



The Peninsula's Community College

**THOMAS NELSON COMMUNITY  
COLLEGE BOARD MEETING**

**April 22, 2015**

**President's Conference Room 317G  
Historic Triangle Campus  
Williamsburg, VA  
6:00 p.m.**

**MINUTES NO. 407**

**PRESENT:**

Ms. Christine J. Gergely  
Father Ralph Haines, III  
Mr. Robert Harper  
Mr. Everett Jordan, Jr.  
Mr. Albert Louer  
Mr. John W. McMillan, Jr.

Mr. Augustus Owens  
Ms. Deborah Reese  
Ms. Carol Scheid  
Mr. Leonard Sledge  
Ms. Elizabeth Tai

**ABSENT:**

Mr. Bruce Goodson  
Ms. Stephanie White

Ms. Belinda Willis

**STAFF AND GUESTS:**

Ms. Cynthia Callaway (Institutional Advancement)  
Ms. Joy Cooke (Human Resources)  
Dr. John T. Dever (President)  
Mr. Ryan Douglas (Student Government Association)  
Ms. Sabrina Elliott (Office of the President)  
Ms. LaVonne P. Ellis (State Board Liaison)  
Mr. Steven Felker (Institutional Research and Effectiveness)  
Ms. Nancy Fox (BAE Urban Economics)  
Mr. S. Stuart Harris, Jr. (Advanced Integrated Manufacturing Center)  
Ms. Patricia Harris (Advance Integrated Manufacturing Center)  
Mr. Richard Hodges (Historic Triangle Campus)  
Ms. Nira Holton (Office of the President)  
Dr. Daniel Lufkin (Student Affairs)  
Chief Kelvin Maxwell (Campus Police)  
Mr. Charles Nurnberger (Finance and Administration)  
Dr. Lonnie Schaffer (Academic Affairs)  
Mr. David Shiver (BAE Urban Economics)  
Mr. Paul Tessier (Faculty Senate)  
Dr. Deborah Wright (Workforce Development)

### **CALL TO ORDER**

Ms. Carol Scheid, 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  
Father Ralph Haines, III  
Mr. Robert Harper  
Mr. Everett Jordan, Jr.  
Mr. Albert Louer  
Mr. John W. McMillan, Jr.  
Mr. Augustus Owens  
Ms. Deborah Reese  
Ms. Carol Scheid  
Mr. Leonard Sledge  
Ms. Elizabeth S. Tai

### **APPROVAL OF MINUTES**

It was moved (R. Harper) and seconded (J. McMillan, Jr.) that the Thomas Nelson Community College Board approve the February 25, 2015, Board minutes [No. 406].

The motion was approved.

### **PUBLIC COMMENTS**

There were no public comments.

### **CHAIR ANNOUNCEMENTS**

Chair Scheid welcomed everyone to the meeting.

#### *Thomas Nelson Community College Board Handbook*

Chair Scheid reported that the handbook is in the draft stage and that a copy has been provided. She requested Board members review the draft handbook and submit their comments to Ms. Elliott. The handbook will be used as a reference guide for current and future Board members.

#### *Appointment of Nominating Committee for College Board Chair and Vice Chair*

Chair Scheid requested Board members contact Ms. Elliott to express their interest in serving on the nominating committee to elect the College Board Chair and Vice Chair. The officers of the Thomas Nelson College Board shall be elected annually, by simple majority at the regular meeting of the Board in September. The terms of office shall be for one year, beginning October 1. Incumbent officers shall be eligible for re-election.

#### *Update from the College Board Liaison to the Thomas Nelson Educational Foundation*

Mr. Louer, College Board Liaison to the Thomas Nelson Educational Foundation, reported that an update on the Educational Foundation will be a regular agenda item under the Chair Report and that it will establish closer relationships between the Foundation and the Local College Board. Ms. Callaway gave an update on the College fundraising efforts. She presented the new video that was produced that will assist the College with its fundraising efforts. The video will serve as an introduction to the College for the general public as well as for new donors and community prospects.

Board members commended staff on the success of the Educational Foundation Scholarship Luncheon held earlier that day. A total of 118 scholarships were awarded during the current year, and the event was well attended.

