



The Peninsula's Community College

**Thomas Nelson Community College Board**

Wednesday, February 19, 2020  
Historic Triangle Campus, Room 110  
5:00 P.M.

**MINUTES NO. 431**

**PRESENT:**

Ms. Mary Bunting  
Ms. Izabella Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Mr. John McMillan, Jr.  
Ms. Mary Ann Maimone

Mr. Allan Melton  
Ms. Elizabeth Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren  
Dr. Donna Woods

**ABSENT:**

Mr. Augustus Owens  
Mr. Jonathan Romero  
Dr. Perry Showalter

**STAFF AND GUESTS:**

Dr. Ursula Bock (Mid-Level Managers)  
Ms. Cynthia Callaway (Institutional Advancement)  
Mr. Steven Carpenter (Finance & Administration)  
Ms. Erica Charity (Office of the President)  
Dr. Gregory T. DeCinque (President)  
Ms. Beth Dickens (Mid-Level Managers)  
Dr. Susan English (Academic Affairs & Workforce Development)  
Mr. Steven Felker (Institutional Research and Effectiveness)  
Ms. Naima Ford (Institutional Advancement)  
Mr. Matt Jones (Daily Press)  
Ms. Julie Lambert (Academic Affairs)  
Chief Kelvin Maxwell (Campus Police)  
Ms. Donna Norman (Human Resources)  
Dr. Kris Rarig (Student Affairs)  
Mr. Gil Gillespie (Finance & Administration)  
Mr. Paul Long (Public Safety, Allied Health and Human Services)  
Dr. Lauren Williams (Academic Affairs)

## I. CALL TO ORDER

### A. Roll Call

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

Ms. Mary Bunting (arrived at 5:40 p.m.)  
Ms. Izabella Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Mr. John McMillan, Jr.  
Ms. Mary Ann Maimone  
Mr. Allan Melton  
Ms. Elizabeth Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren  
Dr. Donna Woods (arrived at 5:25 p.m.)

### B. Approval of Minutes for December 11, 2019

It was moved (S. VanVoorhees) and seconded (A. Melton) that the Thomas Nelson Community College Board approve the December 11, 2019, Board minutes [No. 429], as presented.

The motion was approved.

### C. Approval of Minutes for Special Called Board Meeting on January 15, 2020

It was moved (J. Jarrett) and seconded (I. Cieszynski) that the Thomas Nelson Community College Board approve the January 15, 2020, Special Called Board Meeting minutes [No. 430], as presented.

The motion was approved.

## II. CHAIR ANNOUNCEMENTS

### A. Public Comments

There were no public comments

### B. 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.

The Foundation Board heard a presentation from Interim Dean Paul Long regarding the College Board approved new allied health professions programs in his division and an opportunity to pursue grant funding to support these programs in 2020.

College Board Chair Mike Kuhns shared information regarding the presidential search process and a joint College and Foundation Board event being proposed for 2020.

The Board approved the nomination of the Blankenship Family as the honorees for the Chancellor's annual leadership in philanthropy award for 2020. The Blankenship Family has contributed more than \$150,000 in scholarship funds for students enrolled in science programs at Thomas Nelson in honor of Gayle Blankenship who taught Chemistry for Thomas Nelson. The annual luncheon event is scheduled for Tuesday, April 21st in Richmond.

The Development Committee acknowledged and thanked Mr. Bill Grace for using his 90th birthday celebration in November 2019 to generate gifts to the Grace Scholarship Fund, and Dr. Dever for his gift establishing the John and Peggy Dever Changing Lives Fund upon his retirement from the College.

As part of the Foundation's annual meeting, the following directors were reappointed for an additional three-year term on the Board: Mr. Jack Ezzell, Mr. Rick Gallaer, and the Honorable Ross Mugler. Mr. Jack Ezzell and Ms. Nancy Littlefield were elected as Board President and Vice President respectively. The following Board members who completed their terms of service were recognized: Mr. Ty Alexander, Mr. Tom Cosgrove, Mr. Pat McDermott and Mr. Digby Solomon, and outgoing President Rick Gallaer was also recognized for his leadership.

