



## LOCAL COMMUNITY COLLEGE BOARD

### MEETING MINUTES

Wednesday, December 7, 2022

Peninsula Workforce Development Center, Rooms 1301-1303

600 Butler Farm Road, Hampton, VA

5:00 P.M.

MINUTES NO. 453

#### 1. CALL TO ORDER

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

##### A. Roll Call 5:02 pm

**Present:** Mr. Curtis Bethany, III, Ms. Mary Bunting (left early), Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods

**Staff and Guests:** Ms. Ada Badgley (Office of the President), Mr. Jeff Bonavita (Faculty Senate), 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), Mr. Keith Ferguson (Finance & Administration), Dr. Jeanetta Hollins (Enrollment Management & Student Success), Ms. Myleah Kerns (STEM & Mid-Level Managers), Ms. Julie Lambert (Academic Affairs) Mr. Paul Long (Public Safety, Allied Health & Human Services), Ms. Barbara Mason (Office of the President), Ms. Melanie McNall (Human Resources), Dr. Kerry Ragno (Academic Affairs), Ms. Liz Rizzatto (College Support Staff Association), Mr. Paul Tessier (STEM)

##### B. Approval of Minutes for October 26, 2022

A motion to approve the minutes was made by Mr. Mike Kuhns and seconded by Mr. Curtis Bethany, III. The Virginia Peninsula Community College Board approved the minutes from the October 26, 2022, Board Meeting [No. 452], as presented.

By roll call vote, the following board members approved the minutes: Mr. Curtis Bethany, III, Ms. Mary Bunting (left early), Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

#### 2. CHAIR ANNOUNCEMENTS

##### A. Public Comments

No public comments.

##### B. State Board Liaison – Mr. Douglas Garcia was not able to attend the meeting as planned. He will be invited to another meeting in the future.

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

Mr. Allan Melton reported that there was no meeting of the Educational Foundation Board since the last meeting of the Local College Board on October 26, 2022. There is a meeting scheduled for Thursday, December 15, 2022, which he will attend. To date during FY23, \$143,168 has been raised and six (6) of the fourteen (14) or 42% of the local college board members have donated. Please consider donating before the end of 2022.

D. Appointment of Parliamentarian

As a public body, we must remember to follow Roberts Rules of Order. Mr. Joseph Fuentes has been appointed to serve in the role of parliamentarian.

E. Recognition of Mr. Curtis Bethany, III

We congratulate Mr. Bethany for his election to the Newport News City Council. We are very proud of this accomplishment. We are appreciative of his contribution to the board since July 2021. Unfortunately, elected officials cannot serve on the board so this will be his last meeting. Dr. Jarrett presented Mr. Bethany with a plaque and Dr. Brannon recognized Mr. Bethany for his contributions.

3. **PRESIDENTS REPORT**

A. Assistance with VPCC Email Setup

Those board members who have not been able to connect through their @vpcc.edu email addresses, were invited to stay after the meeting to get assistance from Mr. John Savage, Director of Information Technology Services.

B. Introduction of Ms. Barbara Mason, Executive Assistant and Project Manager

Ms. Barbara Mason has transitioned into the role as of November 28, 2022, and will become the liaison to the board in the new year. Ms. Ada Badgley will finish her interim role with the board as Ms. Mason steps in.

C. Update on the Thrive2027 Strategic Plan Year-One Goals

Mr. Steven Felker, Director of Institutional Research and Effectiveness, presented an overview of highlights from the year one plan (2021-22) as well as plans for year two (2022-23). The slide deck is attached.

D. Update on the Recommendation for Professor Emeritus 2023

Dr. Kerry Rango presented information about the process which includes anyone with faculty rank including teaching and administrative faculty. There are no nominations this year.

E. Written President's Report to the College Board

Additional updates to the report were provided:

- Needs for regalia to be rented for the inauguration and commencement ceremonies were collected. We will confirm this information prior to placing the order.
- Ms. Julie Lambert, the college's Master Scheduler, is helping to support Dr. Rango in Academic Affairs while a search is conducted to fill the vacancy left by Ms. Barbara Mason.
- Mr. Steven Carpenter shared that the move into Hampton IV for classes is delayed until summer 2023 due to the need for state and local inspections as well as delays in the supply chain. Office space in Diggs, Moore, and Harrison Halls will be relocated to Hampton IV in spring 2023.
- An updated enrollment thermometer from December 5, 2022, was provided.

