



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

February 27, 2019

College Board Room, Moore Hall

Hampton, Virginia

6:00 p.m.

MINUTES NO. 424

PRESENT:

Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.

Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry Showalter
Dr. Vince Warren

ABSENT:

Ms. Mary Bunting
Ms. Mary Ann Maimone
Mr. Augustus Owens
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees

STAFF AND GUESTS:

Ms. Elizabeth Axberg (President Student Government Association)
Dr. Lynda Byrd-Poller (Human Resources)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Erica Charity (Office of the President)
Ms. Xiomara Cuno Lavilla (Vice President Student Government Association)
Dr. John T. Dever (President)
Dr. Susan English (Academic Affairs/Workforce Development)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Matthew Hedrick (College Support Staff Association)
Mr. Brian Hill (Information Technology)
Mr. Sofoklis Hiotellis (Faculty Senate)
Ms. Nira Holton (Office of the President)
Ms. Debbie Hudgins (Information Technology)
Mr. Paul Long (Health Professions)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Kris Rarig (Student Affairs)
Dr. Charles Swaim (Mid-Level Managers)
Dr. Patrick Tompkins (Historic Triangle Campus)
Sgt. Hattie Turner (Campus Police)

I. CALL TO ORDER

Mr. Robert Harper, Chair, called the meeting to order at 6:00 p.m.

A. Roll Call

By roll call vote in open session, the following members were in attendance:

Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Dr. Vince Warren

B. Approval of Minutes for December 12, 2018

It was moved (R. Harper) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the December 12, 2018, Board minutes [No. 423] as presented.

The motion was approved.

II. CHAIR ANNOUNCEMENTS

Mr. Robert Harper welcomed everyone to the meeting.

A. Public Comments

There were no public comments.

B. Appointment of Ad Hoc Committee to Prepare the Presidential Evaluation

Mr. Harper announced the volunteers to serve on the Ad Hoc Committee to prepare the president's evaluation:

- Mr. Mike Kuhns (Chair)
- Ms. Mary Bunting
- Mr. Allan Melton
- Ms. Izabela Cieszynski

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

Mr. John McMillan, Jr., College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors, provided a report from the December 13, 2018, Foundation Board meeting. Mr. McMillan reported the following:

- During the meeting the Foundation was treated to a presentation from the College's award winning Ballroom Dance Team by Ms. Pam Roberts, Ballroom Dance Team advisor, and Mr. Faison Alexander, Team Member.
- Mr. McMillan stated that the Foundation also received a presentation on the Diggs, Moore and Harrison Hall replacement building from RRMM Architects representatives, Mr. Dan Hickok and Ms. Katie O'Neal.
- Mr. McMillan stated that Ms. Tricia Hudson, Strategic Development Consultant, provided a proposal to conduct a "mini capital campaign" to raise funds to enhance the replacement building project.
- Mr. McMillan stated that the Foundation proposed revisions to the College Board's Policy for Facility Naming Opportunities to be consistent with the Foundation's fund raising efforts for the new building. The FAML Committee reviewed the proposed revised naming policy and procedures and will make recommendations to the College Board as part of that Committee's report.
- Mr. McMillian advised the College Board that that the Foundation elected the following officers for 2018-19: Mr. Rick Gallaer, President; Mr. Jack Ezzell, Vice President; Dr. John Dever, Secretary; and Mr. Charles Nurnberger, Treasurer. They recognized the outgoing President, Mr. Bill Grace, for his dedication, leadership and support of the College and the Foundation.
- The Executive Director, Ms. Cyndie Callaway, explained a proposed donation by the Von Schilling family of approximately 10 acres of unimproved land adjacent to the boundaries of the College and currently owned Foundation property.
- The next scheduled meeting of the Foundation is Thursday, March 14, beginning at 8:30 a.m. at the Hampton Campus, College Board Room in Moore Hall.

III. FINANCE AND MUNICIPAL LIAISON COMMITTEE

On behalf of the Finance and Municipal Liaison Committee, Mr. Melton provided the following committee report and recommendations:

A. Approval of December 12, 2018 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 12, 2018, as presented.

The motion was approved.

