



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

December 6, 2017
College Board Room, Moore Hall
Hampton, Virginia
6:00 p.m.

MINUTES NO. 418

PRESENT:

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

Mr. Augustus Owens
Ms. Deborah R. Reese
Dr. Perry L. Showalter
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Dr. Vince Warren

STAFF AND GUESTS:

Mr. Franz Albertini (Workforce Development)
Ms. Michelle Alexander (Faculty Senate)
Ms. Shanté Bell (Student Government Association)
Dr. Ursula Bock (Mid-Level Managers)
Ms. Cynthia Callaway (Institutional Advancement)
Dr. John T. Dever (President)
Dr. Susan English (Academic Affairs)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Matthew Hedrick (College Support Staff Association)
Ms. Nira N. Holton (Office of the President)
Ms. Mary Kathryn Howard (Faculty)
Ms. Debbie Hudgins (Information Technology)
Ms. Tricia D. Hudson (Strategic Solutions)
Dr. Gregory McLeod (Historic Triangle Campus)
Ms. Donna Norman (Human Resources)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Kris Rarig (Student Affairs)
Officer Kathy Shannon (Campus Police)
Mr. Paul Tessier (Faculty Senate)

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. Augustus Owens
Ms. Deborah R. Reese
Dr. Perry L. Showalter
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Dr. Vince Warren
[Ms. Mary Bunting arrived after the roll call.]

B. Approval of Minutes for September 27, 2017

It was moved (R. Harper) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the September 27, 2017, Board minutes [No. 417] 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. Introduction of New Board Member

Chair Harper introduced the newest member recently appointed to the College Board: Ms. Mary R. Bunting, City of Hampton.

Mr. Harper welcomed Ms. Bunting and asked the other Board members to introduce themselves.

Mr. Harper informed the members that Mr. Bruce Goodson (James City County) is no longer a member of the College Board. He recently relocated to Florida. A replacement on the Board to represent James City County is pending.

C. Appointment of Ad Hoc Committee for College Board Awards at Commencement

Mr. Harper thanked the following Board members who volunteered to serve on the Ad Hoc Committee for College Board Awards at Commencement:

- Ms. Izabela Cieszynski
- Mr. Michael Kuhns
- Ms. Deborah Reese
- Ms. Elizabeth Tai

Mr. Harper thanked the volunteers and stated that Ms. Cynthia Callaway, Vice President for Institutional Advancement, will serve as the staff person for the committee and will contact the committee on further actions.

D. Report from the College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors, to include the Development Strategic Plan

Ms. Tricia Hudson, President of Strategic Solutions, LLC, presented the three-year comprehensive strategic development plan to the College Board. She reviewed the plan, budget, timeline, staffing, and success to date. Ms. Hudson discussed key elements of the plan that are new strategies for the College in fundraising and the integration of alumni into the overall plan. There are over 27,000 alumni who have graduated from the College and will receive information on their alma mater and will be encouraged to financially give back to Thomas Nelson Community College.

Ms. Hudson also discussed the need to produce a multi-layered approach to fundraising that includes direct mail, email and social media messaging, along with face-to-face visits to prospects and donors. To that end, all development staff will manage a portfolio of donors and prospects to move them from assessment to engagement and finally to making a gift.

In conclusion, Ms. Hudson applauded the foresight of the Educational Foundation Board of Directors in recognizing the need for a more robust fundraising operation and more private funds to meet the needs of the College. Additionally, she recognized the work of the development team thus far in implementing the plan and realizing success in a relatively short period of time.

Dr. Dever stated that Thomas Nelson is fortunate to have Ms. Hudson and the development team working together to take the College to a new level in community outreach, giving, and alumni relations. Dr. Dever encouraged College Board members to coordinate opportunities within their localities for him to meet with community groups so that he may share the College's mission and goals.

Mr. Harper stated that part of the purpose of the College Board is to advocate for Thomas Nelson within our own localities and with acquaintances and friends.

III. FINANCE AND MUNICIPAL LIAISON COMMITTEE

On behalf of the Finance and Municipal Liaison Committee, Chair Reese provided the following committee report and recommendations:

A. Approval of September 27, 2017 Minutes

The Committee moved that Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 27, 2017, as presented.

The motion was approved.

B. Review and accept for file purposes the FY 2017 Year-End Local Funds Financial Statement (Final)

The Committee moved that the Thomas Nelson Community College Board approve the FY 2017 Year-end Local Funds Financial Statement (Final), as presented for file purposes.

The motion was approved.

C. FY 2018 First Quarter Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2018 First Quarter Local Funds Financial Statement, as presented for informational purposes.

The motion was approved.

D. 2017 Annual Filing of Financial Disclosure Form Due January 15, 2018 (Board members)

The Committee moved that the Thomas Nelson Community College Board acknowledge the receipt of the 2017 Annual Filing of Financial Disclosure Form due January 15, 2018, as presented for informational purposes.

Mr. McMillan noted the change in deadline date to February 1, 2018.

The motion with the revised date was approved.

