



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING  
December 2, 2015**

**College Board Room  
Hampton Campus  
Hampton, VA  
6:00 p.m.**

**MINUTES NO. 410**

**PRESENT:**

Ms. Christine J. Gergely  
Mr. Bruce Goodson  
Mr. Robert Harper  
Dr. Joyce M. Jarrett  
Mr. Everett Jordan, Jr.  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.

Mr. Augustus Owens  
Ms. Deborah Reese  
Mr. Leonard Sledge  
Ms. Elizabeth Tai  
Mr. Scott VanVoorhees  
Ms. Stephanie White

**ABSENT:**

Ms. Belinda Willis

**STAFF AND GUESTS:**

Ms. Cynthia Callaway (Institutional Advancement)  
Ms. Joy Cooke (Human Resources)  
Ms. Hannah Craddock (Development)  
Mr. Wayne Davis (Information Technology)  
Dr. John T. Dever (President)  
Ms. Sabrina Elliott (Office of the President)  
Mr. Steven Felker (Institutional Research and Effectiveness)  
Ms. Michelle Hanson-Hart (College Support Staff Association)  
Ms. Nira Holton (Office of the President)  
Dr. Daniel Lufkin (Student Affairs)  
Chief Kelvin Maxwell (Campus Police)  
Dr. Gregory McLeod (Historic Triangle Campus)  
Mr. Charles Nurnberger (Finance and Administration)  
Ms. Jasmane Ormond (Student Government Association)  
Ms. Lara Overy (Development)  
Dr. Lonnie Schaffer (Academic Affairs)  
Mr. Paul Tessier (Faculty Senate)  
Dr. Deborah Wright (Workforce Development)

### **CALL TO ORDER**

Mr. John W. McMillan, Jr., 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  
Mr. Bruce Goodson  
Mr. Robert Harper  
Dr. Joyce M. Jarrett  
Mr. Everett Jordan, Jr.  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Augustus Owens  
Ms. Leonard Sledge  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Ms. Stephanie White

- Board Member Deborah Reese was not present during roll call, but later joined the meeting.

### **APPROVAL OF MINUTES**

It was moved (E. Tai) and seconded (E. Jordan) that the Thomas Nelson Community College Board approve the September 16, 2015, Board minutes as presented [No. 409].

The motion was approved.

### **PUBLIC COMMENTS**

There were no public comments.

### **CHAIR ANNOUNCEMENTS**

Chair McMillan welcomed everyone to the meeting.

#### *Report from the Chancellor's Retreat, October 13-14, 2015*

Chair McMillan reported that Governor Terence "Terry" McAuliffe was the keynote speaker at the Chancellor's Retreat and the event was well attended. Governor McAuliffe gave attendees a progress report of where Virginia is headed the next year and he discussed the growing importance of subjects such as cybersecurity, renewable energy, workforce development, and other issues related to economic development and national challenges faced by institutions of higher education. The retreat served to validate the strength of the VCCS's current vision to become world-class, while also challenging leadership to take community colleges to even greater heights in service to the Commonwealth and nation.

Chair McMillan encouraged Board members to attend the retreat in the future. He reiterated that Board members serve as ambassadors for the students and College, and they provide a vital link between their communities and the institution.

Appointment of Ad Hoc Committee for College Board Awards at Commencement

Chair McMillan appointed Board members Robert Harper and Christine Gergely to serve on the Ad Hoc Committee for College Board Awards at Commencement. The Committee members were assigned to identify outstanding individuals to recognize for major accomplishments and meritorious service to the community and College. The Committee members were asked to develop nominations for commencement award recipients and give a report to the Board at the meeting in February. Ms. Cynthia Callaway will serve as staff to the Committee, and Ms. Elliott will contact members with meeting details.

College Board Orientation

Chair McMillan reported that the orientation for new College Board members was held on November 20, 2015. Chair McMillan and Vice Chair Goodson, as well as newly appointed Board Members Joyce Jarrett, Michael Kuhns, and Scott VanVoorhees, attended the session. Discussions relating to best practices, Board members' legal responsibilities, and individual briefings from the College leadership team were held.

Chair McMillan extended his sincere thanks and appreciation to the College leadership team and staff for their efforts in preparing and providing assistance for the orientation.

Update from the Thomas Nelson Educational Foundation, Inc.

