



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING**

April 25, 2018

Historic Triangle Campus

President's Conference Room 317-G

Williamsburg, Virginia

6:00 p.m.

**MINUTES NO. 420**

**PRESENT:**

Mr. Robert Harper  
Dr. Joyce M. Jarrett  
Mr. Michael Kuhns (via telephone)  
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

**ABSENT:**

Ms. Mary B. Bunting  
Ms. Izabela Cieszynski  
Ms. Mary Ann Maimone

**STAFF AND GUESTS:**

Ms. Michelle Alexander (Faculty Senate)  
Mr. Anthony Brown (Information Technology)  
Dr. Lynda Byrd-Poller (Human Resources)  
Ms. Cynthia Callaway (Institutional Advancement)  
Dr. John T. Dever (President)  
Dr. Susan English (Academic Affairs)  
Ms. Melissa Gray (Advisor)  
Mr. Matthew Hedrick (College Support Staff Association)  
Ms. Rebecca Holmes (Student)  
Ms. Nira N. Holton (Office of the President)  
Ms. Debbie Hudgins (Information Technology)  
Mr. Leo Keneally (Faculty)  
Ms. Lynsey LeMay (Faculty)  
Chief Kelvin Maxwell (Campus Police)  
Dr. Gregory McLeod (Historic Triangle Campus)  
Mr. Charles Nurnberger (Finance and Administration)  
Ms. Kris Rarig (Student Affairs)  
Mr. Mason Stoecker (SGA)  
Ms. Kimberly Zahn (Faculty)

## **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:

Mr. Robert Harper  
Dr. Joyce M. Jarrett  
Mr. Michael Kuhns (audio participation via telephone only)  
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

### **B. Approval of Minutes for February 21, 2018**

It was moved (J. McMillan) and seconded (A. Melton) that the Thomas Nelson Community College Board approve the February 21, 2018, Board minutes [No. 419] as presented.

The motion was approved.

Board Comment: Mr. McMillan inquired if it was appropriate for the College Board Chair to make motions at the College Board meetings.

Mr. August Owens stated that it could be done as long as there were no objections, but further research should be provided to confirm.

## **II. CHAIR ANNOUNCEMENTS**

### **A. Public Comments**

There were no public comments.

### **B. Appointment of Nominating Committee for Chair and Vice Chair**

Chair Harper announced the members to serve on the Nominating Committee for Chair and Vice Chair:

- Mr. Augustus Owens (Lead)
- Dr. Joyce Jarrett
- Mr. Allan Melton

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, was absent from the March 15, 2018, Foundation Board meeting. Mr. Robert Harper, College Board Chair, attended the meeting in his absence. Mr. McMillan reported the following:

- Dr. Charles Swaim, Dean, Business, Public Services, Information Systems and Mathematics, provided a presentation on the College's Cybersecurity program.
- Ms. Desiree Ellison, Annual Giving Coordinator, was introduced to the Foundation Board.
- Ms. Tricia Hudson, Consultant, and Ms. Tracy Ashley, Director of Development, provided an update on the status of the Foundation's Strategic Plan.
- The 2017-2018 Annual Giving Campaign is at 77 percent of its goal. College Board members were encouraged to provide their support for 100 percent participation. Donation pledge cards were provide to the College Board members.
- SAVE-THE-DATE cards were distributed for the Thomas Nelson 50<sup>th</sup> Anniversary Gala on Saturday, October 13, 2018.
- The Chancellor's Leadership in Philanthropy Awards will be held on April 17, 2018, in Richmond. Continental Automotive Systems, Inc. was selected to receive recognition by Thomas Nelson. Foundation President William Grace, and College Board members Mr. John McMillan, Jr., and Ms. Deborah Reese attended the event.

D. Additional Item

Dr. Dever introduced Thomas Nelson student Ms. Rebecca Holmes, who is one of 47 students nationwide who will receive the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. This highly selective scholarship for the nation's top community college students seeking to complete their bachelor's degrees provides up to \$40,000 per year for up to three years. Dr. Dever congratulated Ms. Holmes and commended members of the College who assisted her with the rigorous application process.