The Foundation also thanked and acknowledged Dr. John Dever for his service as President of Thomas Nelson since 2011 and his support for private giving through the Foundation during his tenure.

The next Educational Foundation meeting will be held on March 12, 2020.

#### C. Update on Presidential Search Process

Mr. Felker and Mr. Kuhns have been working to develop the community stakeholder survey that the Thomas Nelson College Board will use to gather input in its search for the next president of Thomas Nelson. This Survey is intended to be sent out broadly throughout our community. It will also be sent publicly through our website and a press release as well as specifically targeted through email to our employee groups, our students, and business and community leaders so they will have an opportunity to respond.

The Board reviewed and approved the proposed community stakeholder survey.

#### D. Community Connections Report

Mr. Kuhns met with Delegate Michael Mullin, Senator T. Montgomery “Monty” Mason, Delegate Marcus Simon, Mayor Donnie Tuck, Mr. Michael Giardino, Executive Director of the Newport News/Williamsburg International Airport, and the Academies of Hampton. Mr. Kuhns has also started meeting individually with College Board members. Board members are asked to inform Mr. Kuhns if they are talking to community contacts so we can all know who has been hearing the Thomas Nelson message.

#### E. Facilitated Board-Cabinet-Foundation Gathering

Mr. Kuhns asked Board members if they would be interested in attending a retreat on a Saturday. Board members were in agreement.

#### F. Executive Committee Meeting

Mr. Kuhns stated that we would like to hold the Executive Committee meeting in March on the third Thursday, March 19, 2020. The purpose of this meeting is to discuss the presidential evaluation process and review the processes we implemented in changing the by-laws and committees and how they are working. The Executive Committee consists of the board chair and vice chair, the committee chairs, the past chair, and the College president.

#### G. Late Breaking Items, if any

Ms. Callaway informed the Board that there is one seat available for the Virginia Center for Inclusive Communities 52<sup>nd</sup> Peninsula Humanitarian Awards Dinner. Anyone interested in attending should speak with her after the meeting.

### III. SNAPSHOT REPORT: TOUR OF CYBERSECURITY LAB

Dr. English provided a tour of the Cybersecurity Curriculum Laboratory. Mr. Michael Mann, Cybersecurity Curriculum Lead and a student provided a demonstration of how cybersecurity is used.

### IV. BUDGET AND FIANANCE COMMITTEE

On behalf of the Budget and Finance Committee, Ms. Bunting provided the following committee report and recommendations:

#### A. Approval of December 11, 2019 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 11, 2019, as presented.

The motion was approved.

B. Accept for Informational Purposes the FY 2020 State Budget 2<sup>nd</sup> Quarter Report

The Committee moved that the Thomas Nelson Community College Board accept for information purposes the FY 2020 State Budget 2<sup>nd</sup> Quarter Statement, as presented.

Ms. Bunting applauded Mr. Carpenter and his team for being transparent with information and answering all of the committee questions. Mr. Carpenter provided an abbreviated presentation of the FY 2020 State Budget 2<sup>nd</sup> Quarter report.

The motion was approved.

C. Accept for Informational Purposes the FY 2020 Local Funds 2<sup>nd</sup> Quarterly Statement

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the FY 2020 Local Funds 2<sup>nd</sup> Quarter Statement, as presented. Mr. Carpenter provided an abbreviated presentation of the FY 2020 Local Funds 2<sup>nd</sup> Quarterly Statement.

The motion was approved.

D. Approval of Resolution: Increase in Student Activity Fees for FY 2021

The Committee moved that the Thomas Nelson Community College Board approve the Resolution for Increase in Student Activity Fees for FY 2021, as presented.

