



## LOCAL COMMUNITY COLLEGE BOARD

### MEETING MINUTES

Wednesday, October 18, 2023

Library 100M Historic Triangle Campus  
4601 Opportunity Way | Williamsburg, VA 23666

5:30 P.M.

MINUTES NO. 458

#### 1. CALL TO ORDER

The meeting was called to order at 5:45 p.m.

Roll Call 5:46 pm

**Present:** Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin (arrived after roll call), Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

**Absent:** Ms. Mary Bunting

**Staff and Guests:** Ms. Ada Badgley (Office of the President), Mr. Jeff Bonavita (Faculty Senate) Dr. Porter Brannon (Office of the President), Dr. Valerie Burge Hall (Enrollment Management & Student Success), Mr. Steven Carpenter (Finance & Administration), Daniela Cigularova (Enrollment Management & Student Success), Mr. Tim Crittenden (Finance & Administration), Ms. Nicole Currier (Academic Affairs), Mr. Todd Estes (Workforce Development & Innovation), Dr. Joseph Fairchild (Academic Affairs), Mr. Steven Felker (Institutional Advancement & Transformation), Mr. Michael Filsinger (Faculty Senate), Ms. Jenni Jones (Academic Affairs), Mr. Paul Long (Academic Affairs), Ms. Barbara Mason (Office of the President), Mr. John Mason (Finance & Administration), Mr. Eric Pesola (Institutional Advancement & Transformation), Dr. Kerry Ragno (Academic Affairs), Ms. Elizabeth Rizzatto (CSSA), Dr. Scott Stauble (Academic Affairs), Mr. Marc Vernon (Finance & Administration)

#### A. Approval of Minutes for September 6, 2023

A motion to approve the minutes was made by Mr. David “Ed” Durham and seconded by Mr. Joseph Fuentes. The Virginia Peninsula Community College Board approved the minutes from the September 6, 2023, Board Meeting [No. 457], as presented.

By roll call vote, the following board members approved the September 6, 2023, minutes: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton (abstain), Dr. Keisha Melvin, Dr. Linda Reviea (abstain), Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

#### 2. CHAIR ANNOUNCEMENTS

##### A. Public Comments

No Public Comment

**B. Report from the College Board Liaison to the VPCC Educational Foundation Board of Directors**

Ms. Tijuana Gholson reported the Educational Foundation Board met for a retreat on September 14, 2023. During the retreat Ms. Gholson had the opportunity to meet fellow board members as well as reviewing board governance, goals, and objectives for the year. An audit report was presented at the retreat; however, there has not been an official foundation meeting to date. There was discussion about both the College Board and the Educational Foundation Board meeting together for a future meeting.

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

Three board members were appointed to serve on this committee which will provide recommendations for award recipients during the February 2024 College Board meeting: Ms. Mary Bunting (Chair), Dr. Keisha Melvin, and Mr. Allan Melton.

**D. College Board Meeting Dates for Calendar Year 2024**

College board members were provided with a handout listing the meetings for 2024. It was noted that in December of 2023, the board will meet at City Center in the James Room. In December of 2024 the board will select a location in York County.

**E. Appointment of Ad Hoc Committee for Board Self-Evaluation**

Three board members were appointed to serve on the committee: Dr. Donna Woods will co-chair with Mr. Steven Felker, Dr. Reviea and Andrew Crawford.

**3. PRESIDENTS REPORT**

**A. Presentation from Eric Pesola, Director of Marketing and College Relations**

Eric Pesola provided a PowerPoint presentation on the marketing strategies being implemented by the Marketing Department. The new strategies are enrollment driven and enrollment is the primary focus. Marketing will use Premion which will assist in reaching our desired audience. Mr. Pesola shared the marketing calendar of events and promotions and explained how it will be used. In addition to the website there will be new TV commercials, billboards, banners, and social media will be used as much as possible. Mr. Pesola and his team are in the process of designing a new website that will be student and enrollment focused. With the implementation of the new website Mr. Pesola will be able to provide updates on the return on investment.

The board shared their enthusiasm with the new strategies, and it made marketing make sense.

**B. Discussion of Legislative Breakfast**

There will be a Legislative Breakfast on Wednesday, November 1, 2023, and VCCS Strategic Priorities and Initiatives will be shared with our local legislators. Chancellor Doré will be attending the breakfast.

**C. Written President's Report to the College Board**

Dr. Brannon provided additional information to the board on the development of the Bridge Program. The Bridge Program is a rebranding of the 2 + 2 program. Students who participate in this program will have experiences both on our campus as well as the campus of the four-year institution that they plan to transfer to. The program will create a sense of community for the student before they are fully enrolled in the four-year college. We have a commitment and now we are developing plans for implementation and co-branding with these institutions.

Green Zone Training – Mr. Vernon elaborated on the Green Zone Training and shared the intent of offering this training to our faculty, staff, and administrators. The training equips those who attend to better support our students who have served in the military. The training brings

awareness to the successes of our military students as well as the trauma many have endured. Green Zone training will continue to be offered throughout the year.

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

##### A. Review of May 17, 2023, Minutes

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from May 17, 2023, as presented.

By roll call vote, the following board members approved the May 17, 2023, minutes: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

##### B. Update Enrollment Management Taskforce

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board acknowledges the update on the Enrollment Management Taskforce, as presented.