Ms. Holmes expressed her gratitude for the support by Thomas Nelson to achieve her goals and to receive this recognition. She has been accepted to an NSF-funded summer internship and will attend the University of Colorado at Boulder in Fall 2018.

Ms. Kris Rarig, Interim Vice President for Student Affairs, introduced the team who worked diligently with Ms. Holmes, which includes Melissa Gray, Advisor; Associate Professor of Political Science Leo Keneally; Associate Professor of Biology Kimberly Zahn; and Geology Instructor Lynsey LeMay.

### III. NEW BUSINESS

A. Participation in Meeting by College Board Members at a Remote Location

Members reviewed the proposed policy:

Participation from Locations Not Open to the Public

*It is the policy of the Thomas Nelson Community College Local College Board that individual College Board members may participate in meetings by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.*

*College Board Members may participate in meetings from a remote location that is not open to the public only when the member is unable to attend the meeting due to an emergency or personal matter, or due to a temporary or permanent disability or other medical condition. The law requires a quorum of the College Board to be physically assembled at the primary meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.*

*When such individual participation is due to an emergency or personal matter, such participation is limited by law to one meeting or 20 percent of the meetings of the public body per member each calendar year, whichever is fewer.*

Approval Process

*Individual participation under this policy shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location not open to the public is challenged, then the College Board shall vote whether to allow such participation. If the College Board votes to disapprove the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.*

Mr. VanVoorhees inquired if the policy included ad hoc and other committees. Ms. Callaway stated that the policy applies to all committees and ad hoc committees.

Mr. McMillan inquired about the frequency that a Board member could use the policy for participation in College Board meetings. Ms. Callaway explained that when participation from a remote location is due to an emergency or personal matter, such participation is limited by law to one meeting or 20 percent of the meetings of the public body per member each calendar year, whichever is fewer. Ms. Callaway noted that all public College Board meetings that consist of 3 or more participants require a public posting on the Commonwealth of Virginia Public Meeting website.

It was moved (S. VanVoorhees) and seconded (A. Owens) that the policy of Participation in Meeting by College Board Members at a Remote Location be approved, as presented.

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

Mr. Robert Harper  
Dr. Joyce M. Jarrett

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

Board Chair Harper acknowledged the participation via telephone by Board member Michael Kuhns who was at a remote location due to a personal matter.

Board members commended the electronic submission of Board documents for review in advance of meetings.

Board members commended The Case for Career & Technical Education symposium that was hosted by the College on April 23, 2018.

#### **IV. 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 February 21, 2018 Minutes**

The Thomas Nelson Community College Board approves the Finance and Municipal Liaison Committee meeting minutes from February 21, 2018, as presented.

Mr. Allan Melton noted a correction to Committee minutes to change his name from Dr. Melton to Mr. Melton. The correction was duly noted.

The motion was approved.

##### **B. Approval of Resolution: Acceptance of Conveyance of 3.0 Acres from the City of Hampton**

The Thomas Nelson Community College Board approves the resolution to recommend the State Board accept the conveyance of approximately 3.0 acres of land from the City of Hampton, as presented.

Mr. Nurnberger provided an overview of the conveyance process and will provide a narrative of important dates of the conveyance process at the College Board meeting on September 26, 2018, as an information item. Mr. McMillan inquired if the state or the College would keep the property title. Mr. Nurnberger stated that the state is the holder of all property titles.

The motion was approved.

##### **C. Review and Approve the Biennium Parking Plan**

The Thomas Nelson Community College Board approves the Biennium Parking Plan, as presented.

Mr. Nurnberger provided an overview of this process, which is required every two years to indicate planned maintenance for the College's parking lots and to show the College has the funds required for this work. He said the funds come from student fees and employee-paid hang tags.

The motion was approved.

