



The Peninsula's Community College

Thomas Nelson Community College Board

Wednesday, April 21, 2021
Virtual Meeting 5:00 P.M.

MINUTES NO. 440

PRESENT:

Ms. Mary Bunting	Mr. Augustus Owens
Ms. Izabela Cieszynski	Mr. Jonathan Romero
Dr. Joyce Jarrett	Ms. Elizabeth Tai
Mr. Michael Kuhns	Mr. Scott VanVoorhees
Mr. John W. McMillan, Jr.	Dr. Vince Warren
Ms. Mary Ann Maimone	Dr. Donna Woods
Mr. Allan Melton	

STAFF AND GUESTS:

Ms. Belinda Baker, Institutional Advancement
Ms. Steph Benbow, Guest
Dr. Ursula Bock, Communications, Humanities & Social Sciences
Dr. Porter Brannon, President
Dr. Lynda Byrd-Poller, Human Resources
Ms. Cyndie Callaway, Institutional Advancement
Mr. Steven R. Carpenter, Finance & Administration
Ms. Erica Charity, Office of the President
Ms. Cheryl Clapp, Guest
Ms. Marian Clifton, Public Safety, Allied Health and Human Services
Mr. Tim Crittenden, Finance & Administration
Dr. Charles DeSassure, Science, Technology, Engineering, and Mathematics
Ms. Beth Dickens, Mid-Level Managers
Dr. Susan English, Academic Affairs / Workforce Development
Mr. Todd Estes, Community College Workforce Cooperative
Mr. Steven Felker, Institutional Research and Effectiveness
Mr. Matt Hedrick, Learning Resources
Mr. Matt Jones, Daily Press
Mr. Paul Long, Public Safety, Allied Health and Human Services
Chief Kelvin Maxwell, Mid-Level Managers
Mr. Damond Pope, Information Technology
Mr. Nick Porcher, Guest
Mr. Nathan Perdue, Guest
Dr. Kris Rarig, Student Affairs
Ms. Cierra Rowland, Thomas Nelson Student
Ms. Kelly Salamy, Guest

Ms. Dorethea Sandbridge, Guest
Ms. Doris Shadough, Institutional Advancement
Ms. Michelle Shonk, College Support Staff Association
Dr. Patrick Smith, Psychology Department
Mr. Paul Tessier, Math Department
Dr. Lauren Williams, Academic Affairs

I. CALL TO ORDER

A. Roll Call:

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

Ms. Mary Bunting (arrived late)
Ms. Izabela Cieszynski
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Ms. Mary Ann Maimone
Mr. Allan Melton
Mr. Augustus Owens (arrived late)
Mr. Jonathan Romero
Ms. Elizabeth Tai
Mr. Scott VanVoorhees (arrived late)
Dr. Vince Warren
Dr. Donna Woods

B. Approval of Minutes for February 17, 2021:

It was moved (J. McMillan) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the February 17, 2021, Board minutes [No. 438] with one correction in the Executive Board Report.

By roll call vote, the following members approved the motion.

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

C. Approval of Minutes for March 18, 2021:

It was moved (J. Jarrett) and seconded (I. Cieszynski) that the Thomas Nelson Community College Board approve the March 18, 2021, Board minutes [No. 439] as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

II. CHAIR ANNOUNCEMENTS

A. Public Comments:

A public comment was received from a from a student which involved a personnel matter. The college has engaged a 3rd party for the matter, and it has been directed to the Office of the President. Mr. Kuhns reiterated that the local College Board will follow the State Board's public comment guidelines of receiving written public comments. However, in that communication, the student has made a request regarding institutional policies and procedures. Mr. Kuhns asked the president to ensure that the college Title 6 policies & procedures are clearly defined, and an update will be provided at the May College Board meeting.

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

Mr. McMillan provided an update from the Thomas Nelson Educational Foundation Board of Directors which met on March 11, 2021, for a virtual meeting.

For the Moment for Mission item Executive Director Callaway and Marc Vernon, the College's Director of Financial Aid, reported on a variety of student financial assistance opportunities that have been funded by the Foundation roughly over the last 18 months. This support includes over \$400,000 in Scholarship awards to 328 students (including straight scholarship support to programs like "Finish What You Start Scholarships," "Bridge the Gap" and Military Student tuition support). An additional \$72,000 in student emergency assistance, technology purchases, and Food Pantry support was provided.

Dr. Brannon expressed her appreciation to the Foundation for their continued efforts and looked forward to future collaboration.

Executive Director Callaway updated the Foundation Board on the recent actions taken by the College Board relative to responding to the VCCS and the State Board on recommendations concerning name changes at VCCS colleges.

The Foundation's next meeting will be in June – date and place yet to be determined.

C. Commencement Awards Committee Update:

Dr. Woods provided an update from the Commencement Awards Committee which met on February 18th. The committee decided to use the award recipients approved by the College Board last year. Due to COVID restrictions the College Board Commencement Awards were put on hold last year. The Thomas Nelson Medallion will be awarded to the Academies of Hampton, and the Dana B Hamel award will be awarded to Dr. Robert G. Templin.

D. Other Matters:

There were none.

III. PRESIDENT'S REPORT

A. Snapshot Report:

Mr. Michael Mason, Automotive Technology Programs was interviewed and videotaped by Dr. Susan English. Mr. Mason provided information about the program, showed the classroom, automotive lab, and other areas of the automotive department with the COVID precautions.

B. Community College Workforce Cooperative (CCWC):

The CCWC is a relatively new collaboration among the three community colleges in Hampton Roads designed to meet the large-scale job training needs of the region's businesses and industries. The Cooperative, whose headquarters is in Brooks Crossing, seeks to create a single point of contact for businesses to access the workforce training resources of Paul D. Camp, Thomas Nelson, and Tidewater community colleges.

