano, Dr. Porter Brannon informed the Foundation Board that enrollment in all sectors of the College had increased and announcements of reappointments to the board were made. Mr. Charles Southall will be the Educational Foundation Board chair and the outgoing chair was recognized for the years of service.

D. PRESIDENTS REPORT

a. Annual Workforce Development Report

Dr. Brannon reported that Mr. Todd Estes is now officially serving in the role as the Vice President for Workforce Innovation. Mr. Estes provided an overview of the annual workforce Development Report and emphasized the effort around the skilled trades, HR Strong and the Skilled Trades Center located in Toano.

b. College Reorganization Updates

The College has been undergoing a reorganization effort and Dr. Brannon reported that the restructuring has resulted in the merger of four smaller departments into one large division. The new division will be named Institutional Effectiveness and Transformation and this has resulted in the elimination of the position of Vice President for Institutional Advancement. Dr. Brannon recognized Ms. Cyndie Callaway for her time, talent and energy given in service to the college for the past 17 years. Ms. Callaway thanked the college board for their service and support over the years.

c. Written President's Report to the College Board

The Board was enthusiastic to see that the eight-year decline in enrollment ended in the Fall of 2022 when the College saw a slight increase in enrollment. The Board asked specifically about the 14% increase in military and veteran enrollments.

- o Mr. Steven Carpenter shared the success of this team that has been instrumental in increasing the military and veteran enrollment.

E. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

a. Review of Meeting Minutes from December 7, 2022

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the meeting minutes from December 7, 2022, as presented.

By roll call vote, the following board members approved the minutes as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David "Ed" Durham, Mr. Joseph Fuentes, Ms. Ti'Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

b. Dual Enrollment Partners & Plans

Dr. Kerry Ragno reported that during January she and Dr. Jeannetta Hollins hosted a meeting with the College's dual enrollment partners. During the meeting NACEP standards were re-introduced and data was provided for each school district. The meeting was well and attended and there was representation from all our school districts.

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the presentation, as presented.

By roll call vote, the following board members approved the presentation as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

F. BUDGET AND FINANCE COMMITTEE

Dr. Linda Reviea motioned to amend the current agenda to strike items A, B, C, D and E and replace them with the items included in the committee report submitted for the February 15 meeting. Items A through D on the original agenda were mistakenly included on this agenda and had been previously reviewed and approved during the December 7, 2022, meeting. Item E was included on this agenda in error as there is no proposal to change student fees.

By roll call vote, the following board members approved the amended agenda as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

a. Review December 7, 2022, Minutes

On behalf of the Budget and Finance Committee, Dr. Linda Reviea recommended that the Board approve the meeting minutes as amended with the date change from December 8 to December 7, 2022 as presented.

By roll call vote, the following board members approved the minutes as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

b. Review and Accept FY 2023 Local Funds 2nd Quarter Statement

Mr. Tim Crittenden provided a brief overview of the FY23 Local Funds 2nd Quarter Statement.

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested acknowledgement of the presentation for informational purposes as presented.

By roll call vote, the following board members acknowledged the presentation for informational purposes as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

c. Review of FY 2023 State Funds 2nd Quarter Update

Mr. Steven Carpenter provided a brief overview of the FY 2023 State Funds 2nd Quarter Update.

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested acknowledgement of the presentation for informational purposes as presented.

By roll call vote, the following board members acknowledged the presentation for informational purposes as presented: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

G. UNFINISHED BUSINESS

- a.** Dr. Vince Warren provided a report from the Awards Committee on the process used for the nomination process for the Dana B. Hamel award.

Consideration of Honorary Degrees or Special Awards Closed Session

Dr. Joyce Jarrett motioned for the Board of Virginia Peninsula Community College, in accordance with §2.2-3711(A)(7) of the Code of Virginia, vote to convene in closed session relating to the

discussion or consideration of honorary degrees or special awards, the motion was seconded by Mr. Joseph Fuentes.

By roll call vote the following board members approved the motion and closed session began at 6:26 pm: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

Reconvene to Open Session

The Board of Virginia Peninsula Community College, having finished all appropriate discussions in accordance with §2.2-3711(A)(7) of the Code of Virginia, motioned to end the closed session and return to open session.

By roll call vote, the following board members approved the return to open session which reconvened at 6:50 pm: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

Certification of Closed Session

The members in attendance at the closed session of the Virginia Peninsula Community College Board meeting on February 15, 2023, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(7) of the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in this closed session.

By roll call vote, the following board members certified closed session matters: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

The Virginia Peninsula Community College Board accepts the recipient of the Dana B Hamel award, as presented.

By roll call vote, the following board members certified closed session matters: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, and Dr. Vince Warren.

H. NEW BUSINESS

- a. Dr. Jarrett encouraged all Board members to join in on the Presidential Inauguration and Gala festivities and support the College and Dr. Brannon.
- b. The Executive Board will meet on Tuesday, February 28, 2023, at 5:30 pm at the Hampton Campus in the President’s Conference Room 3, Harrison Hall.
- c. Dr. Jarrett shared that we may have a new board member that will replace Mr. Curtis Bethany, III by the April meeting.

I. ADJOURNMENT

The meeting was adjourned at 7:05 pm

*Next College Board Meeting: 5 p.m. on April 19, 2023
Hampton Campus, PWDC, 600 Butler Farm Road, Hampton, VA*



LOCAL COMMUNITY COLLEGE BOARD
2023 MEETING DATES

Wednesday, February 15, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, April 19, 2023	Hampton's Peninsula Workforce Development Center Rm. 1301-1303
Wednesday, May 17, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, August 16, 2023	Hampton's Peninsula Workforce Development Center Rm. 1301-1303
Wednesday, October 18, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, December 6, 2023	Off-Campus Meeting at One of the Local Service Localities

Commencement

Friday, May 12, 2023
Liberty Live Church in Hampton

Campus Locations

Williamsburg's Historic Triangle Campus
4601 Opportunity Way, Williamsburg, VA 23188

Hampton's Workforce Development Center

600 Butler Farm Road, Hampton, VA 23666

Note

General Local College Board meetings are open to the public in accordance with the Virginia Freedom of Information Act.