



The Peninsula's Community College

**Thomas Nelson Community College Board**

**MEETING MINUTES**

Wednesday, May 19, 2021

Virtual Meeting

5:00 P.M.

**MINUTES NO. 441**

**PRESENT:**

Ms. Mary Bunting  
Ms. Izabela Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton

Mr. Augustus Owens  
Dr. Linda Revia  
Dr. Jonathan Romero  
Ms. Elizabeth Tai  
Dr. Vince Warren  
Dr. Donna Woods

**ABSENT:**

Ms. Mary Ann Maimone  
Mr. Scott VanVoorhees

**STAFF AND GUESTS:**

Mr. Franz Albertini, Workforce Development  
Dr. Ursula Bock, Communications, Humanities & Social Sciences  
Dr. Porter Brannon, President  
Ms. Cyndie Callaway, Institutional Advancement  
Mr. Steven R. Carpenter, Finance & Administration  
Ms. Erica Charity, Office of the President  
Ms. Gwyn Ciemniecki, Human Resources  
Mr. Tim Crittenden, Finance & Administration  
Mr. Steven Felker, Institutional Research and Effectiveness  
Mr. Bob Flynn, Institutional Advancement  
Mr. Matt Hedrick, Learning Resources  
Mr. Paul Long, Public Safety, Allied Health and Human Services  
Chief Kelvin Maxwell, Mid-Level Managers  
Mr. Bobby Perkins, Workforce Development  
Dr. Kris Rarig, Student Affairs  
Dr. Pete Showalter, Past College Board Member  
Mr. Paul Tessier, Mathematics Department  
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  
Ms. Izabela Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton  
Mr. Augustus Owens  
Dr. Linda Reviea  
Dr. Jonathan Romero  
Ms. Elizabeth Tai  
Dr. Vince Warren  
Dr. Donna Woods

### **B. Approval of Minutes for April 21, 2021**

It was moved (M. Bunting) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the April 21, 2021, Board minutes [No. 440] as presented.

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., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

## **II. CHAIR ANNOUNCEMENTS**

### **A. Public Comments**

There were no Public Comments

### **B. Recognize Retiring Board Members**

- a. Dr. Pete Showalter assisted the Thomas Nelson Health Science Department – Dental Hygiene Program and retired from the board last year.
- b. Ms. Elizabeth Tai has represented York County well and is a strong supporter of Thomas Nelson and is retiring from the board this year.
- c. Mr. Augustus Owens has represented the City of Newport News and we have appreciated his counsel and support. He is retiring from the board this year.

### **C. Announcement of New Representative for York County, Dr. Linda Reviea**

Mr. Kuhns provided a brief overview and introduction of Dr. Reviea.

### **D. Report from the College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors**

Mr. McMillan stated that the Educational Foundation Board has not meet since the last College Board meeting. The next meeting will be June 17, 2021.

### **E. Other Matters-**

There were no other matters

## **III. PRESIDENT'S REPORT**

### **A. Snapshot Report – Goodwill Training Center**

Mr. Albertini, Director of Workforce Development Program, introduced Mr. Bobby Perkins who is the Director of Trades Training. Thomas Nelson and Goodwill of Central and Coastal Virginia partnered to deliver workforce training that leads to employment in well-paying jobs for a portion of the Peninsula's population that has historically been underemployed with the launch of the Center for Building and Construction Trades (CBCT) in 2015.

Thomas Nelson offers short-term training to meet the expanding need for skilled workers in construction and building trades. Training at the Center replicates real worksites of apartment and building maintenance, HVAC, electrical systems, and plumbing technicians. A special note of thanks to Mr. Gary Randall who videotaped and put this presentation together.

### **B. Enrollment Initiative Data and Upcoming Thermometer Report -Mr. Steven Felker**

A quick review of our summer enrollment reveals we are down approximately 23% in FTES as compared to the same point in the registration cycle as last summer. If we take into account that we did not conduct enrollment cancellations until much later in the term last year, we are on a trajectory (if nothing significant changes) to end the term down somewhere in the range of 10-13%. This is far from our goal of 9% growth. While we anticipate more students registering late, it is highly unlikely that late registration alone will allow us to reach our enrollment goal.

Overall, when looking at total seats available and currently filled seats (enrollments), our summer 2021 classes are 55% filled with an average class size of around 13 students. We have several courses with multiple sections on the schedule and very low enrollments, while several popular courses are near or at capacity and may warrant additional sections being opened.

As we know, our enrollment and course schedule is connected to many other elements of the College, and the schedule affects decisions related to facilities, hiring, and finances.

There is a series of discussions and initiatives underway to address our enrollment decline and allow us to create standard operating procedures that inform our scheduling process. Some of the discussions and initiatives include:

1. On January 4, we began evaluating and expanding the College's marketing and branding initiatives.
2. In February, Cabinet members initiated new strategies to increase fall 2021 enrollment. Professor Stacey Schneider coordinated this series of ongoing initiatives, called "Let's Rock EnRollment."
3. In April, we introduced the Thermometer Report, allowing Cabinet and deans, and others, to actively track student enrollment.
4. On May 14, we began evaluating the efficiency of our course schedule with a focus on course-fill rates. We learned that 40% of College courses run with fewer than 16 students enrolled; many courses with as few as 5-10 students enrolled.
5. Since that course-fill rate is financially unsustainable, we plan to use data and predictive analytics, currently available through Ad Astra, to inform the College's course scheduling based on student demand and growth initiatives (e.g., evening-weekend programs, and Southeast Center programming).
6. While our low enrollment is an issue, we have another year before we're in any significant financial constraint because of the infusion of federal support to assist colleges impacted by COVID-19.

