



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING
March 9, 2016

College Board Room
Hampton Campus
Hampton, VA
6:00 p.m.

MINUTES NO. 411

PRESENT:

Ms. Christine J. Gergely
Mr. Bruce Goodson
Dr. Joyce M. Jarrett
Mr. Everett Jordan, Jr.
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.

Mr. Augustus Owens
Ms. Deborah Reese
Mr. Leonard Sledge
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

ABSENT:

Mr. Robert Harper

Ms. Stephanie White

STAFF AND GUESTS:

Mr. Jack Bowden (Student Government Association)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Ms. LaVonne P. Ellis (State Board Liaison)
Mr. Steven Felker (Institutional Research and Effectiveness)
Ms. Latasha Holmes (College Support Staff Association)
Ms. Nira Holton (Office of the President)
Dr. Daniel Lufkin (Student Affairs)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Dr. Lonnie Schaffer (Academic Affairs)
Dr. Deborah Wright (Workforce Development)

CALL TO ORDER

Mr. John W. McMillan, Jr., Chair, called the meeting to order at 6:00 p.m.

ROLL CALL

By roll call vote in open session, the following members were in attendance:

Ms. Christine Gergely
Mr. Bruce Goodson
Dr. Joyce M. Jarrett
Mr. Everett Jordan, Jr.
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Deborah Reese
Mr. Leonard Sledge
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

APPROVAL OF MINUTES

It was moved (E. Jordan) and seconded (B. Goodson) that the Thomas Nelson Community College Board approve the December 2, 2015, Board minutes as presented [No. 410].

The motion was approved.

CHAIR ANNOUNCEMENTS

Chair McMillan welcomed everyone to the meeting.

Public Comments

There were no public comments.

Educational Foundation Annual Scholarship Luncheon

Chair McMillan reported that the Educational Foundation will be hosting the Annual Scholarship luncheon to honor the generous donors who have supported the College as well as recognize the achievements of Thomas Nelson students. Chair McMillan reiterated that 100% participation by the Board members in the Annual Fund indicates that they fully support the future of the College. Ms. Cynthia Callaway, Vice President of Institutional Advancement, confirmed that the event will be held at the Peninsula Workforce Development Center (PWDC) on Wednesday, March 30, 2016, at 12:00 noon.

Thomas Nelson Gators Baseball

Chair McMillan extended congratulations to Coach Chad Smith, Assistant Coach Michael Moore, and the Thomas Nelson Athletic Department on the College baseball team's admission into the National Junior College Athletic Association (NJCAA). The team made their NJCAA debut with two game wins. Ms. Elliott will provide a copy of the schedule of games to Board members.

Retirement of Dr. Lonnie Schaffer

Chair McMillan noted the upcoming retirement of Dr. Lonnie Schaffer, Vice President of Academic Affairs. She has been responsible for providing leadership in key areas both internally and throughout the community.

Appointment of Ad Hoc Committee to Prepare the Presidential Evaluation

Chair McMillan reported that Board members Everett Jordan and Stephanie White have agreed to serve on the Ad Hoc Committee to prepare the Presidential Evaluation. The Board Chair and Vice Chair will also serve on the committee. The committee members have agreed to present a draft for Board review and approval prior to the April 27th meeting. President Dever and staff will ensure the materials for the annual evaluation will be provided to Board members in a timely manner.

Ms. Elizabeth Tai Retirement

Chair McMillan congratulated Board member Elizabeth Tai on her recent retirement as the Director of the City of Poquoson Public Library for over 30 years. Ms. Tai was honored with a reception to celebrate her retirement last month.

FINANCE AND MUNICIPAL LIAISON COMMITTEE

Mr. Leonard Sledge, Finance and Municipal Liaison Committee Chair, presented the following committee reports through a single motion:

A. Review of Meeting Minutes from December 2, 2015

The Committee recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 2, 2015, as presented.

B. Deed of Easement for Pedestrian Crosswalk Signal Pole

The Committee recommended that the Thomas Nelson Community College Board approve the Deed of Easement for Pedestrian Crosswalk Signal Pole, as presented.