D. Accept and Approve the FY 2019 Revised Local Funds Budget

The Thomas Nelson Community College Board approves the FY 2019 Local Funds Budget, as presented.

Mr. McMillan inquired about local funds distributions and use. Mr. Nurnberger stated that any unused funds remain with the College as part of the Local Funds balance.

Ms. Reese stated that the walking bridge has been completed.

The motion was approved.

E. Accept for File Purposes the FY 2018 Third Quarter Local Funds Financial Statement

The Thomas Nelson Community College Board accepts for file purposes the FY 2018 Third Quarter Local Funds Financial Statement, as presented.

The motion was approved.

#### **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 recommendations:

A. Approval of February 21, 2018 Minutes

The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from February 21, 2018, as presented.

The motion was approved.

B. Program Addition: Programing Applications and Gaming Career Studies Certificate

The Thomas Nelson Community College Board approves the addition of the Programming Applications and Gaming Career Studies Certificate, as presented.

The motion was approved.

C. Program Addition: Mobile Apps Career Studies Certificate

The Thomas Nelson Community College Board approves the addition of the Mobile Apps Career Studies Certificate, as presented.

The motion was approved.

D. Program Addition: Accounting and Financial Analytics I Career Studies Certificate

The Thomas Nelson Community College Board approves the Accounting and Financial Analytics I Career Studies Certificate, as presented.

The motion was approved.

E. Approval of Curriculum Advisory Committees

The Committee asked that the Thomas Nelson Community College Board defer the approval of the Curriculum Advisory Committees until June 20, 2018, at the Annual Board Dinner.

The request was approved.

## 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.

Spring 2018 FTES enrollment is 4,405, which is 5.3 % lower than Spring 2017 at 4,652 FTES at the comparable date. Spring 2018 Headcount is 7,993, which is 4.5% lower than Spring 2017 at 8,372.

Summer 2018 FTES enrollment is 1,023, which is 7.1 % lower than Summer 2017 at 1,101 FTES at the comparable date. Summer 2018 Headcount is 2,847, which is 7.2% lower than Summer 2017 at 3,069. Despite these numbers, the enrollment for summer looks promising based on a strong start for a more compressed registration period (as shown on the graphical representation).

Fall 2018 FTES enrollment is 899, which is 8.4 % higher than Fall 2017 at 829 FTES at the comparable date. Fall 2018 Headcount is 1,518, which is 8.0% higher than Fall 2017 at 1,405. These are encouraging numbers.

Recent Enrollment Initiatives:

- Campus campaigns – Registration. Get It Done, as well as others to encourage student enrollment
- Increased messaging to students using the Radius System
- Continuous faculty outreach to students in the classroom
- Course schedule improvements and common start times
- Division Open Houses
- Utilizing the Education Advisory Board (EAB) Navigate System
- Outreach events – Enrollment Caravans, Counselor Outreach Series, Undecided days, and Parent Nights, as well as others
- Specialized marketing - "*Thomas Nelson Community College – Your First Choice*"
- Improved website presence
- Improved social media presence
- Addressing recommendations from the Select Committee on Enrollment

#### B. 2018 Legislative Update

Dr. Dever provided the following legislative update:

- Increased funding for Workforce Credential Grant (FastForward) in the amount of \$2 million each year of the biennium across the VCCS colleges.
- Support for Dual Enrollment credits being transferable to four-year institutions.
- In the General Assembly Capital Outlay Plan, Thomas Nelson maintains its position within the VCCS for the Hampton Campus replacement building as the number 3 in priority and the AIM Center as the number 4 priority.

Dr. Dever expressed his appreciation for the delegates and senators who provide consistent support in the General Assembly for Thomas Nelson.

#### C. Commencement Update

Dr. Dever provided an overview of the 2018 Commencement on Thursday, May 10, at 7:00 p.m. at the Hampton Coliseum (reception at 5:30 p.m.). Dr. Belle Wheelan, President/CEO of the Southern Association of Colleges and Schools Commission on Colleges (SACSOC) will be the commencement speaker. Dr. Wheelan previously served as Dean of Students at Thomas Nelson.