## **COMMITTEE REPORTS**

### ***Finance and Municipal Liaison Committee (FAML)***

Ms. Deborah Reese presented the Finance and Municipal Liaison Committee report on behalf of Chair Goodson. She reported that the Committee did not have a quorum present for its scheduled meeting. She submitted the following Committee report:

#### **Review of Meeting Minutes from February 25, 2015**

On behalf of the committee, Ms. Reese recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from February 25, 2015, as presented.

The motion was made (A. Louer) and seconded (J. McMillan, Jr.).

The motion was approved.

#### **FY 2015 Third Quarter Local Funds Financial Statement**

On behalf of the committee, Ms. Reese recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2015 Third Quarter Local Funds Financial Statement, as presented for informational purposes.

The motion was made (J. McMillan, Jr.) and seconded (L. Sledge).

The motion was approved.

#### **Proposal to Implement the \$1.00 Tuition Differential increase (FY 2016)**

Thomas Nelson participated in a conference call with the Chancellor after the State Board of Community Colleges meeting on March 18, 2015. Chancellor DuBois requested the four colleges that already have a \$1.00 tuition differential in place to present to their Local Board a request for an additional \$1.00 for FY 2016 as required per policy. This increase will provide approximately \$165,000 to continue the faculty pay adjustments and keep Thomas Nelson competitive in the recruitment and retention for well-qualified faculty. This supports the State Council of Higher Education for Virginia's goal to move Thomas Nelson towards the 60<sup>th</sup> percentile of peer community colleges for average faculty salaries.

On behalf of the committee, Ms. Reese recommended that the Thomas Nelson Community College Board approve the proposal to implement the \$1.00 Tuition Differential increase (FY 2016), as presented.

The motion was made (E. Jordan) and seconded (J. McMillan, Jr.).

The motion was approved.

**Review of the FY 2016 Local Funds Budget**

On behalf of the committee, Ms. Reese recommended that the Thomas Nelson Community College Board approve the FY 2016 Local Funds Budget, as presented.

The motion was made (A. Louer) and seconded (E. Jordan).

The motion was approved.

Curriculum, Instruction, and Student Services Committee (CISS)

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

**Review of Meeting Minutes from February 25, 2015**

The committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from February 25, 2015, as presented.

The motion was approved.

**Approval of Curriculum Advisory Committees**

The committee recommended that the Thomas Nelson Community College Board approve the Curriculum Advisory Committees, as presented.

The motion was approved.

**Approval of the honorary title of Professor Emeritus for Dr. George DeRise**

The committee recommended that the Thomas Nelson Community College Board bestow the honorary title of Professor Emeritus for Dr. George DeRise, as presented.

The motion was approved.

**Approval of Proposals to Discontinue Programs**

**Career Studies Certificate: Computer Science Teaching**

The committee recommended that the Thomas Nelson Community College Board approve the discontinuance of the Career Studies Certificate: Computer Science Teaching, as presented.

The motion was approved.

**Career Studies Certificate: Phlebotomy**

The committee recommended that the Thomas Nelson Community College Board approve the discontinuance of the Career Studies Certificate: Phlebotomy, as presented.

The motion was approved.

**Associate of Applied Science Degree in Electronics Technology: Electromechanical Technology Specialization**

The committee recommended that the Thomas Nelson Community College Board approve the discontinuance of the Associate of Applied Science degree in Electronics Technology: Electromechanical Technology Specialization, as presented.

The motion was approved.

**Associate of Applied Science Degree in Technical Studies: Electrical Technology Plan**

The committee recommended that the Thomas Nelson Community College Board approve the discontinuance of the Associate of Applied Science degree in Technical Studies: Electrical Technology Plan, as presented.

The motion was approved.

**PRESIDENT'S REPORT**

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

*Advanced Integrated Manufacturing (AIM) Center Update and Report by BAE Consultants*

Mr. Nurnberger, Vice President for Finance and Administration, introduced the BAE consultants for the AIM Center, David Shiver and Nancy Fox. Mr. Shiver presented an update on the proposed Advanced Integrated Manufacturing Center. The presentation detailed the AIM Center assignment objectives, goals, metrics, deliverables, and timeline.