C. Acceptance of Conveyance of 3.76636 Acres from City of Hampton

The Committee recommended that the Thomas Nelson Community College Board approve the acceptance of Conveyance of 3.76636 Acres from City of Hampton, as presented.

D. Approve Student Fees Increase for FY 2017

The Committee recommended that the Thomas Nelson Community College Board approve the student fees increase for FY 2017, as presented.

The four Committee recommendations (A-D) were approved.

E. Review second quarter FY 2016 Local Funds Financial Statement

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the second quarter FY 2016 Local Funds Financial Statement, as presented for informational purposes.

The Board acknowledged receipt of the second quarter FY 2016 Local Funds Financial Statement.

F. Distribution of the FY 2017 Local Funds Budget (DRAFT)

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2017 Local Funds Budget (DRAFT), as presented for informational purposes.

The Board acknowledged receipt of the FY 2017 Local Funds Budget (DRAFT).

CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

Ms. Elizabeth Tai, Curriculum, Instruction, and Student Services Committee Chair, presented the following committee report:

A. Review of Meeting Minutes from December 2, 2015

The Committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from December 2, 2015, as presented.

The motion was approved.

**B. Proposed membership for combined Curriculum Advisory Committee:
Emergency Medical Services and Fire Science Technology Degree Programs**

The Committee recommended that the Thomas Nelson Community College Board approve the proposed membership for the combined Curriculum Advisory Committee for Emergency Medical Services and Fire Science Technology Degree Programs as presented.

The motion was approved.

C. Nominations for Honorary Title of Professor Emerita/Emeritus

The designation of Professor Emerita/Emeritus is awarded to retired faculty members who have advanced the academic mission of Thomas Nelson Community College through meritorious teaching and service.

The Committee recommended that the Thomas Nelson Community College Board bestow the honorary title of Professor Emerita/Emeritus on the following three retired faculty members:

- Dr. Linda Haugh, Professor and Department Head of Psychology
- Ms. Diana Martin, Assistant Professor of English
- Dr. Victor Thompson, Professor of English

The motion was approved.

D. Revision to Title of Career Studies Certificate in Dental Hygiene

The Committee recommended that the Thomas Nelson Community College Board approve changing the title of the Dental Hygiene Career Studies Certificate to Pre-Dental Hygiene as presented.

The motion was approved.

E. Proposed Career Studies Certificate in Advanced Mechatronics Technology

The Committee recommended that the Thomas Nelson Community College Board approve the proposed Career Studies Certificate in Advanced Mechatronics Technology as presented.

The motion was approved.

PRESIDENT'S REPORT

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

Enrollment Report

Dr. Daniel Lufkin, Vice President for Student Affairs, reported the enrollment numbers.

Dr. Lufkin reported Registration Enrollment Statistics for Spring 2016 vs. Spring 2015 as of March 9, 2016. He reported a 7.1% decrease in FTES and 6.1% decrease in headcount.

Copies of the Annual/Semester Headcount and FTES for 2005-2006 to 2014-2015 and the Annual Unduplicated Enrollment Statistics were distributed.

Although there is a decline in Headcount (-7.3%) and FTES (-9.3%) over the recent five-year period (2010-2015), the ten-year period (2005-2015) shows significant increases in Headcount (15.3%) and FTES (25.2%).

Dr. Lufkin reported that these figures are consistent with the numbers throughout the Virginia Community College System and that the College is committed to ongoing efforts to address enrollment issues.

He reported that dual enrollment has increased by 2%, which indicates that continuing efforts with our school systems are making an impact. He indicated that fifteen students were enrolled in the Early College Program at Warhill High School and are currently taking full-time classes at the Historic Triangle Campus.

Dr. Lufkin reported the upcoming recruitment events and announced the dates for the new High School Caravan program at Thomas Nelson. Ms. Elliott will provide a copy of the schedule for the high school caravans to the Board members.

Update on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation of Accreditation

President Dever reported that the College is developing its response to the Report of the On-Site Committee, addressing the five recommendations. This Response Report will be submitted to the Commission on Colleges within the next few weeks. The Report will then be reviewed by the SACSCOC Board of Trustees at its meeting in June 2016. Following that, the College will receive formal notice of its accreditation status.

