



The Peninsula's Community College

**Thomas Nelson Community College Board**

**Wednesday, December 16, 2020  
Electronic Meeting  
5:00 p.m.**

**MINUTES NO. 437**

**PRESENT:**

Ms. Izabela Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Ms. Mary Ann Maimone  
Mr. John McMillian, Jr.  
Mr. Allan Melton

Mr. Jonathan Romero  
Ms. Elizabeth Tai  
Dr. Vince Warren  
Dr. Donna Woods  
Mr. Scott VanVoorhees

**ABSENT:**

Ms. Mary Bunting  
Mr. Augustus Owens

**STAFF AND GUESTS:**

Dr. Ursula Bock, Communications, Humanities & Social Sciences  
Dr. Porter Brannon, TNCC President-elect  
Dr. Lynda Byrd-Poller, Human Resources  
Mr. Steven R. Carpenter, Finance & Administration  
Ms. Marian Clifton, Public Safety, Allied Health and Human Services  
Mr. Tim Crittenden, Finance & Administration  
Ms. Erica Charity, Office of the President  
Dr. Gregory DeCinque, President  
Ms. Beth Dickens, Mid-Level Managers  
Dr. Susan English, Academic Affairs / Workforce Development  
Mr. Steven Felker, Institutional Research and Effectiveness  
Ms. Keyanna Hawkins, College Support Staff Association  
Mr. Matt Jones, Daily Press  
Dr. Kris Rarig, Student Affairs  
Dr. Lauren Williams, Academic Affairs  
Ms. Cyndie Callaway, Institutional Advancement  
Ms. Keisha Samuels,  
Dr. Michael Sundblad, Program Chair Performing Arts

## I. CALL TO ORDER

### A. Roll Call

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

Ms. Izabela Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Ms. Mary Ann Maimone  
Mr. John McMillian, Jr.  
Mr. Allan Melton  
Mr. Jonathan Romero  
Ms. Elizabeth Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren  
Dr. Donna Woods

### B. Approval of Minutes for October 21, 2020

It was moved (J. Jarrett) and seconded (A. Melton) that the Thomas Nelson Community College Board approve the October 21, 2020, Board minutes [No. 435], as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### C. Approval of Minutes for November 10, 2020

It was moved (I. Cieszynski) and seconded (J. McMillan) that the Thomas Nelson Community College Board approve the November 10, 2020, Board minutes [No. 436], as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

## II. CHAIR ANNOUNCEMENTS

### A. Public Comments

There were no public comments.

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

Mr. Kuhns announced the members to serve on the Ad Hoc Committee for College Board Awards at Commencement:

- Dr. Donna Woods (Lead)
- Mr. John McMillan, Jr.
- Mr. Scott VanVoorhees

### 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, provided a report from the December 10, 2020, virtual Foundation Board meeting.

Mr. McMillan reported the following:

- Ms. Sarah Linden-Brooks, Associate Professor of History, shared a presentation on the new Waterman's Museum exhibit "Bay to Belly" as our Moment for Mission. She reported on an innovator grant from the Foundation that supported this exhibit with the Waterman's Museum. The grant supported 3 intern positions for Thomas Nelson students who helped develop the exhibit. It tells the story of the Chesapeake Bay from the standpoint of its history, its environment, the food it provides and the men, the watermen, who work on the bay and bring the bay's food supply to our tables (our bellies). The exhibit, including an introductory video will be at the Waterman's Museum from now until December 23<sup>rd</sup>. It will then be displayed at Thomas Nelson once the campus is open.
- Nancy Littlefield, Vice President, introduced and welcomed Dr. Porter Brannon as the new incoming President for Thomas Nelson Community College beginning January 1, 2021. Dr. Brannon greeted all Board members and is looking forward to meeting and working with everyone in the upcoming year.
- Tracy Ashley, Director of Development, updated the Board on the current annual giving initiatives and reported a total of approximately \$150,000 raised to date. The College's Giving Tuesday drive resulted in approximately \$3,000. A positive response has been received towards COVID-19 related grant proposals. Ms. Ashley informed the Board of a scholarship endowment recently started in memory of a Thomas Nelson employee.
- Cyndie Callaway, Executive Director, addressed the Board on behalf of Dr. DeCinque, Thomas Nelson Interim President. Ms. Callaway expressed Dr. DeCinque's gratitude to the Board for their leadership and efforts over this unusual year.