### **C. Strategic Planning Progress Update – Mr. Felker**

Mr. Felker provided an update on strategic planning efforts. The core strategic planning committee consists of representatives throughout the college. College Board members will be sent a video that will explain and walk everyone through the strategic planning process. and we ask that you provide feedback on the plan. We have focused on the following;

- a. Diversity, equity and inclusion which has been imbedded throughout the strategic plan.
- b. Aligning our strategic plan with the VCCS' Strategic Plan
- c. We have proposed new mission and vision statements, and the old mission and vision statements will be included.

Every department at the College will create their own tactical plan that describe how departments will help meet the strategic goals. This will allow departments to be engaged with the plan and to develop specific, measurable outcomes.

#### **D. Facilities and Maintenance Update – Mr. Carpenter**

Mr. Carpenter provided a Facilities and Maintenance Update and showed pictures of the demolition of the section of Templin Hall where the roof collapsed. We anticipate the following:

- The demolition will be finished by the end of June.
- Forensic analysis determining what caused the collapse will be completed by the end of August.
- Construction will take place, hopefully in November and will be finished by August of 2022. This will be a total of 16 months from collapse to completion of new building.

#### **E. Finish Line Project – Dr. Brannon**

Mr. Felker showed the Enrollment Thermometer and Dr. Brannon explained that the Finish Line Project is an initiative to re-engage students that have left the College. We are identifying students who left the College over the past few years, are in good academic standing, and have the highest chance of being actively and successfully re-engaged. Cabinet is providing names of staff who are student centered, student friendly, student focused cheerleaders or Superstars to engage these students.

#### **F. Course Fill Rate – Financial Analysis – Dr. Brannon**

We are focusing on how we are using our financial resources. Dr. Brannon has been working with Mr. Carpenter, Ms. Lambert, our course master scheduler, and Dr. Williams to examine the course schedule. Some of the questions they are asking include but are not limited to the following;

- Does our course schedule work for working adults
- Are we using predictive analytics
- Using predictive analytics to ensure the number of section we offer are appropriate and meet the expected demands of students

We are bringing the Deans and our Associate Deans into the conversation and asking questions. We want to make sure we are making the best use of our great staff, and technology to produce a schedule that is student centered, student friendly and meets the demands of employers as well as our student body.

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

#### **A. Review of April 21, 2021, Minutes**

The Committee moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from April 21, 2021, as presented.

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., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

#### B. Review of the FY 2020 Third Quarter Local Funds Budget

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the review of the FY 2020 Third Quarter Local Funds Report, as presented.

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., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

#### V. UNFINISHED BUSINESS

There was none.

#### VI. NEW BUSINESS

##### Election of College Board Chair and Vice-Chair for 2021 – 2022

The officers of the Thomas Nelson College Board are elected annually, by simple majority vote at the regular meeting of the Board in May. The term of office shall be for one year, beginning July 1.

The nominating committee for the 2021-2022 College Board Officers was composed of Ms. Mary Bunting (Chair), Mr. John McMillan, and Dr. Donna Woods.

##### Closed Session

- ❖ **RECOMMENDED ACTION:** The Local Board of Thomas Nelson Community College, in accordance with Section 2.2-3711(A)(1) of the Code of Virginia, will convene in closed session relating to the discussion or consideration of personnel matters, specifically the assignment of officers for the board. It was (J. Jarrett) moved and (I. Cieszynski) seconded to go into 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., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### Reconvene to Open Session

- ❖ **RECOMMENDED ACTION:** The Nominating Committee/Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with Section 2.2-3711(A)(1) of the Code of Virginia, shall end the closed session and return to open session.

### Certification for closed session

- ❖ **RECOMMENDED ACTION:** The members in attendance at the closed session of the Thomas Nelson Community College Nominating Committee/Board meeting on May 19, 2021, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(1) 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. It was moved (J. Jarrett) and (A. Melton) seconded.

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., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

On behalf of the Thomas Nelson College Board Nominating Committee, Ms. Mary Bunting nominated Dr. Vince Warren for College Board Chair and Dr. Joyce Jarrett for College Board Vice Chair.

By roll call vote, the following members accepted the 2021-2022 College Board Officer slate as presented.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Augustus Owens, Dr. Linda Reviea, Dr. Jonathan Romero, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

Dr. Brannon congratulated Dr. Warren and Dr. Jarrett on their election as the Board Chair and Vice Chair, respectively, for 2021-2022.

The board thanked Mr. Kuhns for leading them through selecting a new President, COVID-19, and all the other challenges we faced this past year.

**VII. ADJOURNMENT**

The meeting adjourned at 6:50 p.m.

*Next College Board Meeting: August 18, 2021, Location TBD, at 5:00 p.m.*