



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

December 11, 2019

College Board Room, Moore Hall

Hampton, Campus

6:00 p.m.

MINUTES NO. 429

PRESENT:

Ms. Izabela Cieszynski
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. Allan Melton
Mr. John W. McMillan, Jr.

Mr. Augustus Owens
Dr. Perry S. Showalter
Mr. Scott Van Voorhees
Dr. Vince Warren
Dr. Donna Woods

ABSENT:

Ms. Mary B. Bunting
Ms. Mary Ann Maimone
Mr. Jonathan Romero
Ms. Elizabeth S. Tai

STAFF AND GUESTS:

Dr. Seyed Akhavi (Science, Engineering & Technology)
Dr. Lynda Byrd-Poller (Human Resources)
Dr. Ursula Bock (Mid-Level Managers)
Ms. Cynthia Callaway (Institutional Advancement)
Mr. Steven Carpenter (Finance & Administration)
Ms. Erica Charity (Office of the President)
Dr. John T. Dever (President)
Dr. Susan English (Academic Affairs)
Mr. Keith Feigh (Poquoson Citizen)
Mr. Steven Felker (Institutional Research & Effectiveness)
Ms. Naima Ford (Institutional Advancement)
Mr. Brian Hill (Information Technology)
Ms. Nira N. Holton (Office of the President)
Mr. Matt Jones (Daily Press)
Dr. Kris Rarig (Student Affairs)
Chief Kelvin Maxwell (Campus Police)
Dr. Patrick Smith (Faculty Senate)
Mr. Rich Wilcox (Science, Engineering & Technology)

I. CALL TO ORDER

Mr. Mike Kuhns, 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
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Augustus Owens
Dr. Perry S. Showalter
Mr. Scott Van Voorhees
Dr. Vince Warren
Dr. Donna Woods

B. Approval of Minutes for September 25, 2019

It was moved (I. Cieszynski) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the September 25, 2019, Board minutes [No. 426], as presented.

The motion was approved.

C. Approval of Minutes for October 3, 2019

It was moved (D. Woods) and seconded (A. Melton) that the Thomas Nelson Community College Board approve the October 3, 2019, Board minutes [No. 427], as presented.

The motion was approved.

D. Approval of Minutes for October 23, 2019

It was moved (P. Showalter) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the October 23, 2019, Board minutes [No. 428], as presented.

The motion was approved.

II. CHAIR ANNOUNCEMENTS

A. Public Comments

There were no public comments.

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

Chair Kuhns announced the members to serve on the Ad Hoc Committee for College Board Awards at Commencement:

- Mr. Allan Melton (Chair)
- Ms. Mary Ann Maimone
- 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, stated that the Foundation Board is scheduled to hold its December meeting tomorrow, December 12. He will share that meeting report at the February 2020 College Board meeting. Mr. McMillan shared the following information with the College Board on behalf of the Educational Foundation:

- The annual giving for Fiscal Year 2020 to date is more than \$500,000, topping total giving for Fiscal Year 2019.
- The gift of approximately 10 acres of unimproved real property adjoining the Hampton Campus has been finalized and the deed transferring the property to the Foundation has been recorded.
- College Board Chair Michael Kuhns is calendared to update the Foundation on the presidential search process and other matters.

D. Report from the 2019 Hire Education Conference

Mr. Kuhns and Dr. Warren attended the 2019 Hire Education Conference, December 4-6, in Hot Springs, Virginia. Dr. Warren provided highlights from the conference and noted that the keynote speaker provided statistics related to workforce and worker requirements that show that there has been an increase in careers requiring post-secondary credentials.

Related to credit for prior learning, Dr. Warren attended a session and learned of a portal where students (prior military members) are provided the opportunity to learn what credit they can get for prior learning or prior training.

The Quick Start program offered by the Virginia Economic Development Partnership is intended to be a resource for start-up businesses interested in starting or moving a business to Virginia. This program will train people in conjunction with the community colleges in that area.

E. Presidential Transition

Mr. Kuhns stated that all Board members were sent an email of the press release announcing that Dr. Gregory DeCinque will be the interim president of the College. Mr. Kuhns will meet

with Dr. DeCinque Friday, December 13. Dr. DeCinque will also meet with the Cabinet members on December 13.

III. SNAPSHOT REPORT: MECHATRONICS

Dr. English introduced Mr. Rich Wilcox, Assistant Professor and the Department Chair of Mechatronics. Mr. Wilcox provided a snapshot of the Mechatronics program, showed a presentation of faculty and students in the program, and explained that mechatronics focuses on both electrical and mechanical systems involved in advanced manufacturing.