Ms. Daniela Cigularova shared an update on the Enrollment Management Taskforce whose top priority was to review SOP’s and determine strategies for streamlining processes to become more efficient. Team One has completed their review and identified and recommended processes to streamline. Team Two will begin working on processes identified by the first team and Ms. Cigularova will provide an update at the December meeting.

By roll call vote, the following board members acknowledged the update on the Enrollment Management Taskforce: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

##### C. Program Discontinuance: A.S. Science, Specialization Computer Science, August 31, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the A.S. Science Specialization, Computer Science, as presented.

By roll call vote, the following board members approved the discontinuance of the A.S. Science, Specialization Computer Science: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

##### D. Program Discontinuance: Career Studies Certificate (CSC) Electronics Technician, August 31, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) Electronics Technician, as presented.

By roll call vote, the following board members approved the discontinuance of the Career Studies Certificate (CSC) Electronics Technician: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

##### E. Program Discontinuance: Career Studies Certificate (CSC) Foundations of Electronics, August 31, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) Foundations of Electronics, as presented.

By roll call vote, the following board members approved the discontinuance of the Career Studies Certificate (CSC) Foundations of Electronics: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- F. Program Discontinuance: Career Studies Certificate (CSC) Healthcare Technician, September 21, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) Healthcare Technician, as presented.

By roll call vote, the following board members approved the discontinuance of the Career Studies Certificate (CSC) Healthcare Technician: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- G. Program Discontinuance: Career Studies Certificate (CSC) Clinical Medical Assistant, September 21, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) Clinical Medical Assistant, as presented.

By roll call vote, the following board members approved the discontinuance of the Career Studies Certificate (CSC) Clinical Medical assistant: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

- H. Program Discontinuance: Career Studies Certificate (CSC) Emergency Medical Services: Intermediate to Paramedic, September 21, 2023, Curriculum Committee

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) Emergency Medical Services: Intermediate to Paramedic, as presented.

By roll call vote, the following board members approved the discontinuance of the Career Studies Certificate (CSC) Emergency Medical Services: Intermediate to Paramedic: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

## 5. BUDGET AND FINANCE COMMITTEE

- A. Review September 6, 2023, Minutes

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the Budget and Finance Committee meeting minutes from September 6, 2023, as presented.

By roll call vote, the following board members approved the September 6, 2023, minutes: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

**B. Receipt of the FY 2023 Local and State Funds Year End Update.**

Tim Crittenden provided the update on the final numbers and details of the FY 2023 Local and State Funds Year End Update.

By roll call vote, the following board members received the FY 2023 Local and State Funds Year End Update: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

**C. Receipt of the FY 2024 Local Funds 1<sup>st</sup> Quarter Summary Update**

Tim Crittenden provided the update on the period ending September 30, 2023.

By roll call vote, the following board members received the FY 2024 Local Funds 1<sup>st</sup> Quarter Summary Update: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

Mr. Fuentes shared that he and Mr. Carpenter discussed developing a SOP for the Finance Committee in support of Dr. Brannon’s goals for organizational effectiveness.

An audit was conducted for athletics and Dr. Brannon asked that Mr. Carpenter report on action items to the finance committee and the full board at the December meeting.

**6. FACILITIES COMMITTEE**

**A. Review of May 17, 2023, Minutes**

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board approves the Facilities Committee meeting minutes from May 17, 2023, as presented.

By roll call vote, the following board members approved the May 17, 2023, minutes: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

**B. Receipt of the Facilities Projects Update**

No updates reported.

**7. UNFINISHED BUSINESS**

**PRESIDENT’S 2023-24 ANNUAL EVALUATION – CLOSED SESSION**

**RECOMMENDED ACTION:** The Virginia Peninsula Community College Board, in accordance with §2.2-3711(A)(1) of the Code of Virginia, will convene in closed session relating to the discussion or consideration of personnel matters, specifically the presidential performance evaluation.

Dr. Donna Woods motioned for the Board of Virginia Peninsula Community College, in accordance with §2.2-3711(A)(1) of the Code of Virginia, vote to convene in closed session relating to the discussion or consideration of personnel matters, specifically the annual presidential performance evaluation, the motion was seconded by Mr. Joseph Fuentes.

By roll call vote the following board members approved the motion and closed session began at 7:20 p.m.: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen

Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

### **Reconvene to Open Session**

Dr. Donna Woods motioned for the Board of Virginia Peninsula Community College, having finished all appropriate discussions in accordance with §2.2-3711(A)(1) of the Code of Virginia, motioned to end the closed session and return to open session, the motion was seconded by Mr. Joseph Fuentes.

By roll call vote, the following board members approved the return to open session which reconvened at 7:50 p.m.: Ms. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

### **Certification of Closed Session**

The members in attendance at the closed session of the Virginia Peninsula Community College Board meeting on October 18, 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)(1) 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. Izabela Cieszynski (virtual), Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson (virtual), Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

### **8. NEW BUSINESS**

No new business reported.

### **9. ADJOURNMENT**

The meeting was adjourned at **7:45** p.m.

*Next College Board Meeting: 5:30 p.m. on December 6, 2023  
City of Newport News  
City Center – James Room  
700 Town Center Drive,*



**LOCAL COMMUNITY COLLEGE BOARD**  
2023 MEETING DATES

Wednesday, October 18, 2023

Williamsburg's Historic Triangle Campus  
Rm. 110

Wednesday, December 6, 2023

City of Newport News – City Center, James Room  
700 Town Center Drive, First Floor  
Newport News, VA 23606

### **Campus Locations**

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

### **Hampton Campus**

Hampton IV Building  
521 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.