Dr. Brannon introduced Mr. Todd Estes, Executive Director for the CCWC. Mr. Estes is a graduate from the Newport News Shipbuilding Apprentice School who then completed his bachelors and masters from ODU & W&M respectfully. He has a robust professional history connecting academia, career education, and apprenticeship to the needs of businesses and industry. Mr. Estes began in late January and has been incredibly productive since. He shared information about the Cooperative and what he accomplished in this short time. Mr. Estes explained the comprehensive need of CCWC which was established in 2021. The Cost effectiveness of the programs and how these partnerships will capitalize the community colleges was also explained. Prior to the CCWC there was something similarly established but not of this magnitude until the Future of Work Grant Challenge.

C. Enrollment Targets and Initiatives – Dr. Rarig & S. Felker:

We are implementing strategic enrollment management methods and the Enrollment Thermometer which is one example of how we are using data and analytics to establish reasonable enrollment targets, build capacity in enrollment intelligence, and make real-time, proactive decisions related to our enrollment initiatives. Dr. Rarig provided an update on Spring Enrollment, and briefly explained the initiatives in place to increase enrollment.

Mr. Felker will share the enrollment thermometer and explain how we are using enrollment targets to proactively monitor enrollment. Professor Stacey Schneider has been engaged as our enrollment project manager, ensuring our many initiatives are moving forward.

D. Strategic Planning Progress Update:

Mr. Felker thanked everyone who attended the Strategic Plan Forum and covered the following items;

- Environmental indicators v. financial realities. (more details are in the attachments sent out)

- Wanting to grow FTES by 8-9 percent for the 21-22 academic year even though we are down 13-14 percent. We will be in a good position financially, if we grow FTES by 7-8 percent for 21-22 academic year.

With the need to go back to a positive enrollment model, Mr. Felker used the target thermometer worksheet to demonstrate target goals more clearly.

Dr. Rarig mentioned a multitude of strategies that will be implemented within the coming months and Mr. Felker emphasized a sense of where we are and where we will be in the coming months.

E. Marketing & Communications Strategy:

VP Callaway thanked everyone who was able to attend one of the Marketing Focus Groups and introduced the new Digital Media Communications and Marketing Manager, Ms. Doris Shadough. New Initiatives were explained including working with a branding company owned by two Thomas Nelson alumni, Stephanie and Rudy Heinatz. We can expect results delivered in June. Ms. Shadough explained current and future marketing strategies we can expect at Thomas Nelson.

F. Facilities and Maintenance Update:

Mr. Carpenter provided a brief update on the Templin roof and our short-term facilities and maintenance plans.

G. Commencement Update:

Dr. Rarig provided an update on plans for our hybrid commencement exercises.

H. Partnerships:

Dr. Brannon provided an update on the partnerships she is working on.

- 1. Superintendent Meetings Listening Sessions** - Since the last Board meeting, the cabinet and Dr. Brannon have hosted listening session with the Public-School superintendents and their staff. This was followed by meetings with individual principals and their counseling staff leadership. They shared data related to dual enrollment student's success, discussed challenges of teacher certification, and discussed opportunities for expanding the partnership. The final meeting is with York County Schools on May 4, and then the bi-annual reports to the Region 2 Superintendents Study Group.
- 2. Summer College** – Partnership between TNCC and Hampton City Schools pilot to expand Dual Enrollment to rising 10th graders with an initiative that will begin this Summer.
- 3. Community Project Funding FY22** – Partnership with Alan Archer, ACM from the City of Newport News, and Dr. Jennifer Parish, Executive Director Downtown Hampton Child Development Center. We submitted two proposals totaling \$4,000,000 to Congressman Bobby Scott. Thomas Nelson's proposal is a \$1,000,000 request for the Center of Excellence in Early Childhood Learning and Development at Thomas Nelson Community College – offering services in Hampton and the Southeast Communities. The proposal targets the youngest age group considered for early childhood education - children ages 6 weeks to 4 years old.

4. **Executive and Senior Level Professional Development** – This is more of a thought partner than a business partner. Dr. Brannon reached out to Mr. Bill Ermatinger, Executive Director of HR at Huntington Ingalls, who was incredibly generous with his time and expertise related to professional development. Since professional development is one of the significant items related to our next strategic plan, Mr. Ermatinger shared many cost effective and no-cost methods that the College could leverage for achieving our PD&T goals.

IV. BUDGET AND FINANCE COMMITTEE

A. Review of February 11, 2021, Minutes:

It was moved (V. Warren) and seconded (A. Melton) that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from February 11, 2021, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

B. Approve FY 2022 Local Funds Budget:

It was moved (M. Maimone) and seconded (V. Warren) that the Thomas Nelson Community College Board approve the FY 2022 Local Funds Budget, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

V. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

A. Review of Meeting Minutes from February 10, 2021:

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from February 10, 2021 as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

B. Program name change: Nursing AAS to Professional Nursing AAS:

The Committee moved that the Thomas Nelson Community College Board approve the name change of the Nursing AAS program to Professional Nursing AAS, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

C. Program name and CIP change: Electronics Technology AAS (981) to Electrical Engineering Technology AAS (914):

The Committee moved that the Thomas Nelson Community College Board approve the name and CIP change of the Electronics Technology AAS (981) program to Electrical Engineering Technology AAS (914), as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

VI. UNFINISHED BUSINESS

There was none.

VII. NEW BUSINESS

There was none.

VIII. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Next College Board Meeting: May19, 2021, Location TBD, at 5:00 p.m.