B. Approval of Resolution: Increase in Student Fees for FY 2020

The Committee moved that the Thomas Nelson Community College Board approve the resolution to increase Student Fees for FY 2020, as presented.

Mr. Harper asked if the Student Government Association has endorsed the proposed increase. Mr. Nurnberger stated that they have endorsed the proposed increase, and if approved by the College Board, final approval would be needed by the State Board before implementation of the \$0.75 increase (\$0.50 student activities and \$0.25 security and other services) in FY 2020.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

C. Approval of Resolution: Transfer of 19.73 Acres of Land to James City County

The Committee moved that the Thomas Nelson Community College Board approve the resolution to transfer 19.73 acres of land to James City County, as presented

Mr. Nurnberger stated that James City County approached the College with the desire to build a new fire station and a joint fire/police training facility adjacent to their Law Enforcement Center located at 4600 Opportunity Way, on approximately 19.73 acres across the street from the Historic Triangle Campus. James City County donated the land for the Historic Triangle Campus at no cost to the Commonwealth to allow the Virginia's Community Colleges (VCCS) to build a second campus for Thomas Nelson.

Mr. Paul Long, Interim Dean, Health Professions, stated that this land transfer is more than an opportunity to help James City County strategically locate a fire station. It also allows Thomas Nelson to collaborate with our regional partners to provide a regional training center for fire and EMS education. This would benefit the localities, our Department of Defense partners, as well as the programs we currently offer, and allow for the future growth for Thomas Nelson.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

D. Accept for file Purposes the FY 2019 Second Quarter Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board accept for file purposes the FY 2019 Second Quarter Local Funds Financial Statement, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

E. Accept for Review Purposes: Revised Thomas Nelson Community College Campus Facility Naming Policy and Procedures

Ms. Callaway stated that the State Board policy makes it clear that the naming of college facilities is the responsibility of the College Board and not the Foundation Board. The Foundation Board is responsible for building fund raising and recognition strategies. With a new building being constructed, the Foundation can raise funds to enhance that facility and offer donors a naming opportunity.

Ms. Callaway also stated that the Development Committee of the Educational Foundation reviewed copies of sister colleges' naming policies and noticed that Thomas Nelson's naming policy has not been revised since 1998. The Educational Foundation is making recommendations to the College Board for revisions to the existing policy. Ms. Callaway stated that they are making the recommendations to FAML first and to the College Board for any changes that are needed prior to a vote to approve at the April meeting.

The Committee moved that the Thomas Nelson Community College Board accept for review purposes the revised Thomas Nelson Community College Campus Facility Naming Policy and Procedures, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

F. Accept for Informational Purposes the FY 2020 Local Funds Budget (Draft)

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the FY 2020 Local Funds Budget (Draft), as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

IV. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jarrett presented the following Committee report and recommendations:

A. Review of Meeting Minutes from December 12, 2018

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from December 12, 2018, as presented.

The motion was approved.

B. Program Addition: Critical Care Education Career Studies Certificate (CSC)

The Committee reported that it would defer consideration of the addition of the Critical Care Education Career Studies Certificate until the April College Board meeting.

C. Program Addition: Fire Alarm Systems Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Fire Alarm Systems Career Studies Certificate, as presented.

Dr. Jarrett stated that a strength of the certificate programs is that they are consistent with our mission of encouraging partnerships.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

D. Program Addition: Fire Sprinkler Systems Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Fire Sprinkler Systems Career Studies Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

E. Program Addition: Fire Protection Systems Associate of Applied Science (AAS) Degree

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Fire Protection Systems Associate of Applied Science Degree, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

F. Accept for Informational Purposes the FY 2020 Student Activities Fund
(Extracted from Local Funds Budget (Draft))

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the FY 2020 Student Activities Fund (Extracted from Local Funds Budget (Draft)), as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

V. PRESIDENT'S REPORT

In association with various Cabinet members and staff, President Dever provided reports and updates on the following items:

A. Enrollment Report

Ms. Rarig, Interim Vice President for Student Affairs, presented the enrollment report as follows:

Fall 2018 FTES were 4,403, which was 5.6% lower than Fall 2017 at 4,662. Fall 2018 Headcount is 7,685, which is 7.3% lower than Fall 2017 at 8,286. Ms. Rarig stated that the numbers reflect the College's end-of-term projection for Fall 2018.

