

**THOMAS
NELSON**
becoming
**VIRGINIA PENINSULA
COMMUNITY COLLEGE**

Thomas Nelson Community College Board Meeting
Wednesday, April 20, 2022
Peninsula Workforce Development Center, Rooms 1301-1303
600 Butler Farm Road, Hampton, VA 23666 5:00 p.m.

MINUTES NO. 448

PRESENT:

Mr. Curtis Bethany, III
Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Ed Durham (V)
Mr. Joseph Fuentes
Dr. Joyce Jarrett

Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Dr. Jonathan Romero
Dr. Vince Warren
Dr. Donna Woods

ABSENT:

Dr. Linda Reviea
Mr. Scott VanVoorhees

STAFF AND GUESTS:

Mr. Franz Albertini, Workforce Development
Ms. Ada Badgley, Office of the President
Ms. Belinda Baker, Institutional Advancement
Dr. Porter Brannon, President
Ms. Cynthia Callaway, Institutional Advancement
Mr. Steven R. Carpenter, Finance and Administration
Mr. Timothy Crittenden, Finance and Administration
Ms. Crystal Ennin, Presidential Ambassador
Mr. Todd Estes, CCWC Program
Mr. Steven Felker, Institutional Research and Effectiveness
Mr. Kieth Ferguson, Finance and Administration
Mr. Bob Flynn, Institutional Advancement
Dr. Jeanetta Hollins, Enrollment Management and Student Success
Ms. Michelle Manfred, Student Affairs
Mr. John Massey, Human Resources
Ms. Priya Patel, Student Government Association

Dr. Lonnie Schaffer, Academic Affairs
Ms. Doris Shadouh, Institutional Advancement
Ms. Michelle Shonk, College Support Staff Association
Mr. Ethan Wunibald, Presidential Ambassador

I. CALL TO ORDER

A. Roll Call

Mr. Curtis Bethany, III
Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Ed Durham (V)
Mr. Joe Fuentes
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Dr. Jonathan Romero
Dr. Vince Warren
Dr. Donna Woods

B. Approval of Minutes for February 2022

The Thomas Nelson Community College Board approved the February 16, 2022, Board minutes [No. 447], as presented.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

II. CHAIR ANNOUNCEMENTS

A. Public Comments

No public comments

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

Mr. Allan Melton provided a report from the Thomas Nelson Educational Foundation Board of Directors. Donna Wilmoth, President, opened the meeting and welcomed Board members and guests. The following items were discussed:

Moment for Mission: Athletics, Minority Male Program, and the Southeast Community Presentations: Dr. Porter Brannon, College President, via Zoom provided a presentation of priorities and a 3-year funding request (attached to official minutes) on three initiatives for the College. Funding would provide positions that would be self-sustaining after 3 years to support the following initiatives:

- Southeast Newport News
 - Minority Male Success Initiative
 - Expanding Athletics
- Year one request: \$235K
Year two request: \$295K
Year three request: \$250K

The Finance Committee made recommendation to present a proposal to localities to allot funds totaling \$780K over the next three years from the equipment endowment earnings. A motion was made and seconded to accept the recommendation as presented.

Consent Agenda: A motion was made to approve the following items as presented. The motion was seconded and approved.

- December 9, 2021, Minutes
- Finance Committee Report o Financial Statements – January 2022 – Finance Committee Recommendation
- Development Committee Report o Annual Giving Report – FY22
- Acceptance of Proposal of Carmines, Robbins & Company, PLC for FY22-FY26 Auditing Services

Recommendation of use of Equipment Endowment Earnings FY23-FY25: The Finance Committee made recommendation to present a proposal to localities to allot funds totaling \$780K over the next three years from the equipment endowment earnings. A motion was made and seconded to accept the recommendation as presented.

Renewal of Old Point Line of Credit – 24 Months* The Foundation maintains an unsecured line of credit with Old Point National Bank of \$150,000 to be drawn upon as needed. The interest charged on the line can change daily and equals the Wall Street Journal prime rate minus 0.5%. The interest rate will never be less than 4%. The line of credit expires February 25, 2022. There was no outstanding balance as of June 30, 2021, or 2020. A motion was made and seconded to accept the Old Point National Bank renewal line of credit. Mr. Robert Shuford and Mr. David Burris abstain from the vote.

Nancy Littlefield was recognized for her service and dedication to the Educational Foundation. This represents Ms. Littlefield's last meeting.

C. Appointment of Nominating Committee for Chair and Vice Chair

Ms. Izabela Cieszynski (Lead)

Mr. Allan Melton

Dr. Jonathan Romero

III. PRESIDENT'S REPORT

A. The Student Experience – Presidential Ambassadors

Thomas Nelson President Ambassadors Mr. Ethan Wunibald, Ms. Priya Patel, Ms. Crystal Ennin, and Ms. Sharena Marsh introduced themselves, shared their goals and what they would like Thomas Nelson Community College to do better. Their suggestions included getting TNCC in front of the high school students, more communication and interaction with faculty, better facilities, and have more student events so students can connect with each other.

B. Update from the Community College Workforce Cooperative – Todd Estes, Executive Director

Mr. Todd Estes the Executive Director of the Community College Workforce Cooperative (CCWC) provided the history of this program, the early area of focus and the future plans of expanding skill training.

C. Advertising & Marketing ROI – Vice President Cyndy Callaway

Thomas Nelson has increased its advertising which costs more money. Ms. Doris Shadouh, the Digital Media Communications and Marketing Manager, provided a presentation of all media used. We need to find what really works to get increase enrollment and retention and we are using outlets that will work to generate high returns.

D. Feedback from the April President's Report to the Board

The Presidential Board Report was mailed to College Board members. At the next meeting, May 18, 2022, we will have a presentation related to the audits conducted this semester in Enrollment Management Student Services area. Dr. Brannon and Cabinet members answered questions regarding resignation and retirements.

IV. BUDGET AND FINANCE COMMITTEE

A. Review of February 10, 2022, Minutes

The committee moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from February 10, 2022, as presented.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham,
Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan,
Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

B. Review of the FY 2023 Proposed Local Funds Budget

The committee moved that the Thomas Nelson Community College Board accept for informational purposes the draft FY 2023 Local Funds budget, as presented.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham,
Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan,
Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

C. Approve 2022-2024 Biennium Parking Plan

The committee moved that the Thomas Nelson Community College Board approve the 2022-2024 Biennium Parking Plan, as presented

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham,
Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan,
Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

V. FACILITIES COMMITTEE

A. Approve 2022-2024 Biennium Parking Plan

The committee moved that the Thomas Nelson Community College Board approve the 2022-2024 Biennium Parking Plan, as presented.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham,
Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan,
Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

B. Review of Facilities Projects

The committee moved that the Thomas Nelson Community College Board acknowledge the update on planned facilities projects, as presented.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham,
Mr. Joe Fuentes, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan,
Mr. Allan Melton, Dr. Jonathan Romero, Dr. Vince Warren, Dr. Donna Woods

VI. UNFINISHED BUSINESS

No unfinished business

VII. NEW BUSINESS

No new business

VIII. ADJOURNMENT

The meeting adjourned at 6:25 p.m.