The Student Government Association has approved of the proposed increase, and if approved by the College Board, final approval would be needed by the State Board before implementation of the \$0.50 increase beginning with the Fall 2020 school year.

The motion was approved.

E. Accept for Informational Purposes the \$2.00 Tuition Differential for FY 2021

The Committee moved that the Thomas Nelson Community College Board accept the \$2.00 Tuition Differential for FY 2021, as presented.

Mr. Carpenter explained that the \$2.00 per credit hour tuition differential for FY 2021 is a yearly process.

The motion was approved.

F. Accept for Informational Purposes the FY 2021 Local Funds Budget (Draft)

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the FY 2021 Local Funds Budget (Draft), as presented.

Mr. Carpenter provided a draft FY 2021 Local Funds Budget for Board members to review and vote on at the April College Board meeting. Board members were reminded that the President can move money around in this Fund as long as the total expenditures are not exceeded.

The motion was approved.

## V. FACILITIES COMMITTEE

On behalf of the Facilities Committee, Mr. VanVoorhees presented the following committee report and recommendations:

### A. Approval of December 11, 2019 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 11, 2019, as presented.

The motion was approved.

### B. Purpose of the Facilities Committee: The Facilities Committee consists of at least three members and is responsible for all local building and site matters such as review of all building plans, sites, site development, equipment related to buildings, and finances related to these matters.

The Committee moved that the Thomas Nelson Community College Board acknowledge the purpose of the Facilities Committee.

The motion was approved.

### C. Review of FY 2020 and 2021 Potential Projects: Repairs to sidewalks and parking lots; roof repairs; HVAC repairs; and replacement of Diggs/Moore/Harrison Halls.

The Committee moved that the Thomas Nelson Community College Board approve the FY 2020 and 2021 potential projects, with the exception of “Build kneewall/fence to complement digital sign.”

Ms. Cieszynski motioned to make an amendment to remove item number one “Build kneewall/fence to complement digital sign.”

The motion was approved.

## VI. 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. Program discontinuance: Photography Associate of Applied Science (AAS)

The Committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Photography Associate of Applied Science, as presented.

Dr. English explained the Photography Associate of Applied Science has had decreasing graduation numbers in the past two years. This proposal requests that this degree be discontinued with a two-year teach out and be replaced with a two-semester Career Studies Certificate in Photography.

The motion was approved.

B. Program discontinuance: Photography/Specialization in Visual Communication Associate of Applied Science (AAS)

The Committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Photography/Specialization Associate of Applied Science, as presented.

Dr. English explained the Photography/Specialization Associate of Applied Science has had decreasing graduation numbers in the past two years. This proposal requests that this degree be discontinued with a two-year teach out and be replaced with a two semester Career Studies Certificate in Photography.

The motion was approved.

C. Program addition: Photography Career Studies Certificate (CSC)

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

This two-semester Career Studies Certificate in Photography replaces the discontinued Photography Associate of Applied Science (AAS), and Photography/Specialization in Visual Communication Associate of Applied Science (AAS).

The motion was approved.

D. Program addition: Foundations of Criminal Justice Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Foundations of Criminal Justice Career Studies Certificate, as presented.

Dr. Jarrett stated that this program will help Thomas Nelson position itself for the G3 program. Mr. Paul Long explained that this program will serve as the first step in a pathway toward an Associate of Applied Science in Administration of Justice. This proposal was developed through a collaborative partnership with representatives from 13 of the VCCS Criminal Justice/Administration of Justice Programs, the VCCS, and industry professionals, and the Thomas Nelson Administration of Justice Program Faculty as part of Virginia's G3 initiative.

The motion was approved.

E. Program addition: Administration of Justice Career Studies Certificate (CSC)

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

As a stackable credential within the AAS Administration of Justice degree at Thomas Nelson, the CSC Administration of Justice will allow students already working in the Criminal Justice field to obtain a credential toward promotion and career advancement while working toward an AAS. This proposal was developed through a collaborative partnership with representatives from 13 of the VCCS Criminal Justice/Administration of Justice Programs, the VCCS, and industry professionals, and the Thomas Nelson Administration of Justice Program Faculty as part of Virginia's G3 initiative.