Great Colleges to Work For Survey

Mr. Steven Felker, Director of Institutional Research & Effectiveness, reviewed the report on the *Great Colleges to Work For* survey, a national climate survey instrument for higher education institutions, which was administered in Spring 2015 as part of the VCCS initiative for diversity and inclusion. He reviewed the purpose of the survey and the distribution of respondents among various categories of faculty and staff. When compared to the average for 2-year colleges in Virginia and nationwide, the overall statistical results indicate that there is significant room for improvement at Thomas Nelson. Mr. Felker provided a breakdown of the results by the fifteen categories covered in the survey and the differences of the responses to those categories by job classification and by college divisions. Areas of particular concern were identified as well as positive and negative themes from the comments section. The particular responses to questions related to diversity were also noted.

Dr. Dever discussed the way in which the results from the survey have been shared with a number of College groups and the productive conversations that have ensued. He noted that these activities associated with the survey align with ongoing efforts at Thomas Nelson to address issues of campus climate, including the identification of this as a challenge by the College Board in its 2014 presidential evaluation and the inclusion of enhancing the College's capacity for excellence as one of the three major goals in the new strategic plan, *Focus 2020*. He further observed the expectations that our students have for excellence in all programs and services. A number of ongoing activities and initiatives at the College are designed to improve institutional climate and culture, to include the Presidential Leadership Institute, the Institute for Diversity and Inclusion, presidential forums regularly held at both campuses for faculty and staff and for students, revitalization of the governance committees, posting of minutes for Cabinet and College Council, regular communications through *The Weekly Navigator* and *The Student Navigator*, and the initiation this year of a long-term leadership development program for Cabinet members and mid-level managers in conjunction with an external consultant.

The *Great Colleges to Work For* survey will be administered again this spring as an ongoing part of the VCCS initiative for diversity and inclusion. The College will continue to carefully monitor the results and address issues that are identified.

2016 Legislative Update

Dr. Dever thanked the Board members for their support and advocacy on behalf of Thomas Nelson throughout the General Assembly session and recognized those who visited with members of the Peninsula delegation as part of the College's annual visit to the General Assembly on January 26, 2016, and attended the VCCS Legislative Reception on February 17, 2016. Dr. Dever asked Ms. Callaway to brief the Board members on approved legislative items impacting Virginia's Community Colleges and the status of the 2016-18 biennial budget. He also asked Mr. Nurnberger to brief the Board on legislative matters related to capital planning and construction.

Ms. Cynthia Callaway, Vice President for Institutional Advancement, briefed the Board on two bills passed by the 2016 General Assembly and awaiting the Governor's signature. The "New Economy Workforce Credential Grant Program" creates ongoing state support for non-credit training in in-demand fields leading to industry-recognized certifications. Under the new grant program, eligible students enrolled in a noncredit workforce training program offered by an eligible institution may apply and be awarded a grant to cover a portion of the cost of the program. Another bill passed this session provides resources for each of the seven comprehensive community colleges in the Commonwealth with the highest number of enrolled students who are veterans, which includes Thomas Nelson, to employ at least one full-time veterans advisor to provide comprehensive and intensive enrollment and advising services to current and prospective students who are veterans and to establish a veterans resource center on campus.

Ms. Callaway provided an overview of the versions of the 2016-18 biennial budgets announced by the Senate Finance and House Appropriations Committees on February 21, 2016. She noted that both versions of the proposed budget represent a significant re-investment in higher education and include the following:

- Funding for the New Economy Workforce Credential Grant Program;
- Funding to address access, student completion and success;
- Increased financial aid; and
- Salary increases for faculty and staff to occur in the first year of the biennium.

Ms. Callaway stated that the budget conferees announced a budget agreement earlier in the day, but the details had not been published prior the Board meeting.