Industry companies such as Canon have visited his classes to recruit students. Several students had jobs before finishing the program. Mr. Wilcox distributed a photo of the most recent graduates, and Mr. Kuhns asked that it be posted on social media so others can learn about this program.

IV. FINANCE AND MUNICIPAL LIAISON COMMITTEE

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

A. Approval of September 25, 2019 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 25, 2019, as presented.

The motion was approved.

B. State / Local Borrowing Policy and Procedure

Mr. Carpenter provided highlights of the State / Local Borrowing Policy and Procedure. The System Office does not have a policy for state and local borrowing. This policy will identify the need for borrowing, after presidential approval is obtained. The request will be brought before the Cabinet and then the College Board.

Mr. McMillan asked where the policy will be maintained. Mr. Carpenter replied that it would be maintained in the Administrative Policy Manual under Finance & Administration.

The Committee moved that the Thomas Nelson Community College Board approve the State / Local Borrowing Policy and Procedure, as presented.

The motion was approved.

C. Status of Audit Report for Local Funds

Mr. Melton stated that we received a verbal report for the audit of Local Funds. Mr. Carpenter said that we expect to receive a written report in January 2020 and will provide it at the next College Board meeting. He also stated that it was reported in the exit interview that all Local Funds have been accounted for.

The Committee moved that the Thomas Nelson Community College Board accept for information purposes status information related to the Audit Report for Local Funds, as presented.

The motion was approved.

D. Dissolving Certain Local Funds

Mr. Carpenter stated that the Local Funds information has been presented to the Board but there are several funds that make sense to combine, which will reduce the total number of funds from 15 to 4. A list of the funds to be combined was provided to the Board.

The Committee moved that the Thomas Nelson Community College Board approve the dissolving of certain Local Funds and transfer of the fund balances to the General Local Fund, as presented.

The motion was approved.

E. FY 2019 Year-end Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board approve the FY 2019 Year-end Local Funds Financial Statement, as presented for file purposes.

The motion was approved.

F. APA Report on VCCS Audit for the Year Ended June 30, 2018

The College Board members received a link for the VCCS Report on Audit for the Year Ended June 30, 2018, for review. Seven colleges were selected for review but not Thomas Nelson. This audit report will be used in preparation for any future audits.

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the Auditor of Public Accounts (APA) Report on VCCS Audit for the Year Ended June 30, 2018, as presented.

The motion was approved.

G. Statement of Economic Interests and Completion of State Officer and Employee Conflict of Interests Act Training

Mr. Carpenter stated that members of the Thomas Nelson Community College Local Board are required to complete the annual State and Local Statement of Economic Interest form. He stated that there is a \$250.00 fine for non-compliance, but noted that if a Board member is required to complete this form through another agency, they will not be required to complete one through Thomas Nelson.

The Committee moved that the Thomas Nelson Community College Board acknowledge receipt of directions for the annual filing of the Statement of Economic Interests and for completing the online module for State Officer and Employee Conflict of Interests Act Training, as presented.

The motion was approved.

V. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

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

A. Review of Meeting Minutes from September 25, 2019

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from September 25, 2019, as presented.

The motion was approved.

VI. PRESIDENT'S REPORT

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

A. Enrollment Report

Dr. Dever acknowledged that Kris Rarig recently received her Ph.D. as part of the Community College Leadership Program from Old Dominion University.

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

Fall 2019 FTES enrollment is 4,142, which is 5.9% lower than Fall 2018 at 4,403 FTES at the comparable date. Fall 2019 Headcount is 7,314, which is 4.8% lower than Fall 2018 at 7,685.

Spring 2020 FTES enrollment is 2,668, which is 8.1% lower than Spring 2019 at 2,903 FTES at the comparable date. Spring 2020 Headcount is 4,121, which is 9.8% lower than Spring 2019 at 4,567.

B. Report on 2018-2019 Annual Plan and Final Results

Dr. Dever stated that each November when the planning year has been completed and all needed data are available, the College engages in a review of its activities for the year and the outcomes that they produced. The results of that review for the 2018-2019 planning year are enclosed within this report. Mr. Steven Felker, Director of Institutional Research and Effectiveness, shared with the Board the 2018-2019 Annual Plan and Final Results.

Mr. Felker summarized major findings from 2018-2019 by highlighting the three *Focus 2020* strategic goals, speaking to the indicators of achievement and the extent to which the College is making progress on those indicators, and discussing the efforts from the 2018-2019 that were undertaken to advance the College relative to its strategic goals. Mr. Felker also explained how the 2019-2020 Annual Plan has been designed to align with efforts from 2018-2019 and adjust College strategies for continuous improvement.

Regarding the indicator for the early completion of Mathematics, Dr. Warren asked if being a part-time student is taken into consideration. Mr. Felker stated that the metric, which is decided across the VCCS, does consider both full-time and part-time students.