- The board discussed
  - The Commission on Dental Accreditation (CODA) report
  - The process to sunset the Thomas Nelson Code of Ethics and create a new Virginia Peninsula Culture of Excellence document
  - The colleges focus on “the whole student” that is addressed through student services (SingleStop, Clothing Closet, Food Pantry, etc.)

#### 4. EXECUTIVE COMMITTEE MEETING

##### A. Review of Meeting Minutes from November 16, 2022

On behalf of the Executive Committee, Dr. Joyce Jarrett requested approval of the Executive Committee meeting minutes from November 16, 2022.

Two corrections to the minutes presented were made and recorded.

By roll call vote, the following board members approved the minutes as corrected: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods

##### B. College Board Awards

The board engaged in discussion about the process for nominating, recommending, considering, and selecting the nominees.

On behalf of the Executive Committee, Dr. Joyce Jarrett requested approval of sunseting of the Thomas Nelson / College Medallion Award as presented.

By roll call vote, the following board members approved the motion as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods

#### 5. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

##### A. Review of Meeting Minutes from October 19, 2022

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the meeting minutes from October 19, 2022, as presented.

By roll call vote, the following board members approved the minutes as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

##### B. Curriculum Update: Unmanned Systems (Drones)

Dr. Kerry Ragno provided a brief update regarding this program.

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested acknowledgement of the presentation for information purposes, as presented.

By roll call vote, the following board members acknowledged the presentation for information purposes as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- C. Transfer Virginia Degree Plan Updates: Computer Science AS and Engineering AS (Pathways in Electrical, Computer, Mechanical, Civil, Biomedical, and Chemical Engineering)

Dr. Kerry Ragno provided a brief update regarding the changes to the Transfer VA plan and the proposed curriculum changes that align across the commonwealth and VCCS. The slide deck presentation is included as an attachment.

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: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- D. Review of Meeting Minutes from November 29, 2022

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the meeting minutes from November 29, 2022, as presented.

By roll call vote, the following board members approved the minutes as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

## 6. BUDGET AND FINANCE COMMITTEE

- A. Review October 26, 2022, Minutes

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested approval of the meeting minutes from October 26, 2022, as presented.

By roll call vote, the following board members approved the minutes as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- B. Review November 15, 2022, Minutes

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested approval of the meeting minutes from November 15, 2022, as presented.

By roll call vote, the following board members approved the minutes as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- C. Review of the FY 2023 First Quarter Local Funds Report

Mr. Tim Crittenden provided a brief overview of the FY23 First Quarter Local Funds Report.

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: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

D. Statement of Economic Interests and Completion of State Officer and Employee Conflict of Interests Act Training

Mr. Steven Carpenter provided a brief overview of the requirement and process for completion of this disclosure and training. Board members who are required to complete will be contacted by Ms. Geri Mathey. The training and form must be completed by February 1.

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested acknowledgement acknowledges receipt of directions for the annual filing of the Statement of Economic Interests and for completing the online module for State Officer and Employee Conflict of Interests Act Training, as presented.

By roll call vote, the following board members acknowledged receipt of the directions as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David "Ed" Durham, Mr. Joseph Fuentes, Ms. TiJuana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

7. **UNFINISHED BUSINESS**

The board briefly discussed the potential addition of the athletics fields as presented in the Presidents report and executive committee minutes as well as the availability of carpool for 2023 meetings held in Williamsburg.

8. **NEW BUSINESS**

A. Appointment of the Presidential Evaluation Committee

The board briefly discussed the process for the evaluation of the president. The final evaluation will be brought forward to the board for review at the April 2023 College Board Meeting during closed session.

B. Presidential Annual Evaluation Goals for 2022-2023

The president shared her broad reaching goals and stated that she will also submit specific, measurable, attainable, realistic, timebound (SMART) action steps: 1) enhancing and increasing institutional effectiveness, 2) growth through increasing applications, conversion rate, and retention of enrolled students, 3) increasing fundraising and development initiatives for the college.

On behalf of the Executive Committee, Dr. Joyce Jarrett requested acknowledgment of the receipt of the President's annual evaluation goals for 2022-2023 as presented.

By roll call vote, the following board members acknowledged receipt of the president's annual goals as presented: Mr. Curtis Bethany, III, Ms. Izabela Cieszynski, Mr. David "Ed" Durham, Mr. Joseph Fuentes, Ms. TiJuana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods

C. Dr. Jarrett recognized all that were in attendance and wished each and every one a very happy holiday.

9. **ADJOURNMENT**

The meeting was adjourned at 6:33 pm

*Next College Board Meeting: 5 p.m. on February 15, 2023  
Historic Triangle Campus, 4601 Opportunity Way, Williamsburg, 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.