To meet objectives, several mechanisms will be utilized to gather data to identify and develop key manufacturing technologies. Surveys have been conducted to elicit opinions and feedback from the institution and industry participants regarding best practice examples, models, and identification of important industries for private and public partnerships for the future. Research has been conducted on comparable strategies used by other regions to develop vibrant and active manufacturing programs. BAE has conducted onsite meetings with various companies, both small and large, within our service area.

Board members commented that the AIM Center will allow individuals to build their skills and gain experience needed in the job market in order to create pathways to skilled employment. Companies value working in an environment that offers the opportunity to collaborate on research and product development with first-class faculty and student talent. Board members stressed the need to identify various populations of students that will greatly benefit (skills and wages) from skilled manufacturing partnerships and programs.

A copy of the updated presentation will be forwarded to Board members. The consultants will meet with available College Board members on Thursday, May 7, in the Hampton III Conference Room 717, at either 10:00 a.m. or 4:00 p.m. The meeting is designed to discuss input, ideas, and concerns that Board members may have.

BAE is expected to present to the College leadership the draft strategic business plan and RFI for site selection in June as part of their engagement.

### Enrollment Report

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

**Spring 2014 v Spring 2015:** Copies of the Registration Enrollment Statistics Comparison for the Spring 2014 to Spring 2015 were distributed.

- Spring 2014 Headcount as of April 23, 2014, was 10,507 and FTES 5,944
- Spring 2015 Headcount as of April 22, 2015, is 9,702 and FTES 5,451

Dr. Lufkin reported that the FTE enrollment numbers for spring semester 2015 were currently down by 8.3% and headcount down by 7.7%, as compared to spring semester 2014. He stated that several mechanisms are in place to improve enrollment management strategies, such as, sending text and email messages for prospective students to attend Open House and other outreach events to learn more about student support services. The College is hosting several Open House and Parent Night events. Payment reminders will also be sent to registered students prior to the established tuition due dates by way of texting and email.

Pre-recession enrollment data was requested by L. Sledge. Dr. Dever will forward a copy of the annual unduplicated enrollment statistics data that show the ten-year change of annual enrollment for Board review.

### Thomas Nelson Community College Strategic Plan for 2015-2020

Mr. Steven Felker, Director of Institutional Research and Effectiveness, provided an update on the College goals and objectives related to the new strategic plan. He reviewed the overall timeline for the new strategic plan. The new strategic plan will be implemented beginning July 1, 2015.

It was moved (L. Sledge) and seconded (A. Louer) that the Thomas Nelson Community College Board approve the Thomas Nelson Community College Strategic Plan for 2015-2020, as presented.

The motion was approved.

### New Vision Statement

Ms. Cynthia Callaway, Vice President for Institutional Advancement, presented the proposed new Vision Statement for the College. The new Vision Statement was part of the strategic planning work that included members representing College constituency groups. The Vision Statement was based upon several guiding principles, including that the statement should be meaningful and inspirational, but realistic. It should reflect the consensus of the College community while addressing the expectations of external stakeholders. It should be concise and easy to recall.

### **The current Vision Statement from TNCC 2015: Shaping our Future:**

*“Thomas Nelson Community College will be the preeminent provider of the most technologically prepared and globally conscious individuals in the region.”*

**The proposed Vision Statement:**

*“As the Peninsula’s Community College, Thomas Nelson is committed to excellence, recognized for student success, and dedicated to meeting the needs of our community.”*

It was moved (E. Tai) and seconded (R. Harper) that the Thomas Nelson Community College Board approve the proposed Vision Statement for Thomas Nelson Community College, as presented.

The motion was approved.

