



## **Thomas Nelson Community College Board Meeting**

Wednesday, December 15, 2021  
Peninsula Workforce Development Center, Rooms 1301-1303  
600 Butler Farm Road, Hampton, VA 23666  
5:00 p.m.

### **MINUTES NO. 446**

#### **PRESENT:**

Mr. Curtis Bethany, III (V)  
Ms. Izabela Cieszynski  
Mr. Ed Durham  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.

Mr. Allan Melton  
Dr. Linda Reviea  
Dr. Jonathan Romero  
Dr. Vince Warren  
Dr. Donna Woods

#### **ABSENT:**

Ms. Mary Bunting  
Mr. Scott VanVoorhees

#### **STAFF AND GUESTS:**

Mr. Franz Albertini, Workforce Development  
Ms. Ada Badgley, Office of the President  
Dr. Porter Brannon, President  
Ms. Cynthia Callaway, Institutional Advancement  
Mr. Steven R. Carpenter, Finance and Administration  
Ms. Erica Charity, Office of the President  
Mr. Timothy Crittenden, Finance and Administration  
Mr. Keith Feigh, Visitor from Poquoson  
Mr. Steven Felker, Institutional Research and Effectiveness  
Ms. Stephanie Heintz, Consociate Media  
Dr. Jeanetta Hollins, Enrollment Management and Student Success  
Ms. Priya Patel, Student Government Association  
Dr. Kris Rarig, Student Affairs  
Dr. Lonnie Schaffer, Academic Affairs  
Ms. Michelle Shonk, College Support Staff Association

## I. CALL TO ORDER

### A. Roll Call

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

### B. Approval of Minutes for October 20, 2021

The Thomas Nelson Community College Board approved the October 20, 2021, Board minutes [No. 445], as presented.

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

Mr. Curtis Bethany, Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, 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. Mr. Jack Ezzell, President, opened the meeting and welcomed Board members and guests. The following items were discussed:

**Moment for Mission:** Presentations were provided by the following individuals:

- Ms. Ada Badgley, Director of Strategic Initiatives: Southeast Newport News initiative.
- Dr. Jeannetta Hollins, Interim VP for Enrollment Management and Student Success: Strategic Enrollment Management.
- Mr. Steven Carpenter, Vice President for Finance & Administration: Facilities update.

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

- September 23, 2021, Minutes
  - Finance Committee Report
- Financial Statements – October 2021 – Finance Committee Recommendation
- Development Committee Report
  - Annual Giving Report – FY22

**College Strategic Marketing Plan Presentation – Final:** Ms. Stephanie Heinatz, Consultant, Consociate Media, presented the final strategic and tactical marketing plan for the College.

**2021-22 Reappointment of Directors:** The 2021-22 directors for reappointment were presented (attached to official minutes). A motion was made to accept Mr. David Burris and Mr. Robert Shuford, Sr. for reappointment to the Board. The motion was seconded and approved.

**2021-22 Election of Officers:** A motion was made to accept the proposed 2021-22 slate of officers as presented. The motion was seconded and approved.

- President: Ms. Donna Wilmoth
- Vice President: Mr. Charles Southall
- Secretary: Dr. Porter Brannon, College President
- Treasurer: Mr. Steven Carpenter, College Vice President for Finance and Administration
- Local College Board Liaison: Mr. Allan Melton, appointed by the Local College Board.

**New Business:** The following event dates were provided.

- **Monday, March 21:** Scholarship/Donor Reception, Location and Time - TBD
- **Thursday, April 14:** Retiree Social, Peninsula Workforce Development Center, Hampton Campus, 11 am – 1 pm
- **Thursday, April 21:** 16<sup>th</sup> Annual Chancellor’s Award for Leadership in Philanthropy Luncheon, The Jefferson Hotel, 11 am: VIP Reception for honorees and sponsors, 12 pm Luncheon

**Recognitions:** Ms. Cyndie Callaway, Executive Director, acknowledged the current officers with appreciation of their dedication, leadership, and support during this past year.

The following Board members were recognized with tokens of appreciation.

- Mr. Jack Ezzell – outgoing president
- Dr. Nancy Littlefield – outgoing vice president (will receive at March meeting).

### C. Appointment of Ad Hoc Committee to Prepare Presidential Evaluation

Chair Warren announced that the members of this committee will consist of the College Board's Executive Committee which includes the committee chairs.

- Dr. Vince Warren, Chair, College Board
- Dr. Joyce Jarrett, Vice Chair, College Board
- Mr. Michael Kuhns, Chair, Budget, and Finance Committee
- Dr. Donna Woods, Chair, Curriculum, Instruction and Student Services Committee
- Mr. Scott VanVoorhees, Chair, Facilities Committee
- Mr. Michael Kuhns, Immediate Past Chair

### D. Commencement Awards Update

Dr. Linda Reviea provided an update from the Commencement Awards Committee which consists of Mr. Allan Melton, Dr. Jonathan Romero and Dr. Reviea. The committee will be meeting in the new year. Dr. Reviea described the two awards and asked board members to send nominations to her. Recommendations will be brought back during the February meeting.

## III. PRESIDENT'S REPORT

### A. Final Report from Consociate Media – Ms. Stephanie Heintz

Ms. Heintz provided a presentation on Strategic & Tactical Marketing Plan Development. Ms. Heintz reviewed what Consociate Media has learned, accomplished, and delivered to the team. The marketing and public relations matrix included key objectives and an overview of how to use the matrix. Best practice suggestions were provided to execute the plan at a high level.

### B. President's Report to the College Board – Dr. Porter Brannon

The President's Report to the College Board was mailed to Board members in advance.

## IV. BUDGET AND FINANCE COMMITTEE

### A. Review of Special Called Meeting, November 18, 2021

The committee moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting synopsis from the special called meeting held November 18, 2021, as presented.

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

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

B. Review of the FY 2022 First Quarter Local Funds Report

The committee moved that the Thomas Nelson Community College Board accept for informational purposes the review of the FY 2022 First Quarter Local Funds Report, as presented.

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

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

C. VCCS Report on Audit for the Year Ended June 30, 2020 (can be viewed at:

<http://apa.virginia.gov/reports/VirginiaCommunityCollegeSystem2020.pdf>)

The committee moved that the Thomas Nelson Community College Board accept for informational purposes the VCCS Report on Audit for the Year Ended June 30, 2020, as presented.

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

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

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

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.

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

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

**V. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE**

A. Review of Meeting Minutes from October 20, 2021

The committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from October 20, 2021, as presented.

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

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

**B. Program Health Discussion**

The committee moved that the Thomas Nelson Community College Board accept for information purposes the Program Health discussion, as presented.

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

Mr. Curtis Bethany, Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, 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 6:17 p.m.

***Next College Board Meeting: February 16, 2022, Williamsburg Campus, Room 110 at 5:00 p.m.***