- There was another round of addressing a modification to our Memorandum of Understanding between the Foundation and College. The Board accepted the revised version based on new legislation regarding donations of \$1,000,000 or more that will require a gift review committee at the College.

#### D. Presidential Evaluation Process Review

Mr. Kuhns stated that after the first of the year, the executive committee will meet to re-establish a presidential evaluation process so that we can set measurable goals and objectives consistent with the mission and vision of the college.

#### E. Recognition of Dr. DeCinque's Completion of Interim Term

Mr. Kuhns recognized Dr. DeCinque and thanked him for his efforts as an interim president. Dr. DeCinque was a catalyst for opening the lines of communication during some trying times with the pandemic and social unrest.

Dr. DeCinque stated that it has been an honor and a pleasure to work at Thomas Nelson. We accomplished our main goal to position the college to accept a new president. Dr. DeCinque thanked Dr. Rarig for leading the Presidential Transition Team and stated that this is the best job he has seen in preparing a new president to step in.

#### F. Report from the College and Facilities Name Task Force

Professor Marian Clifton stated that the College and Facilities broke into three subcommittees focusing on policy, history, and outreach. The policy committee is headed by Ms. Callaway, the history committee is headed by Professor Schneider and the outreach committee is headed by Ms. Clifton.

The outreach committee is made up of community leaders, students, community stakeholders, faculty, staff, and alumni. On December 11, we hosted a town hall with 125 people in attendance. That same day, thanks to Ms. Steven Felker, we launched a survey to get community feedback. At present, there have been two news articles in the Daily Press regarding this renaming topic.

#### G. Report from the Presidential Transition Committee

Dr. Kris Rarig led the Presidential Transition Committee which had their last formal meeting two weeks ago. With the help of Mr. Kuhns and Ms. Callaway, Dr. Rarig stated that we have compiled a comprehensive list of all the people in the community and on the campus that we need to connect Dr. Brannon with. Ms. Charity is scheduling people to meet with Dr. Brannon. Dr. Brannon's assisting with the holiday light party in November was a great introduction to the campus community.

### **III. SNAPSHOT REPORT Thomas Nelson Performing Arts**

Dr. Michael Sundblad, Program Chair of Performing Arts, provided two brief highlights of what the department has been doing since the move to fully online teaching.

Over the Halloween weekend, the Performing Arts department was able to present the play “She Kills Monsters”. They we did this 100% online using zoom. Rather than using traditional set pieces the scenic designer created or edited images that he found online for the actors to use as virtual backgrounds in zoom.

The director, a public-school teacher in Williamsburg by day and an adjunct theatre instructor for Thomas Nelson, directed the actors as they all recorded their scenes in zoom all from their own homes. Dr. Sundblad then stitched the videos together and added some music. Dr. Sundblad showed the advertisement to give the board a sense of what the play was like.

Next, Dr. Sundblad showed a virtual choir video of the Thomas Nelson Choir performing “My Lord What a Morning”. The college choir has been able to continue their work and convert to 100% online performances. The singers record themselves at home while watching a video of Dr. Sundblad conducting. Then the singers upload their videos for Dr. Sundblad to put them together and balance the audio among the voice parts.

Mr. Kuhns asked for future Snapshot Report, with Mr. Jim Worthy the Theater Manager and podcast producer.

### **IV. BUDGET AND FINANCE COMMITTEE**

On behalf of the Budget and Finance Committee, Mr. Steven R. Carpenter provided the following committee report and recommendations:

#### **A. Review of October 15, 2020, Minutes**

Mr. Kuhns moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from October 15, 2020, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

#### **B. Review of the FY 2021 First Quarter Local Funds Report**

Mr. Kuhns moved that the Thomas Nelson Community College Board accept for informational purposes, the review of the FY 2021 First Quarter Local Funds Report, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

- C. VCCS Report on Audit for the Year Ended June 30, 2019 (can be viewed at: <http://apa.virginia.gov/reports/VirginiaCommunityCollegeSystem2019.pdf>)

Mr. Kuhns moved that the Thomas Nelson Community College Board accept for informational purposes, the VCCS Report on Audit for the Year Ended June 30, 2019, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

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

Mr. Kuhns moved that the Thomas Nelson Community College Board acknowledges 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.