Mr. Charles Nurnberger, Vice President for Finance and Administration reported on the following capital updates:

- Thomas Nelson was advised that detailed planning dollars are to be provided for the new replacement building for Diggs/Moore/Harrison halls on the Hampton Campus. We are awaiting confirmation.
- The revised six-year plan for capital projects for the Commonwealth includes the construction of the AIM Center for Thomas Nelson as the third project on the list

for the VCCS. We anticipate detailed planning funds in a subsequent session of the General Assembly. Discussions will be held with the VCCS once the budget is set concerning the next steps for the AIM Center. Thereafter, the College will engage with our consultant, BAE Urban Economics, to assist with a timetable.

Upcoming College Events

The following calendar of events is updated as of March 9, 2015. 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.

- i. **March 8, 2016:** Spring Fest, Historic Triangle Campus, 12:00 to 1:00 p.m.
- ii. **March 15, 2016:** Spring Fest, Hampton Campus, 12:00 to 3:00 p.m.
- iii. **March 30, 2016:** Annual Scholarship Recognition Luncheon honoring Recipients and Donors, time and location TBD.
- iv. **April 8, 9, 10 & 15, 16, 17, 2016:** Performing Arts Department presents William Shakespeare's "Macbeth", Friday and Saturday curtain at 8:00 PM; Sunday curtain at 3:00 PM, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- v. **April 21, 2016:** Faculty and Staff Awards Ceremony, Hampton Campus, 2:00 to 5:00 p.m.
- vi. **April 27, 2016:** Retiree Brunch, PWDC, Hampton Campus, 10:00 to 12:00 noon
- vii. **April 27, 2016:** College Board Meeting, Historic Triangle Campus, President's Conference Room 317G, 3rd Floor, 6:00 p.m.

OLD BUSINESS

Review and approval of recommendations of the Ad Hoc Committee for College Board Awards at Commencement.

Closed Session

It was moved (C. Gergely) and seconded (D. Reese) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(10) of the Code of Virginia, convene in closed session to discuss matters relating to consideration of honorary degrees or special awards.

The motion was approved.

Reconvene to Open Session

It was moved (E. Tai) and seconded (J. Jarrett) that the Board of Thomas Nelson Community College conclude its closed session and reconvene in open session.

The motion was approved.

Certification for closed session

By roll-call vote in open session, Vice Chair Goodson cited the following certification for closed session:

The following members in attendance at the closed session of the Thomas Nelson Board on March 9, 2016, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711 (A)(10) 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.

Roll Call

Ms. Christine Gergely
Mr. Bruce Goodson
Dr. Joyce M. Jarrett
Mr. Everett Jordan, Jr.
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Deborah Reese
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

Ms. Christine Gergely read the following motions on behalf of the Ad Hoc Committee on Commencement Awards:

- A. The Ad Hoc Committee on Commencement Awards moves that the Thomas Nelson Community College Board approve the nomination of Elise Emanuel to receive the 2016 Thomas Nelson Medallion.

Ms. Emanuel served as a member of the Thomas Nelson College Board representing James City County from 1987-1995 and member of the Educational Foundation Board from 1996-1999. She has served as an educator for over 30 years with Williamsburg-James City County School Division and as a member on the boards of numerous business, education and community groups.

The motion was approved.

- B. The Ad Hoc Committee on Commencement Awards moves that the Thomas Nelson Community College Board approve the nomination of Colonel William "Bill" S. Galbraith to receive the 2016 Dana B. Hamel Award.

Col. Galbraith, an Army veteran of 28 years and Commander of the 733rd Mission Support Group, Joint Base Langley-Eustis, formally assumed his duties June 2013. He has been very supportive of Thomas Nelson's training programs for veterans and military personnel at Ft. Eustis.

The motion was approved.

NEW BUSINESS

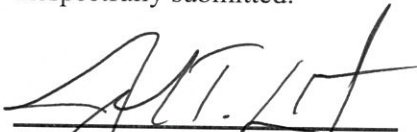
There were no new business matters to report.

ADJOURNMENT

It was moved (B. Goodson) and seconded (J. Jarrett) that the meeting adjourn at 8:01 p.m.

The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board



Sabrina R. Elliott
College Board Recorder