Spring 2019 FTES is currently at 3,900, which is 7.9% lower than Spring 2018 at 4,235. Spring 2019 Headcount is currently at 6,899, which is 7.8% lower than Spring 2018 at 7,479.

Ms. Rarig noted that approximately 400 dual enrollment students are expected to be added to the Spring 2019 enrollment, but the ending Spring enrollment is still projected to be down 5.8%.

Mr. Romero inquired if all the student withdrawal dates had passed. Dr. Dever and Ms. Rarig explained that the various student withdrawal dates have not passed yet and explained the critical dates for the Spring semester.

B. Workforce Development Report

Dr. Dever stated that since the retirement of Dr. Wright in March 2018, Dr. English had assumed the role of Interim Vice President for Workforce Development in addition to her continuing role as Vice President for Academic Affairs. Since the combined leadership of the two units has resulted in successful cooperation and coordination between their functional operations, he is proposing to the VCCS that the arrangement formally move from interim to continuing status as of July 1, 2019, under the title of Vice President for Academic Affairs

and Workforce Development. The change mirrors a similar combination of the two units under the leadership of a Senior Vice Chancellor at the VCCS.

Dr. Dever asked Dr. English to report on the progress that has been made with the combined organization.

Dr. English provided a PowerPoint presentation on the Academic Affairs and Workforce Development re-organization and Workforce Development programming. Using the organizational chart, Dr. English explained how Workforce Development and Academic Affairs will fall under one Vice President and further described the reorganization within this unit.

Dr. English stated that a combined unit of Academic Affairs and Workforce Development would allow for maximum collaboration while meeting the mission and purpose of each unit. Many of the College's current initiatives combine the efforts of both units. For example, the G3 initiative out of the Governor's Office requires collaboration between both units to develop credit pathways that could include workforce coursework with similar student outcomes. Through credit-for-prior learning processes, a student can proceed to and through a degree program using workforce coursework to meet early Career Studies Certificate requirements.

Dr. English stated that her work would be dedicated to strategically building the Workforce Development unit into a streamlined student-centered organization. Through a re-organization of units within Workforce Development, faculty and staff would be organized into three areas: Instruction, Learner Support and Operations. All three areas would be housed in the Peninsula Workforce Development Center (PWDC). Currently Workforce Development uses both the PWDC and Hampton III, which are both on Butler Farm Road. The unit had developed duplicity by providing the same functionality and services in both buildings. Dr. English stated that our College strives for a "One Door" approach for entering students—a student centered approach that optimizes customer service and student outcomes.

Dr. English stated both Academic Affairs and Workforce Development have access and support from the other units under the purview of the Vice President: Institutional Research and Effectiveness, Grants, Learning Resources Center, eCampus, Southeast Center, and Curriculum and Scheduling. By combining these units, the College has eliminated silos and can now communicate and function as one unit.

Dr. Jarrett stated that she liked the reorganization structure because it appeared to be more streamlined. Dr. Jarrett asked whether a reduction in personnel resulted from the streamlining process. Dr. English stated that no reduction in personnel resulted from the re-organization.

Dr. English also discussed the Fast Forward Program enrollments for FY 2017, FY 2018, and current numbers for FY 2019.

B. 2019 Legislative Update

Ms. Callaway provided the 2019 Legislative Update as follows:

Thomas Nelson's legislative visit to Richmond was on February 6. Eight students and four College Board members attended. Ms. Callaway thanked Mr. Harper, Mr. Kuhns, Dr. Jarrett, and Mr. McMillan for their participation.

Ms. Callaway recognized Ms. Elizabeth Axberg for participating in the legislative visit, and Dr. Jarrett noted how engaged the students were and knowledgeable of the legislative issues.

Ms. Callaway discussed specific items of interest to Virginia's Community Colleges included in the Budget Bill;

- New Economy Workforce Credential Grants (FastForward)
- Tuition Moderation Funding
- Financial Aid
- Dual Enrollment
- Salary increases

Ms. Callaway further stated that legislation was passed this year providing \$16.6 million to support the Tech Talent Investment Fund to fund the promise made by the Commonwealth to Amazon to add 25,000 more computer science, computer engineering, and related Bachelor's and Master's degrees by 2039.

