



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

December 12, 2018
College Board Room, Moore Hall
Hampton Campus
6:00 p.m.

MINUTES NO. 423

PRESENT:

Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns

Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

ABSENT:

Ms. Mary Ann Maimone
Mr. Augustus Owens
Ms. Elizabeth S. Tai
Dr. Vince Warren

STAFF AND GUESTS:

Ms. Elizabeth Axberg (President Student Government Association)
Dr. Ursula Bock, (Mid-Level Managers)
Dr. Lynda Byrd-Poller (Human Resources)
Ms. Cyndie Callaway (Institutional Advancement)
Ms. Erica Charity (Office of the President)
Dr. John T. Dever (President)
Dr. Susan English (Academic Affairs / Workforce Development)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Bob Flynn (Institutional Advancement)
Ms. Jane Hammond (Daily Press)
Mr. Dan Hickok (RRMM Architects)
Mr. Brian Hill (Information Technology)
Ms. Nira Holton (Office of the President)
Ms. Debbie Hudgins (Information Technology)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Katie O'Neal (RRMM Architects)
Ms. Kris Rarig (Student Affairs)
Sgt. Kathy Shannon (Campus Police)
Dr. Patrick Tompkins (Historic Triangle Campus)
Dr. Lauren Williams (Faculty Senate)

I. CALL TO ORDER

Mr. Robert Harper, 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. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

B. Approval of Minutes for September 26, 2018

It was first moved (S. VanVoorhees) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the September 26, 2018, Board minutes [No. 422] as presented.

The motion was approved.

II. CHAIR ANNOUNCEMENTS

Mr. Robert Harper welcomed everyone to the meeting.

A. Public Comments

There were no public comments.

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

Mr. Harper thanked the following Board members for accepting or volunteering to serve on the Ad Hoc Committee for College Board Awards at Commencement:

- Mr. Michael Kuhns, Chair
- Ms. Mary Bunting
- Mr. John McMillan, Jr.

Mr. Harper thanked the volunteers and stated that Ms. Cynthia Callaway, Vice President for Institutional Advancement, will serve as the staff person for the committee and will contact the committee on further actions.

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 13, and that he will not have a meeting report to share with the College Board until February's meeting. Mr. McMillan shared the following information with the College Board on behalf of the Foundation:

Mr. McMillan expressed appreciation for the excellent support by College Board members for the College's 50th Anniversary Gala hosted on Saturday, October 13. The event, featuring Governor Ralph Northam, was attended by approximately 300 community members, alumni, faculty, staff, and students. Ticket sales and sponsorships for the event raised more than \$50,000.00.

Mr. McMillan advised the College Board that the presentation they will receive during tonight's meeting regarding the College's capital projects by RRMM Architects will also be presented to the Foundation Board tomorrow, December 13. Opportunities for private giving to enhance future facilities and to support ongoing College programs and services will be highlighted for Foundation Board members. To support private giving, the Foundation's Development Committee has reviewed the College's Naming Opportunities Policy, adopted by the College Board, and is expected to recommend revisions to promote facility and other fundraising efforts for consideration by the College Board at upcoming meetings this year.

Mr. McMillan reminded College Board members of the opportunity to make a year-end gift to the Foundation to support College programs and services. Ms. Callaway passed out pledge cards and return envelopes. Mr. McMillan stated that to date, seven of thirteen College Board members have contributed to the Foundation for 2018-2019. Four of those gifts were purchases of 50th Anniversary Gala tickets. Only three College Board members have made their annual gift to the Foundation in support of the College.

I. SPECIAL PRESENTATION BY RRMM ARCHITECTS ON 18341 DIGGS-MOORE-HARRISON REPLACEMENT PROJECT

Mr. Nurnberger introduced RRMM Architects Mr. Dan Hickok, Director, Special Projects Studio, and Ms. Katie O'Neal, Project Manager for the Thomas Nelson Diggs-Moore-Harrison Replacement Project. The architects presented on the concept plans for the building that will replace Diggs, Moore and Harrison halls on the Hampton Campus. Work efforts to date have been collaborative involving close to 40 campus stakeholders.

The new three-story building will offer 75,000 square feet of space to be used for classrooms, administrative offices, a cybersecurity suite, and much more. While the outside of the building has not yet been designed, representatives from RRMM said it will be readily visible from Interstate 64. They noted the building will be "a gateway to the campus."