The motion was approved.

F. Program addition: Cybersecurity and Networking Foundations Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Cybersecurity and Networking Foundations Career Studies Certificate, as presented.

The Cybersecurity and Networking Foundations CSC is part of the G3 initiative and is stackable credential within the current AAS in Information Systems Technology, and the forthcoming AAS Cybersecurity degree program, currently in development.

The motion was approved.

G. Program addition: Dental Assisting II, Expanded Functions Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Dental Assisting II, Expanded Functions Career Studies Certificate, as presented.



This program provides a pathway for currently licensed Dental Assistants to gain the knowledge and skills necessary to attempt the Virginia Dental Assistant II licensure/certification examination. This program will also add to the available services in the dental care facility.

The motion was approved.

H. Program addition: Clinical Medical Assistant Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Clinical Medical Assistant Career Studies Certificate, as presented.

The motion was approved

I. Program addition: Certified Medical Administrative Assistant Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Certified Medical Administrative Assistant Career Studies Certificate, as presented.

The motion was approved

J. Program addition: Emergency Telecommunicator (9-1-1 Dispatcher) (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Emergency Telecommunicator (9-1-1 Dispatcher) Career Studies Certificate, as presented.

This CSC prepares students to serve as 911 operators. The demand, cost, learning outcomes, and justification are included on the attached proposal document. This is a full partnership program and does not require Thomas Nelson to commit any funding to supplies and/or equipment. All hands-on training and lab sessions will be conducted in one or more of Thomas Nelson's partner agency emergency communications center training facilities.

The motion was approved.

K. Program discontinuance: Electronics Technology, Specialization in Electrical Engineering Associate of Applied Science (AAS)

The Committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Electronics Technology, Specialization in Electrical Engineering Associate of Applied Science, as presented.

The justification for the discontinuance of this program is that many of the students who pursue this program, are not interested in articulation for transfer to a university, but would rather be prepared to transition immediately into the workforce

upon completion of the program. The parent program, AAS in Electronics Technology is more than sufficient and will allow the college to better support the program with faculty and resources.

The motion was approved

- L. Program discontinuance: Technical Studies, Specialization in Industrial Technology Associate of Applied Science (AAS)

The Committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Technical Studies, Specialization in Industrial Technology Associate of Applied Science, as presented.

The justification for the discontinuance of this program is that this program is no longer a practical choice for students as evidenced by the low graduation rate overall. As a result of the statewide G3 grant initiative, the College has decided to pursue an AAS degree pathway in Industry 4.0/Mechatronics to better meet the current needs of our industry partners in terms of preparing a skilled workforce.

The motion was approved.

- M. Faculty Emeritus: Ms. Sandra Dashiell, Dr. Ron Goldberg, Mr. Isidoro Kessel and Dr. Roger Lemaster

Chair requested this item be deferred for discussion during the Closed Session and voted on thereafter.

## VII. PRESIDENT'S REPORT

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

- A. Enrollment Report

Dr. Rarig, VP Student Affairs, presented the enrollment report.

Spring 2020 FTES enrollment is 3,668, which is 5.6% lower than Spring 2019 at 3,886 FTES. Spring 2020 Headcount is 6,137, which is 9.6% lower than Spring 2019 at 6,787.

- B. Workforce Development Report

Deferred

- C. Student Success Story

Mr. Kuhns stated that he was impressed with the students that went to the 2020 Legislative

Visit. Ms. Callaway provided handouts on the 2020 Legislative Visit – Students to each Board member. Mr. Sherlock Banks, general engineering major, and Mr. Matthew Taliaferro, seeking an associate degree in HVAC are Thomas Nelson students who went on the 2020 Legislative Visit. They impressed everyone as being very articulate, and they voiced what a wonderful experience it was. They were enthusiastic about the experience.