C. Update on Capital Projects

Mr. Nurnberger provided an update on Capital Projects as follows:

Digital Highway Sign

Mr. Nurnberger stated that the digital highway sign construction project is funded 100% by locality support. The highway sign is more than a sign, but a communication tool between the college and the public. The majority of underground construction was completed prior to the heavy rain. The remainder of the electrical work is on target and within the budget. Completion is expected by the end of March.

Diggs, Moore, Harrison Hall Replacement Building

Mr. Nurnberger stated that the project is well into the detailed planning phase, which is expected to be completed in March. The Architecture Review Board is expected to complete a preliminary review in April as well.

Dr. Dever stated that we have been pleased with the level of involvement in planning by all segments of the college community as well as by the consultative approach taken by RRMM Architects.

D. Upcoming Events

A list of upcoming College events (February 2019 – early July 2019) was distributed.

Dr. Dever asked that the Board be mindful of the upcoming events and particularly noted Mr. Nurnberger's Retirement Recognition on March 28, Hampton Campus, Espada Room, 3:00 p.m. - 5:00 p.m.

VI. UNFINISHED BUSINESS

Review and approval of recommendations of the Ad Hoc Committee for College Board Awards at Commencement

Closed Session

It was moved (M. Kuhns) and seconded (J. Jarrett) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(11) of the Code of Virginia, convene in closed session relating to the discussion or consideration of honorary degrees or special awards.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

Reconvene to Open Session

It was moved (M. Kuhns) and seconded (A. Melton) that the Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with §2.2-3711(A)(11) of the Code of Virginia, end the closed session and return to open session.

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

Certification for closed session

It was moved (R. Harper) and seconded (I. Cieszynski) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on February 27, 2019, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(11) 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 in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

Approval of Recipients for College Board Awards at Commencement

It was moved that the Thomas Nelson Community College Board approve the recommended recipients of the 2019 Commencement Awards:

Mr. Robert Auerbach – Thomas Nelson Medallion
Dr. Turner Spencer – Thomas Nelson Medallion
Newport News Shipbuilding – Dana B. Hamel Award

By roll call vote in open session, the following members approved the motion.

Ms. Izabela Cieszynski, Mr. Robert Harper, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Allen Melton, Mr. Jonathan Romero, Dr. Perry L. Showalter, and Dr. Vince Warren

VII. NEW BUSINESS

Updates to the College Board Policy Manual

Dr. Dever stated that since the last approval of the College Board Policy Manual in December 2018, several system and state policies have been updated. These require changes in the Policy Manual.

Updates made to be consistent with VCCS Policy Manual, Section 5.0.2.0

- Page 4 & 5, Section 2.2.3, General Education has been *updated*

Updates made to be consistent with Virginia Freedom of Information Act (FOIA)

- Page 17, Section 3.13.1, the month of June has been *added*
- Page 17, Section 3.13.5A, a paragraph has been *added*
- Page 18, Section 3.13.5B, Virginia Code number has been *updated*
- Page 18, Section 3.13.5B, paragraph 3, the number of meetings Board members may miss has been *updated*
- Appendix B, “What Every Board Member Absolutely *has* to Know about FOIA”, has been *updated* with the January 2019 publication


The Board members were provided the College Board Policy Manual which was approved in December 2018 along with the revision list to review and vote for approval at the April College Board meeting.

Mr. McMillan inquired about mandatory meeting attendance by College Board members. Ms. Callaway explained that these changes are related to attending meetings electronically and do not cover the number of meetings board members are allowed to miss.

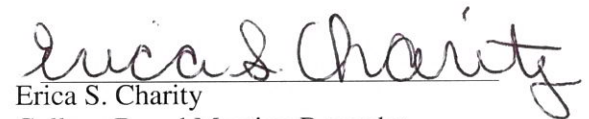
VIII. ADJOURNMENT

It was moved (I. Cieszynski) and seconded (J. McMillan) that the meeting adjourn at 8:03 p.m.

The motion was approved.



John F. Dever, President
Secretary to the Board



Erica S. Charity
College Board Meeting Recorder