Mr. Hickok stated that their firm handled the renovation of the Hampton III Building at Thomas Nelson. Their firm also has done work at George Mason University, Old Dominion University, and Norfolk State University (NSU) and will return to NSU to expand their Cybersecurity Lab.

Mr. Melton inquired about the need to expand the NSU Cybersecurity Lab soon. Mr. Hickok stated that it was because of increased interest in NSU's Cybersecurity program.

Mr. Nurnberger stated that the next steps in the project planning will be the cost and detailed design phase beginning in January 2019.

Mr. VanVoorhees inquired about the type of foundation that is planned, and Mr. Hickok stated that the new building will be built on driven piles or special foundation.

II. FINANCE AND MUNICIPAL LIAISON COMMITTEE

On behalf of the Finance and Municipal Liaison Committee, Mr. Melton presented the following committee report and recommendations:

A. Approval of September 26, 2018 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 26, 2018, as presented.

The motion was approved.

B. Review and Accept for File Purposes the FY 2018 Year-end Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board approve the FY 2018 Year-end Local Funds Financial Statement, as presented for file purposes.

The motion was approved.

C. Filing of Statement of Economic Interest 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.

The motion was approved.

III. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jarrett presented the following committee report and recommendations:

A. Approval of Meeting Minutes from September 26, 2018

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from September 26, 2018, as presented.

The motion was approved.

B. Program addition: Welding Technology Basic Career Studies Certificate (CSC)

Dr. English provided a brief overview of the Welding Technology Basic Career Studies Certificate (CSC). Ms. Bunting inquired if the program will be open to all public schools. Dr. English responded, yes, the program will be open to all public schools.

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Welding Technology Basic Career Studies Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

- C. Program addition: Welding Technology Advanced Career Studies Certificate (CSC)

Dr. English provided a brief overview of the Welding Technology Advanced Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Welding Technology Advanced Career Studies Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

- D. Program addition: Specialization in Technical Supervision for the Associate in Applied Science Degree in Technical Studies

Dr. English provided a brief overview of the Specialization in Technical Supervision for the Associate in Applied Science Degree in Technical Studies

The Committee moved that the Thomas Nelson Community College Board approve the addition of a specialization in Technical Supervision for the Associate in Applied Science Degree in Technical Studies, as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

IV. PRESIDENT'S REPORT

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

A. Enrollment Report

Ms. Rarig, Interim Vice President for Student Affairs, introduced Ms. Elizabeth Axberg, the new President of the Student Government Association.

Ms. Rarig presented the enrollment report as follows:

Fall 2018 FTES enrollment is ending 5.5% lower than Fall 2017. Spring 2019 FTES enrollment is currently 5.7% lower than Spring 2018.

Ms. Rarig stated that many students may be waiting until fall grades come out before registering for spring and others may be waiting until after the holidays before registering. Ms. Rarig stated that we continue to focus on improving the high school yield rate and the retention rate of currently enrolled students.

In response to a question from Dr. Jarrett, Ms. Rarig stated that the Fall 2018 numbers include dual enrollment. Dr. Jarrett asked when is the drop date for non-payment for Spring 2019. Ms. Rarig stated that the spring tuition due date was December 7. Drops for non-payment are now occurring twice a week and will continue throughout the semester.

B. Report on 2017-2018 College-wide Outcomes and Final Results

Mr. Felker, Director of Institutional Research and Effectiveness, shared with the Board the final results from the College's 2017-2018 College-wide Outcomes. The presentation began with an overview of the College's institutional effectiveness process and its 5-year strategic planning cycle and related cycle of annual planning and outcomes assessment. Mr. Felker reminded the Board that the 2017-2018 year marked the third year of annual planning in response to both the College's current strategic plan, *Focus 2020*, and the current VCCS strategic plan, *Complete 2021*.

Highlights regarding major achievements from 2017-2018 and continued areas of focus for 2018-2019 and beyond were shared with the Board. Key achievements were in the areas of high school dual enrollment, instructional technology, credential completion, student guidance and progression, private giving and partnerships, and Workforce Credentials Grant/Fast Forward. Areas of continued focus included recruitment of regional high school graduates, student retention, institutional climate, student growth and development, work-based learning opportunities, and Hampton Campus replacement building.

Dr. Dever thanked Mr. Felker for the presentation and for sharing how many objectives in the 2018-2019 annual plan are linked to the results and next steps identified in the 2017-2018 plan.