Mr. Nurnberger provided a brief update on the pedestrian bridge and noted that construction of the bridge should be completed by the end of the Spring 2018 semester. Mr. Nurnberger also noted that the poles for the traffic light at Thomas Nelson Drive and Hastings Drive are expected to be installed in January 2018.

IV. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

On behalf of the Curriculum, Instruction, and Student Services Committee, Chair Owens presented the following committee report and recommendation:

A. Review of Meeting Minutes from September 27, 2017

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from September 27, 2017, as presented.

The motion was approved.

Dr. English provided a brief overview on Guided Pathways and discussed some of the challenges for faculty.

V. PRESIDENT'S REPORT

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

A. Introduction of Interim Director of Human Resources

Dr. Dever introduced the newest member of the President's Cabinet, Ms. Donna Norman, Interim Director of Human Resources.

Ms. Norman accepted the position of Interim HR Director on November 6, 2017, following the retirement of Ms. Joy Cooke, former Human Resources Director. Ms. Norman has been with the College since September 2016 and served in the capacity of HR Consultant. A search committee has been formed and is being chaired by Ms. Cynthia Callaway to find a permanent replacement to serve as the Human Resources Director.

Dr. Dever informed the Board that Ms. Sabrina Elliott has resigned to take a position at Clemson University in South Carolina. Dr. Dever recognized Ms. Nira N. Holton, who serves as the Executive Assistant to the President. Ms. Holton has agreed to take on the additional duties of the College Board Liaison until the position is filled.

B. Enrollment Report

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

Fall 2017 FTES enrollment is ending 8% lower than Fall 2016. Spring 2018 FTES enrollment is currently 13.1 % lower than Spring 2017.

Ms. Rarig explained how the enrollment cycle works, discussing the drops for non-payment that occur throughout the term. She discussed the current spring enrollment and how the faculty have been engaged to encourage their students to enroll while we still have them in classes. The faculty have been provided with lists of their students who have not yet enrolled, or who have enrolled but have been dropped for non-payment.

Ms. Rarig reviewed enrollments over the past 10 years that show the College in 2016-17 being very close to where it was in 2007-08.

In response to a question from Ms. Bunting, Ms. Rarig indicated that the dual enrollment numbers actually mask our enrollment declines because dual enrollment has been increasing. She shared how the VCCS reports now separate out the dual enrollments so that colleges have a more accurate idea of their regular enrollments.

C. Report on 2016-2017 College-wide Outcomes and Final Results

Dr. Dever noted that the correct date for the report on College-wide Outcomes and Final Results should be 2016-2017 and asked that Board members note the correction. He reminded the Board that the preliminary results of the 2016-2017 College-wide Outcomes were shared at the April College Board meeting. He noted that some of the results, analysis, and next steps for 2016-2017 could extend to the reporting for 2017-2018.

Mr. Steven Felker, Director of Institutional Research and Effectiveness, shared with the Board the final results from the College's 2016-2017 College-wide outcomes. The presentation began with an overview of the College's institutional effectiveness process and its 5-year strategic planning cycle and related cycle of annual planning and outcomes assessment. Mr. Felker reminded the Board that the 2016-2017 year marked the second year of annual planning in response to both the College's current strategic plan, *Focus 2020*, and the VCCS's current strategic plan, *Complete 2021*.

Highlights regarding major achievements from 2016-2017 and continued areas of focus for 2017-2018 and beyond were shared with the Board. Key achievements were in the areas of instructional technology, scheduling and course availability, onboarding and guiding students, College identity and value, signature programs, Workforce Credentials Grant, Hampton Campus planning, campus space utilization, institutional climate, student progression, and College efficiencies. Areas of continued focus included scheduling and student pathways, recruitment of key student groups, instructional technology, College identity and value, signature programs, Workforce Credentials Grant, Hampton Campus planning, and institutional climate. Mr. Felker shared that the College's Institutional Effectiveness Committee and President's Cabinet had reviewed those areas for continued focus as part of recommending and establishing the College's 2017-2018 outcomes.

Following the overall presentation on 2016-2017 College-wide outcomes, Mr. Felker provided a brief overview of recent data and trends in completion rates for Thomas Nelson students. The overview included a description of the completion rates information the College submits each year to the Department of Education through the Integrated Postsecondary Education Data System (IPEDS), as well as data regarding improvement in those rates over the most recent six years. The data demonstrate significant improvements in both completion rates and combined completion/transfer rates for full-time, degree/certificate-seeking, entering Thomas Nelson students. The completion rate rose from 10.7% for Fall 2008 entering students to 18.8% for Fall 2013 entering students, and the combined completion/transfer rate rose from 21.9% for Fall 2008 entering students to 37.2% for Fall 2013 entering students. In addition to this overview of IPEDS data, Mr. Felker also spoke to a newer and more preferred approach to examining completion rates. Based on data from the National Student Clearinghouse (NSC), the College is now able to track six-year completion rates for all of its entering, degree/certificate-seeking students (both full-time and part-time). The tracking is not limited to completion at Thomas Nelson, and instead includes completion at any institution of higher education. These data show that Thomas Nelson is very close to the national average for community colleges in terms of these six-year completion rates, and exceeds the national average for more traditional college students (those entering the College at age 20 or younger and enrolling exclusively full-time).