One area of success was in the goal of strengthening partnerships within the Peninsula community. The number of current high school students taking classes at Thomas Nelson has grown from 1,301 students in 2016 to 1,764 in 2019. Dr. Jarrett stated that this was a significant increase.

Dr. Dever stressed the importance of basing the current plan on what we learned from the previous year. Dr. Dever thanked Mr. Felker for the presentation and for sharing how many objectives in the 2019-2020 annual plan are linked to the results and next steps identified in the 2018-2019 plan.

C. 2018 Legislative Update

Dr. Dever provided a summary of the legislative priorities for the 2020 session of the Virginia General Assembly.

As part of the Governor's introduced budget, there is an expectation for a substantial proposal for G3 (Get a Skill, Get a Job, Give Back) that will make community colleges more affordable for eligible low-income and middle-income Virginians who enroll in certain programs that lead to jobs in high-demand fields.

We continue to advocate for the Thomas Nelson Advanced Integrated Manufacturing (AIM) Center as a legislative priority. The AIM Center is listed as the number four priority for the Virginia Community College System in both the 2018 and 2019 Capital Outlay Plans approved by the General Assembly.

Ms. Callaway noted some key dates for the 2020 General Assembly session. The Governor's Biennial Budget will be announced on December 17, 2019. Thomas Nelson's annual legislative visit is tentatively scheduled for Wednesday, January 30, 2020. The General Assembly convenes on Wednesday, January 8, 2020, and adjournment is expected by March 7, 2020.

Ms. Callaway provided an overview of the 2020 VCCS Legislative Priorities and noted a few of the following requests for support:

- Faculty and Staff Compensation
- Institutional Partnership Performance Agreement proposals and Tech Talent Pipeline programs
- Language amendment to the Appropriation Act for Site Development
- New Economy Workforce Credential Grants (FastForward)

Dr. Dever asked the Board not to lose sight of the 2020 key priorities, thanked Ms. Callaway, and stated that reminders about the legislative visit will be sent to the Board in the New Year.

Additional Items

- Presidential Transition: Dever to DeCinque

Dr. Dever is working with Dr. DeCinque as he prepares to become Interim President of Thomas Nelson Community College. Dr. Dever stated that their relationship has been cooperative during Dr. DeCinque's time as Interim President of Tidewater Community College. Dr. DeCinque sees Thomas Nelson and other regional community colleges functioning in a highly collaborative way to support the greater good of Hampton Roads. Dr. Dever will continue to be the College President through January 12, and Dr. DeCinque will begin January 13, 2020.

- Communication from Academic Division Concerning Administrator Affected by the Reduction in Force.

Dr. Dever informed the Board that he and Cabinet members received a communication from one of the academic divisions concerning the dean affected by the Reduction in Force. The message included a strong commendation and a vote of confidence in the administrator. Dr. Dever emphasized that decisions made in association with the Reduction in Force were guided by the effort to reorganize the College in line with the new reality of a significantly reduced student body and revenue. Dr. Dever stated that he has shared the message with Chair Kuhns who will be glad to share it with Board members who wish to review it. Dr. Dever reminded the Board that personnel decisions are an administrative function, which fall under the responsibility of the College management team.

D. Upcoming College Events

Ms. Callaway reviewed a list of major college events scheduled for the next several months.

- **December 13, 2019:** Portrait Unveiling and Retirement Recognition Honoring Dr. Dever, Peninsula Workforce Development Center, Room 1301-1303, 3:00 – 5:00 p.m.

- **January 8, 2020:** 7th Annual Faculty Colloquium on Excellence & Innovation, Hampton Campus, Templin Hall, Dr. Mary T. Christian Auditorium, 8:00 a.m.
- **January 23, 2020:** Presidential Leadership Award, Hampton Campus, Templin Hall, Dr. Mary T. Christian Auditorium, 6:30 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.

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

Initial review of Proposed Revisions to College Board Policy Manual.

Board members were provided a copy of the proposed College Board Policy Manual with a revision list and reviewed proposed changes. Mr. McMillan asked that approving the Student Activities budget be removed from the CISS committee section since it is included in the Budget and Finance Committee section. All Board members were in agreement.

Mr. Kuhns recognized Dr. Dever's upcoming retirement and his 45-year career as a dedicated, respected educator. The College Board thanked him for his many years of service to Thomas Nelson and Virginia's Community Colleges, and for establishing the John and Peggy Dever Changing Lives Fund.

IX. ADJOURNMENT

The meeting was adjourned at 8:02 p.m.

Respectfully submitted:

John T. Dever, President
Secretary to the Board

Erica S. Charity
College Board Recorder