C. 2019 Legislative Update

Dr. Dever provided a summary of the legislative priorities for the 2019 session of the Virginia General Assembly.

We continue to call attention to the Advanced Integrated Manufacturing (AIM) Center as a legislative priority. The AIM Center will keep the region and Commonwealth technologically and economically competitive. In the Capital Outlay Plan approved by the General Assembly in 2018, the Thomas Nelson AIM Center is listed as the number four priority for the Virginia Community College System.

A major priority for the Virginia Community College System is increasing funding for the FastForward program. Through the FastForward program, students earn credentials in high-demand fields while only paying one-third of the program cost. Thomas Nelson offers industry-recognized, in-demand training in more than 25 programs in the areas of healthcare, manufacturing and construction trades, information technology, and transportation.

Ms. Callaway, Vice President for Institutional Advancement, shared that Wednesday, February 6, 2019, is the date for Thomas Nelson students to visit the General Assembly. The Virginia Community College System will host a legislative reception that evening.

Dr. Dever asked that College Board members continue with their efforts to share the Thomas Nelson story and encourage support of the College.

Dr. Dever thanked Ms. Callaway and stated that reminders about the legislative visit will be sent out to the Board in the new year.

D. Upcoming College Events

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

- **December 13, 2018:** Thomas Nelson Educational Foundation, Inc. Board of Directors meeting, College Board Room, Hampton Campus, 8:30 a.m.
- **January 3, 2019:** 6th Annual Faculty Colloquium on Excellence & Innovation, Keynote speaker, Ms. Nicole Finkbeiner, Dr. Mary T. Christian Auditorium, Hampton Campus, 8:00 a.m. – 4:00 p.m.
- **January 24, 2019:** Presidential Leadership Award, Dr. Mary T. Christian Auditorium, Hampton Campus, 6:30 p.m. – 8:00 p.m.
- **February 7, 2019:** Art Reception, Templin Hall, Hampton Campus, 5:00 p.m.
- **February 7 and 8, 2019:** Historically Black College and University (HBCU) & Career Expo, Wythe Hall Gallery, Hampton Campus, 11:00 a.m. – 1:30 p.m.
- **April 5, 2019:** Scholarship Luncheon, Peninsula Workforce Development Center, Hampton Campus, 11:30 a.m.
- **April 26, 2019:** Student Awards Ceremony, Dr. Mary T. Christian Auditorium, Hampton Campus, 12:00 noon – 1:00 p.m. (Reception in Espada Room)
- **April 26, 2019:** Employee Awards Ceremony, Dr. Mary T. Christian Auditorium, Hampton Campus, 2:00 p.m. – 4:00 p.m. (Reception in Espada Room)
- **May 9, 2019:** Commencement, Hampton Coliseum, 7:00 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.

V. UNFINISHED BUSINESS

Updated College Board Policy Manual (distributed at the September 26th College Board meeting with subsequent revisions)

Ms. Bunting inquired if there was a way to change the week we hold our meetings because they conflict Hampton City Council meetings. Dr. Dever stated that this can be brought to the attention of the Executive Committees for them to consider in proposing Board meeting dates for 2020.

Ms. Cieszynski noted that other localities may have their council or board meetings during the other Wednesdays.

Mr. Harper reminded Board members that suggested changes in practice can be brought to the Executive Committee to consider.

It was moved (M. Kuhns) and seconded (S. VanVoorhees) that the Thomas Nelson Community College Board approve the updated College Board Policy Manual as presented.

By roll call vote in open session, the following members approved the motion.

Ms. Mary Bunting
Ms. Izabela Cieszynski
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Jonathan Romero
Dr. Perry L. Showalter
Mr. Scott VanVoorhees

VI. NEW BUSINESS

Mr. McMillan congratulated the Thomas Nelson Ballroom Dance Team on their awards during a recent competition in New York. Mr. McMillan noted the Thomas Nelson Men's and Women's Basketball Teams have games on Saturday, December 15, and encouraged Board attendance.


Mr. Harper thanked Dr. Jarrett and Mr. Melton for agreeing to chair the CISS and FAML committees. He also thanked Ms. Axberg, President Student Government Association, and Ms. Hammond, Daily Press, for taking time to attend this College Board meeting.

The next meeting will be February 27, 2019, 6:00 p.m., Hampton Campus

VII. ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

Respectfully submitted:


John T. Dever, President
Secretary to the Board


Erica S. Charity
College Board Recorder