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

During the October College Board meeting, Finance and Administration was asked to provide an update on the Report of the Internal Audit from VCCS of our local funds. Mr. Tim Crittenden stated that we are on track to complete the action plan by December 31<sup>st</sup> as stated.

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

### A. Review of Meeting Minutes from October 14, 2020

Dr. Jarrett moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from October 14, 2020, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### B. Program Discontinuance: Associate of Applied Arts in Fine Arts

Dr. Jarrett moved that the Thomas Nelson Community College Board approve the discontinuance of the Associate of Applied Arts in Fine Arts, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### C. Program Discontinuance: Associate of Applied Science Opticianry

Dr. Jarrett moved that the Thomas Nelson Community College Board approve the discontinuance of the Associate of Applied Science in Opticianry, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### D. Direct Placement: A New VCCS-wide Enrollment Process

Dr. Jarrett moved that the Thomas Nelson Community College Board acknowledge the new VCCS-wide enrollment process, as presented.

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

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Donna Woods

The motion was approved.

**VI. PRESIDENT’S REPORT**

Dr. DeCinque thanked everyone and stated that the Town Hall on December 11, was successful. The dialogue was candid and on point. Dr. Brannon thanked the Transition Team for a seamless transition and thanked Dr. DeCinque for the time they spent together and what he has done to smooth the way for her.

A. Enrollment Report

Mr. Felker updated the board on enrollment for fall and a preliminary spring report.

**Thomas Nelson Community College  
Registration Enrollment Statistics -- Fall 2019 v Fall 2020  
As of December 16, 2020**

| Category         | Registration Comparison           |                                   |        |       |
|------------------|-----------------------------------|-----------------------------------|--------|-------|
|                  | Fall 2019<br>December 18,<br>2019 | Fall 2020<br>December 16,<br>2020 | Change |       |
|                  | N                                 | N                                 | N      | %     |
| <b>Headcount</b> | 7,314                             | 6,256                             | -1,058 | -14.5 |
| <b>FTES</b>      | 4,142                             | 3,595                             | -547   | -13.2 |

*Source: VCCS Enrollment Summary Report (VSENSUM)*

**Thomas Nelson Community College  
Registration Enrollment Statistics -- Spring 2020 v Spring 2021  
As of December 16, 2020**

| Category         | Registration Comparison             |                                     |        |       |
|------------------|-------------------------------------|-------------------------------------|--------|-------|
|                  | Spring 2020<br>December 18,<br>2019 | Spring 2021<br>December 16,<br>2020 | Change |       |
|                  | N                                   | N                                   | N      | %     |
| <b>Headcount</b> | 4,455                               | 3,534                               | -921   | -20.7 |
| <b>FTES</b>      | 2,886                               | 2,239                               | -647   | -22.4 |

*Source: VCCS Enrollment Summary Report (VSENSUM)*



B. Preliminary Report on 2020-2021 Institutional Priorities Progress

The Preliminary Report on 2020-2021 Institutional Priorities Progress report was emailed to board members in advance and serves as a bridge to our annual plan. It is the first of a series of reports that we will be sharing with the board throughout the year. Mr. Felker stated that we have another one planned in March and for the end of the year in June we will have a close out report to share.

C. Budget and Personnel Priorities

Mr. Carpenter provided a report on the budget, how filling positions will affect it and what we need to do to be healthy and fiscally sound. Different scenarios based on enrollment were shared. Mr. Carpenter stressed that we are thinking strategically about every hire as well as everything related to finances. We want to make sure that we are not getting ourselves into a position where we would have to look at risk down the road.

**VII. UNFINISHED BUSINESS**

There was no unfinished business.

**VIII. NEW BUSINESS**

There was no new business.

**IX. ADJOURNMENT**

The meeting adjourned at 6:58 p.m.

*Next College Board Meeting: February 17, 2021, Location TBD, at 5:00 p.m.*