Events

- i. **April 23, 2015:** Chancellor's Spring 2015 Credentials Town Tour, Peninsula Workforce Development Conference Center at 9:30 a.m.
- ii. **April 23, 2015:** Annual Employee Awards Ceremony, Dr. Mary T. Christian Auditorium, 2:00-5:00 p.m.
- iii. **April 24, 2015:** Student Recognition Ceremony, Moore Hall, Espada Room at noon
- iv. **April 28, 2015:** Performing Arts Department Choral Ensemble Concert, Mary T. Christian Auditorium, Hampton Campus, performances held on Fridays and Saturdays at 8:00 p.m., Sundays at 3:00 p.m.
- v. **May 7, 2015:** Meeting with BAE Consultant representatives, Ms. Nancy Fox and Mr. David Shiver, Hampton III, Conference Room 717 at 10:00 a.m. and 4:00 p.m.
- vi. **May, 14, 2015:** Commencement, Hampton Coliseum, 7:00 p.m.
- vii. **June 17, 2015:** Annual Board Dinner, Kingsmill Resort, Golf Clubhouse, 1010 Kingsmill Road, Williamsburg.
- viii. **July 10-19, 2015:** Performing Arts Department presents, "Princess Ida", Mary T. Christian Auditorium, Hampton Campus, performances held on Fridays and Saturdays at 8:00 p.m., Sundays at 3:00 p.m.
- ix. **September 16, 2015:** College Board Meeting, College Board Room, Moore Hall, Hampton Campus, 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.*

**OLD BUSINESS**

Review and approval of recommendations of the Ad Hoc Committee for the Presidential Evaluation.

Closed Session

It was moved (J. McMillan) and seconded (C. Gergely) that the Board of Thomas Nelson Community College, in accordance with Section, §2.2-3711 (A)(1) of the Code of Virginia, convene in closed session to discuss matters relating to specific officers, appointees or employees of the institution relating to the Thomas Nelson Presidential Evaluation.

The motion was approved.

It was moved (L. Sledge) and seconded (A. Owens) that the Board of Thomas Nelson Community College conclude its closed session and reconvene in open session.

The motion was approved.

Reconvene to Open Session

By roll-call vote in open session, the following members were in attendance and will be included in the minutes certifying that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the College Board:

Ms. Christine Gergely; Father Ralph Haines, III; Mr. Robert Harper; Mr. Everett Jordan, Jr.; Mr. Albert Louer; Mr. John W. McMillan, Jr.; Mr. Augustus Owens; Ms. Deborah Reese; Ms. Carol Scheid; Mr. Leonard Sledge; and Ms. Elizabeth S. Tai.

It was moved (A. Owens) and seconded (L. Sledge) that the Thomas Nelson Community College Board approve the recommendations of the Ad Hoc Committee for the Thomas Nelson Presidential Evaluation, as presented.

The motion was approved.

Announcements

Dr. Dever reminded Board members of the Chancellor's Spring 2015 Credentials Town Hall Tour, on April 23, 2015, at the Peninsula Workforce Development Conference Center at 9:30 a.m.

Ms. Elliott will send out a notice to Board members as a reminder of the meeting with BAE Consultants on May 7, 2015, at 10:00 a.m. and 4:00 p.m., at the Hampton Campus.

Mr. McMillan, stated that he attended the Southeast Higher Education Center Open House and reported that he was impressed with the staff and educational opportunities that are available for the students. He publically acknowledged Dr. Daniel Lufkin, Vice President for Student Affairs, for his efforts and promotion of the program.

Ms. Gergely suggested that the College review and assess leads and opportunities to supply funding to Hampton Roads Transit (HRT) or small vans to travel to sections of the city (Foxhill and East End) to assist with transportation costs for students to attend Thomas Nelson.

Mr. Sledge publically acknowledged Mr. Ryan Douglas, President of the Student Government Association, and Dr. Deborah Wright, Vice President for Workforce Development, for their participation and service on the Hampton Town and Gown Committee.

**NEW BUSINESS**

Mr. Albert Louer tendered his resignation to the Thomas Nelson Community College Board effective immediately. Chair Scheid shared appreciation on behalf of the Board for his expertise throughout his time of service and thanked him for his commitment to the Board and institution.



**ADJOURNMENT**

It was moved (E. Tai) and seconded (A. Owens), that the meeting adjourn at 7:45 p.m. The motion was approved.

Respectfully submitted:



John T. Dever, President  
Secretary to the Board



Sabrina R. Elliott  
College Board Recorder