Ms. Lara Overy, Director of Development, gave updates for the Thomas Nelson Educational Foundation. Ms. Overy stated that the Foundation last met in September and that preparation is currently underway to help transition the general good will found among alumni and friends into a commitment to support the College. She announced that with the support of donors, the Foundation was able to initiate several projects that provided many programs with funding from Innovator Grant Awards. Out of the eight projects that were submitted for grants, five were selected for funding. The projects cover a wide array of subjects, including distance learning, chemistry, visual arts, and enrollment. Ms. Overy also reported that round table meetings have been coordinated with donor prospects.

Ms. Overy introduced, Ms. Hannah Craddock, Annual Giving & Alumni Coordinator, to the Board. Ms. Craddock reported that she is seeking to design a strategy to raise funds from College faculty and staff. Ms. Craddock reported that employees are able to make charitable contributions through payroll deduction. She reported that she recently met with students and stakeholders to discuss what they thought of the current program and found that some individuals are concerned with knowing more about how the money is being utilized. As a result of these meetings, Ms. Craddock reported that she will be executing a comprehensive campaign strategy, using social media to revamp the College's annual fund and annual giving program. The strategy will clearly articulate the College's achievements and needs.

Ms. Craddock thanked Board members for their commitment to the needs of the institution. Chair McMillan emphasized that the Board can demonstrate that the College is maximizing its own giving capabilities with 100% participation by the Board member. As a gesture of appreciation, Ms. Craddock distributed leather portfolios to Board members.

Mr. Sledge stated that he recently made his pledge online and reported that the process was straightforward, and he was effortlessly guided through the entire process from start to finish.

Chair McMillan reported that the pre-show reception and Performing Arts Department production of *Man of La Mancha* on Friday, November 20, was exceptional. He extended his congratulations to staff on an amazing performance.

## **COMMITTEE REPORTS**

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

Mr. Leonard Sledge, Finance and Municipal Liaison Committee Chair, presented the following committee report:

A. Finance and Municipal Liaison Committee (FAML)

a. **Review of Meeting Minutes from September 16, 2015**

The Committee recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 16, 2015, as presented.

The motion was approved.

b. **VCCS Audit for the Year Ended June 30, 2014**

The Committee recommended that the Thomas Nelson Community College acknowledge the receipt of the Virginia Community College System Report on Audit for the Year Ended June 30, 2014, as presented for record purposes.

The motion was approved.

c. **FY 2015 Year-End Local Funds Financial Statement (Final)**

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the final FY 2015 Year-End Local Funds Financial Statement (Final), as presented for record purposes.

The motion was approved.

d. **FY 2016 First Quarter Local Funds Financial Statement**

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2016 First Quarter Local Funds Statement (Draft), as presented for informational purposes.

The motion was approved.

e.

**Digital Campus Sign**

Ms. Laura Battaglia of ClarkNexsen gave a presentation on the proposed new Thomas Nelson Digital Campus Sign. She reported that LED signs are significantly more cost-effective than signs using incandescent bulbs because LEDs are much more energy-efficient.

Questions were raised concerning the visibility of the sign while driving at a high speed or during inclement weather. Ms. Battaglia stated that the Thomas Nelson LED sign will display single white lettering. She said that LED signs have a much greater viewing distance, especially at night, which allows the message to reach more people for more hours of the day. Ms. Battaglia added that LED signs offer the advantage of long life, low maintenance, low energy usage, and low voltage.

Ms. Battaglia provided additional details of the project and exhibited a small-scale, 3-D rendering of the project. Board member VanVoorhees expressed that the design is a strong piece of sculptural art and projects a modern educational environment.

Ms. Battaglia stated that the Digital Campus Sign can be easily programmed so that it will carry crisp, easy-to-read, and timely communication of campus events. Board members expressed that the ability to display alerts and other emergency information is also an important usage for the sign.

The College Board will be asked to formally approve the proposed design of the Digital Campus Sign at a future meeting.

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the Digital Campus Sign report, as presented by Ms. Laura Battaglia of ClarkNexsen, for informational purposes.

The motion was approved.

f.

**2015 Annual Filing of Financial Disclosure Form and Conflicts of Interest**

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the 2015 Annual Filing of Financial Disclosure Form and Conflict of Interest, as presented for informational purposes.

The motion was approved.

g.

**Announcement of date for Annual Localities Luncheon**

The Committee informed the Board of the date for the Annual Localities Luncheon on, Thursday, January 28, 2016, 11:30 a.m., Peninsula Workforce Development Center, Hampton.