Dr. Dever thanked Mr. Felker for the presentation and stated that it is gratifying to see significant improvements in the completion rates for Thomas Nelson students.

D. 2018 Legislative Update

Ms. Cynthia Callaway, Vice President for Institutional Advancement, provided an update on the 2018 Legislative Agenda and noted the following key points:

Over 60 percent of the jobs that are unfilled in Virginia currently require some college training but not necessarily a bachelor's degree. In response, the *Complete 2021* Strategic Plan of the Virginia Community College System calls for the 23 colleges to triple the number of credentials they deliver by 2021. In order to meet this goal and to help Virginia improve its economic competitiveness, the Virginia Community College System is stepping up to help grow the Commonwealth's economy, expand job opportunities for all Virginians, and regain our state's #1 position for business. Efforts continue to expand partnerships with businesses, the K-12 community, public four-year institutions, and state, regional, and local economic development partnerships.

Priorities Contained in the Six-Year Plan:

New Economy Workforce Credential Grant (Fast Forward)

The State Council for Higher Education in Virginia administers the WCG program, and Workforce Credential Grants were funded at \$5 million in FY 2017 and \$7.5 million in FY 2018. To date, 6,770 Virginians have received these in-demand credentials.

Salary Increases

The VCCS supports a 2% salary increase for faculty (including adjunct faculty) and classified staff in each year of the new biennium to recognize the value and importance of employees in meeting the *Complete 2021* strategic goal. Proposed each year in FY 2019 and FY 2020.

Economic Development Workforce Recruitment and Training Partnership

A joint legislative initiative is currently being developed between the VCCS and the Virginia Economic Development Partnership for increased state support for a world-class, turnkey, customized workforce recruitment and training incentive.

In addition, other VCCS requests to the General Assembly are based on findings from the Joint Legislative Audit & Review Committee (JLARC) reports on workforce (2015) and the operational performance of the VCCS (2017).

Ms. Callaway also noted the important dates and deadlines for the 2018 General Assembly Session. Mr. McMillan inquired about a student trip to the legislative session this year. Dr. Dever stated that the schedule this year does not include set dates for visits to the State Capitol and that the College will not be traveling to Richmond during this General Assembly Session. In addition to the relocation of the General Assembly Building, Dr. Dever stated that Ms. Callaway and her staff are experiencing departmental challenges, which would make the trip difficult this year.

Dr. Dever thanked Ms. Callaway for the update and stated that the College will support the Chancellor to promote the VCCS initiatives.

E. Upcoming College Events

Dr. Dever asked that the Board be mindful of the upcoming events and particularly noted the Cornerstone Ceremony and Luncheon on December 15, 2017, and the Presidential Leadership Award Ceremony on January 18, 2018.

- **December 7, 2017:** Choral Ensemble Winter Concert, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.

- **December 11, 2017:** Applied Music Juried Recital, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- **December 15, 2017:** Cornerstone Ceremony and Luncheon, Harrison Hall, Hampton Campus, 11:30 a.m.
- **January 3, 2018:** Faculty Colloquium, Hampton Campus.
- **January 18, 2018:** Presidential Leadership Awards Ceremony, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 6:30 p.m.
- **February 10, 2018:** Black History Month Celebration, Location to be determined, 7:00 a.m. - 3:00 p.m.
- **February 12-16, 2018:** Homecoming Events
- **February 12:** Comic Con, Wythe Hall Gallery, Griffin Hall, 10:00 a.m. - 2:00 p.m.
- **February 13:** Gold Bag, Wythe Hall Gallery, Griffin Hall, 12:00 -1:30 p.m.
- **February 16:** Homecoming Dance, Espada Room, Moore Hall
- **March 21, 2018:** Scholarship Recipient/Donor Recognition Luncheon, Peninsula Workforce Development Center (PWDC), Butler Farm Road, Room 1301, Hampton, 12:00 p.m.
- **March 20, 2018:** President's Spring Student Forum, Hampton Campus, Wythe Hall Gallery, 12:30 – 1:30 p.m.
- **March 21, 2018:** President's Spring Student Forum, Historic Triangle Campus, 2nd Floor Landing, 12:30 - 1:30 p.m.
- **March 27, 2018:** Faculty and Staff Town Hall, Historic Triangle Campus, President's Conference Room 317-G, 12:30 – 1:30 p.m.
- **March 28, 2018:** Faculty and Staff Town Hall, Hampton Campus, Espada Room, Moore Hall, 12:30 – 1:30 p.m.

Events may be added or subject to change. Please visit the Thomas Nelson Community College website at www.tncc.edu regularly for event updates and announcements.

VI. UNFINISHED BUSINESS

There was no unfinished business matters to report.

VII. NEW BUSINESS

❖ CLOSED SESSION

It was moved (R. Harper) and seconded (M. Kuhns) that the Board enter closed session for the discussion of certain personnel matters in accordance with Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act.

The motion was approved.

❖ RECONVENE TO OPEN SESSION

It was moved (R. Harper) and seconded (J. Jarrett) that the Board, having finished all appropriate discussions in accordance with Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act, end the closed session and return to open session.

The motion was approved.