Dr. DeCinque invited Ms. Callaway to provide an update on the State Budget.

Ms. Callaway emphasized the following;

There will be some form of G3 funding coming out of this legislative session.

Preliminary highlights for VCCS:

- Salary increases in each year of the biennium proposed (both House and Senate)
- G3 funded at \$69 million, with \$2 Million designated to VCCS for outreach (House); Senate proposed \$96 million
- Increases in funding to higher education for continued tuition moderation - expressed desire for colleges and universities to keep tuition rates at FY 20 levels (House)
- \$8 million to VCCS for advising/coaching initiatives (House)
- Increases in student financial aid and tuition assistance grants, elimination of proposed online exclusion (both House and Senate)
- No additional funding for FastForward - that is, the Appropriation Committees did not propose an amendment to the Governor's introduced budget; therefore, the increase of \$4 million in additional funding in each year of the biennium is presumed to still be included in the budget bill (House and Senate)

Dr. DeCinque invited Mr. Felker to share completion rate of Thomas Nelson Students with the Board.

Mr. Felker reported that Thomas Nelson has been making incremental but positive movement in our student completion rate. The Department of Education looks at the 150 percent of time Completion Rate of Students. This refers to how many of our students graduate or receive their certificate within three years.

In Fall 2008 the 3-year completion rate was 11%. In Fall 2015 the completion rate was 19.7%. A big turning point was between Fall 2015 to Fall 2016 when we implemented a new advising program where we thought about the best way to advise and onboard our students to make them successful.

Thomas Nelson has gone through the reporting process the Fall 2016 cohort completion rate is 27%. This is a 7% increase from one cohort to the next. This shows the work that has gone into redesigning our advising program. We will keep you updated on this.

## VIII. UNFINISHED BUSINESS

Review and approval of recommendations of the Ad Hoc Committee for College Board Awards at Commencement. Review and approval of recommendations of the Curriculum Instructions and Student Services (CISS) Committee for Faculty Emeritus.

### Closed Session

- ❖ The Committee moved that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(11), of the Code of Virginia, will convene in closed session relating to the discussion or consideration of honorary degrees or special awards.

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

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

The motion was approved.

### Reconvene to Open Session

- ❖ The Committee moved that the Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with Section §2.2-3711(A)(11), of the Code of Virginia, shall end the closed session and return to open session.

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

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

The motion was approved.

### Certification for closed session

- ❖ It was moved (A. Melton) and seconded (M. Kuhns) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on February 19, 2020, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(11), 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.

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

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

The motion was approved.

Approval of Recipients for College Board Awards at Commencement

- ❖ It was moved (A. Melton) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the recommended recipients of the 2020 Commencement Awards:

Dr. Robert G. Templin – Thomas Nelson Medallion  
Hampton City Schools, the Academies of Hampton – Dana B. Hamel Award

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

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

The motion was approved.

Approval of Recipients for Honorary Title of Professor Emeritus

- ❖ The CISS Committee moved that the Thomas Nelson Community College Board bestow the honorary title of Professor Emeritus on Ms. Sandra Dashiell, retired Assistant Professor, Business, Public Services, Information Systems and Mathematics, Dr. Ron Goldberg, retired Professor of History, Mr. Isidoro Kessel, retired Assistant Professor of World Languages, and Dr. Roger Lemaster, Professor of Drafting and Design, as presented.

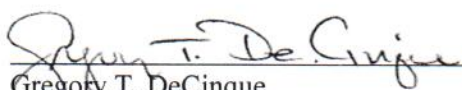
The motion was approved.


**IX. NEW BUSINESS**

There was no new business

**X. ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

  
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Gregory T. DeCinque  
Secretary to the Board

  
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Erica S. Charity  
College Board Recorder