Curriculum, Instruction, and Student Services Committee (CISS)

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

B. Curriculum, Instruction, and Student Services Committee (CISS)

a. **Review of Meeting Minutes from September 16, 2015**

The Committee recommended that the Thomas Nelson Community College Board approved the Curriculum, Instruction, and Student Services Committee meeting minutes from September 16, 2015, as presented.

The motion was approved.

**PRESIDENT'S REPORT**

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

Annual Report for Workforce Development, 2014-2015

Dr. Deborah Wright, Vice President for Workforce Development, presented the Annual Workforce Report for FY 2015. She identified the range of workforce programs offered in health care and in advanced manufacturing and technologies, with particular notation of the success with the Center for Building and Construction Trades, the Marine Skilled Trades Training Program with Newport News Shipbuilding, and the \$955 Million Siemens PLM Software Grant to Thomas Nelson.

Dr. Wright reported on the following FY 2015 Outcomes:

- ❖ Total Trained for Certifications: 785
- ❖ Total Transition Programs: 196
- ❖ Total Businesses Served: 740
- ❖ Testing Center Certifications: 1,164
- ❖ Implement WES Enterprise System

Dr. Wright announced that Thomas Nelson Community College Workforce Development was awarded the 2015 The National Council for Workforce Education (NCWE) National Exemplary Workforce Program Award for Thomas Nelson's Noncredit Workforce Programs (Hampton Roads Marine Skilled Trades Training Program). This prestigious award recognizes and honors excellence in workforce education practice and in research.

Board member Sledge expressed that news of the award should be formally publicized. A formal message publicizing the award will be forwarded to all media units for distribution to the public.

Update on the Reaffirmation of Accreditation by the Southern Association of College and Schools Commission on Colleges (SACSCOC)

President Dever reported that the SACSCOC On-Site Reaffirmation Committee visited the campus November 10-12 and concluded with an exit conference on the last day. The purpose of the visit was to evaluate the institution's continuing compliance with the accreditation standards within *The Principles of Accreditation*. He reported that the visit was successful and that the Committee members were appreciative of the hospitality and the ability to interact directly with the faculty, staff, students, administrators, and College Board members.

President Dever reported that the Committee made five recommendations in regard to the following Comprehensive Standards:

- ❖ 3.3.1.1: Institutional Effectiveness for Educational Programs, to Include Student Learning Outcomes
- ❖ 3.3.2: Quality Enhancement Plan (QEP)
- ❖ 3.4.7: Consortial Relationships/Contractual Agreements
- ❖ 3.7.1: Faculty Competence
- ❖ 3.8.1: Learning/Information Resources

Once the detailed report of the committee visit is received from SACSCOC, the College will submit written responses as to how it is addressing the five recommendations. These responses will be considered by the Commission on Colleges when it meets in June 2016 to make its determination about the College's accreditation status.

On behalf of the College Board, Chair McMillan expressed appreciation for the efforts and the commitment of the entire Thomas Nelson community to make the accreditation process a success.

Virginia's Freedom of Information Act (FOIA)

Ms. Cynthia Callaway, Vice President for Institutional Advancement, reported that The *Virginia Freedom of Information Act* (VFOIA) is the state law which governs access by citizens of Virginia and representatives of the media to public records and to meetings of public bodies, as defined in the Act.

The Virginia Attorney General's Office has prepared a document *What Every BOV Member Absolutely Has to Know about FOIA*, a copy of which was distributed to the Board members for their review. Ms. Callaway gave a brief overview of the requirements under the Virginia Freedom of Information Act. She reported that one provision requires the College to post on its web a copy of the draft minutes that reflect actions taken during the meeting (10 days following the meeting).

The College will adhere to the required provision by positing an annotated agenda within several days of each College Board meeting. For action items, the annotations will note whether or not motions were approved; and for information items, the annotations will note that reports were received.

### Enrollment Report

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

He reported that FTES enrollment for Fall 2015 decreased by 10.3% over Fall 2014, and that FTES enrollment for Spring 2015 is currently 5.26% less than Spring 2016.

Copies of the Annual/Semester Headcount and FTES for 2005-2006 to 2014-2015 and the 2005-2015 Annual Unduplicated Enrollment Statistics were distributed.

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

- **Fall 2014** Headcount was 10,436 and FTES 6,003
- **Fall 2015** Headcount was 9,228 and FTES 5,385

**Spring 2015 to Spring 2016:** Copies of the Registration Enrollment Statistics Comparison for the Spring 2015 to Spring 2016 were distributed.