Dr. Dever noted the following awards to be given by the College Board:

- Dana B. Hamel Award - Goodwill Industries of Central and Coastal Virginia



- Thomas Nelson Medallion - Mr. Everett H. Jordan, Jr. (posthumously)

Ms. Rarig provided additional information on parking passes and instructions for College Board members.

#### D. Upcoming College Events

Dr. Dever asked that the Board be mindful of the upcoming events and particularly noted the Student Recognition Ceremony on April 27. College Board members were asked to contact Ms. Nira Holton or Dr. Dever with any questions.

- **April 26:** Faculty and Staff Annual Awards Ceremony and Reception, Hampton Campus, Mary T. Christian Auditorium and Espada Room, 2:00 – 6:00 p.m.
- **April 26:** Choral Ensemble Concert, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:30 p.m.
- **April 27:** Student Recognition Ceremony, Dr. Mary T. Christian Auditorium, 12:00 noon
- **May 1:** Applied Music Juried Recital, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:00 p.m.
- **May 5:** Nursing Pinning Ceremony, Water's Edge Church, Newport News, 11:00 a.m.
- **May 7:** Transfer Recognition Ceremony, Hampton Campus, Peninsula Workforce Development Center, 6:00 p.m.
- **May 8:** Dental Hygiene Pinning and Awards Ceremony, Dr. Mary T. Christian Auditorium, 6:00 p.m.
- **May 9:** Graduation Celebration, Hampton Coliseum, 6:30 – 8:00 p.m.
- **May 9:** Commencement Rehearsal, Hampton Coliseum, 5:30 p.m.
- **May 10:** Commencement, Hampton Coliseum
  - Reception and Dinner, 5:30 p.m.
  - Ceremony, 7:00 p.m.
- **May 17:** New Employee Social, Hampton Campus, Espada Room, 12:00 noon
- **June 20:** Annual Board Dinner, TBD
- **The Grand Duke,** Dr. Mary T. Christian Auditorium, Hampton Campus
  - July 13, 14, 20, 21 at 8:00 p.m.
  - July 15, 22 at 3:00 p.m.
- **August 16:** All College Day, Dr. Marty T. Christian Auditorium
  
- **September 26:** College Board Meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.
  - CISS and FAML Committee Meetings, 4:30 p.m.
  - College Board Meeting, 6:00 p.m.

*Events may be added or subject to change. Please visit the Thomas Nelson Community College website at [www.tncc.edu](http://www.tncc.edu) regularly for event updates and announcements.*

## VI. UNFINISHED BUSINESS

Review and approval of the evaluation report by the Ad Hoc Committee for the Presidential Evaluation.

Closed Session

- ❖ It was moved (J. Jarrett) and seconded (R. Harper) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711 (A)(1) of the Code of Virginia, will convene in closed session relating to the review and approval of the evaluation report by the Ad Hoc Committee for the Presidential Evaluation.

The motion was approved.

Reconvene to Open Session

- ❖ It was moved (D. Reese) and seconded (V. Warren) that the Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with Section §2.2-3711 (A)(1) of the Code of Virginia, shall end the closed session and return to open session.

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

Mr. Robert Harper  
Dr. Joyce M. Jarrett  
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

Certification for Closed Session

- ❖ It was moved (J. McMillan) and seconded (E. Tai) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on April 25, 2018, 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) 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, the following members approved the motion.

Mr. Robert Harper  
Dr. Joyce M. Jarrett  
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

Approval of Presidential Evaluation

- ❖ It was moved (J. McMillan) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the Presidential Evaluation, as presented by the Ad Hoc Committee for the Presidential Evaluation.

The motion was approved.

**VII. ADJOURNMENT**

It was moved (J. Jarrett) and seconded (A. Melton) that the meeting adjourn at 7:34 p.m.

The motion was approved.

  
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John T. Dever, President/  
Secretary to the Board

  
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Nira N. Holton  
College Board Meeting Recorder