- **Spring 2015** Headcount as of December 2, 2015, was 6,652 and FTES 4,160
- **Spring 2016** Headcount as of December 2, 2016, was 6,274 and FTES 3,943

Dr. Lufkin reported that the figures are consistent with the numbers throughout the Virginia Community College System. He reported that the College has created a comprehensive approach to addressing enrollment issues. Students are being encouraged to register for the spring, and the College has intensified its marketing efforts.

### Report on 2014-2015 College-wide Outcomes and Final Results

Mr. Steven Felker, Director of Institutional Research & Effectiveness, reviewed the report on *2014-2015 College-wide Outcomes and Final Results*. Mr. Felker gave an overview of the College institutional effectiveness process, summarized major achievements and continued areas of focus from the 2014-2015 College-wide outcomes, and introduced a series of adjustments to the College-wide outcomes process from 2015-2016 forward.

### 2016 Legislative Agenda

President Dever gave a brief overview of the 2016 Legislative Agenda for the College and the VCCS. Ms. Cynthia Callaway announced that there will be only one College visit to the General Assembly on January 26, 2016. She reported that 21 students have committed to attend, and the College has rented a motor coach to transport the group to Richmond. She asked Board members to contact Ms. Elliott to indicate their interest in attending.

A question was raised whether Board members are allowed to communicate with elected officers to advocate for the College on behalf of the institutional needs. Board members were advised that they serve as ambassadors on behalf of the institution and can achieve much by advocating for the interests of the College.



### Upcoming College Events

The following calendar of events is updated as of December 2, 2015. 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.

- i. **December 3, 2015:** Thomas Nelson Choral Ensemble Winter Concert, 7:30 p.m., Mary T. Christian Auditorium, Templin Hall.
- ii. **December 4, 2015:** Annual Holiday Celebration, Griffin Hall, Hampton Campus, 6:00 p.m.
- iii. **January 19, 2016:** Presidential Leadership Award Ceremony, Great Wolf Lodge, Williamsburg, 8:30 to 10:00 a.m.
- iv. **January 26, 2015:** Thomas Nelson visit to the Virginia General Assembly in Richmond, 6:30 AM – 3:00 PM, Departing from both campuses.
- v. **February 15-20, 2016:** Thomas Nelson Homecoming, location and times to be determined.
- vi. **February 17, 2016:** VCCS Legislative Reception, 5:30 – 7:30 PM, The Jefferson Hotel, 101 West Franklin Street, Richmond, VA.
- vii. **February 24, 2016:** College Board Meeting, President’s Conference Room 317G, 3rd Floor, Historic Triangle Campus, Williamsburg, 6:00 p.m.
- viii. **March 8, 2016:** Spring Fest, Historic Triangle Campus, 12:00 to 1:00 p.m.
- ix. **March 15, 2016:** Spring Fest, Hampton Campus, 12:00 to 3:00 p.m.
- x. **March 30, 2016:** Annual Scholarship Recognition Luncheon honoring Recipients and Donors, time and location TBD.
- xi. **April 8, 9, 10 & 15, 16, 17, 2016:** Performing Arts Department presents William Shakespeare’s “Macbeth”, Friday and Saturday curtain at 8:00 PM; Sunday curtain at 3:00 PM, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- xii. **April 21, 2016:** Faculty and Staff Awards Ceremony, Hampton Campus, 2:00 to 5:00 p.m.
- xiii. **April 27, 2016:** Retiree Luncheon, PWDC, Hampton Campus, 12:00 to 2:00 p.m.
- xiv. **April 27, 2016:** College Board Meeting, Historic Triangle Campus, President’s Conference Room 317G, 3<sup>rd</sup> Floor, 6:00 p.m.

**OLD BUSINESS**

There were no old business matters to report.


**NEW BUSINESS**

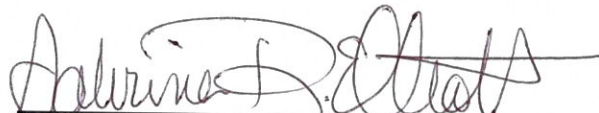
There were no new business matters to report.

**ADJOURNMENT**

It was moved (C. Gergely) and seconded (R. Harper), that the meeting adjourn at 8:30 p.m. The motion was approved.

Respectfully submitted:

  
\_\_\_\_\_  
John T. Dever, President  
Secretary to the Board

  
\_\_\_\_\_  
Sabrina R. Elliott  
College Board Recorder