



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

September 27, 2017

Hampton Campus

College Board Room, Moore Hall

Hampton, VA

6:00 p.m.

MINUTES NO. 417

PRESENT:

Ms. Izabela Cieszynski
Mr. Bruce Goodson
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton

Mr. Augustus Owens
Ms. Deborah R. Reese
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Dr. Vince Warren

ABSENT:

Dr. Perry L. Showalter (excused)
Mr. Leonard Sledge (excused)

STAFF AND GUESTS:

Ms. Michelle Alexander (Faculty Senate)
Ms. Belinda Baker (Public Relations)
Ms. Ursula Bock (Mid-Level Managers)
Mr. Anthony "Tony" Brown (Information Technology)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Matthew Hedrick (College Support Staff Association)
Dr. Richard Hodges (Learning Resources Center)
Ms. Debbie Hudgins (Information Technology)
Chief Kelvin Maxwell (Campus Police)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Kris Rarig (Student Affairs)
Dr. Charles Swaim (Mid-Level Managers)
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. Izabela Cieszynski
Mr. Bruce Goodson
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Mr. Augustus Owens (*arrived after roll-call*)
Ms. Deborah Reese
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Dr. Vince Warren

APPROVAL OF MINUTES

It was moved (M. Kuhns) and seconded (R. Harper) that the Thomas Nelson Community College Board approve the April 26, 2017, Board minutes as presented [No. 416].

The motion was approved.

CHAIR ANNOUNCEMENTS

Chair McMillan welcomed everyone to the meeting.

Public Comments

There were no public comments.

Introduction of Newly Appointed Board Members

Chair McMillan introduced the three members recently appointed to the College Board:

- Ms. Izabela Cieszynski, Newport News
- Mr. Allan Melton, Poquoson
- Dr. Vince Warren, Hampton

Mr. McMillan welcomed the new members and asked the other members to introduce themselves.

Report from the College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors

Mr. Michael Kuhns, College Board Liaison to the Educational Foundation, reported on the following items:

During its June meeting, the Foundation approved a three-year strategic plan for development, which is designed to significantly increase fund raising on behalf of the College. The strategic plan is the culmination of approximately seven months of work by the Development Team in collaboration with Tricia Hudson, who is serving as consultant to the project. In addition to increased fund raising goals for the next three years, the approved plan includes staffing needed to implement the fund raising strategies. One of the items identified in the strategic plan is the need to develop a comprehensive vision for the College that identifies programs and services that can benefit from private support.

A full report on the development strategic plan will be presented at the College Board meeting in December.

The Foundation has launched its 2017-18 annual fund raising campaign with a goal of \$665,000. The internal campaign goal is \$60,000, which includes gifts from faculty, staff, administrators, and College Board members. The Foundation appreciates and relies on support from the College Board in fund raising for Thomas Nelson. This year, the goal for College Board giving is set at \$7,000. Mr. Kuhns asked Board members to see Vice President Cynthia Callaway for more information on how to make their annual gift to the Foundation.

Mr. Kuhns reported that the Foundation held its ninth annual car show to benefit the College's Automotive Technology Program on Saturday, August 26. He noted that POMOCO, Dominion Energy, and Old Point National Bank sponsored the event. Mr. Kuhns thanked everyone who came out to enjoy the day on the Hampton Campus, and he reported that planning has already begun for next year's 10th anniversary Car Show event scheduled for Saturday, August 25, 2018.

Ms. Callaway shared that the Newport News State of the City Address will be held on October 3, 2017, at the Newport News Marriott at City Center, 12:00 Noon - 1:30 p.m.

Ms. Callaway shared that the City of Hampton State of the City Address will be held on October 31, 2017, at the Hampton Roads Convention Center, 12:00 Noon - 1:30 p.m.

Ms. Callaway asked Board members to contact Ms. Elliott to express their interest in attending these events.

2018 College Board Meeting Dates

The College Board meetings for 2018 were approved. The Board will meet on the following dates:

- Wednesday, February 21, 2018 (Hampton Campus)
- Wednesday, April 25, 2018 (Historic Triangle Campus)
- Thursday, May 10, 2018 (Commencement)
- Wednesday, June 20, 2018 (Annual Dinner, Location TBD)

- Wednesday, September 26, 2018 (Hampton Campus)
- Wednesday, December 5, 2018 (Hampton Campus)

The Thomas Nelson Community College Local Board meetings are open to the general public in compliance with the Open Meetings Act.

Unless otherwise announced, the committees will convene at 4:30 p.m. at the designated meeting locations on campus.

At the Hampton Campus, the Financial and Municipal Liaison Committee (FAML) will convene at 4:30 p.m. in Room 3, Harrison Hall. The Curriculum, Instruction, and Student Services Committee (CISS) will convene at 4:30 p.m. in Room 9, Harrison Hall.

At the Historic Triangle Campus, the Financial and Municipal Liaison Committee (FAML) will convene at 4:30 p.m. in Conference Room 316, 3rd Floor. The Curriculum, Instruction, and Student Services Committee (CISS) will convene at 4:30 p.m. in the President's Conference Room 320, 3rd Floor.

FINANCE AND MUNICIPAL LIAISON COMMITTEE

On behalf of the Finance and Municipal Liaison Committee Chair Leonard Sledge, Mr. Michael Kuhns presented the following committee report and recommendations:

A. Approval of April 26, 2017 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from April 26, 2017, as presented.

The motion was approved.

B. Review and accept for record purposes the Draft FY 2017 Year-end Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board acknowledge the receipt of the Draft FY 2017 Year-end Local Funds Financial Statement, as presented.

The motion was approved.

C. Approval of Resolutions: Deed of Easement-City of Hampton, Virginia

Mr. Charles Nurnberger, Vice President for Finance and Administration reported that Thomas Nelson Community College is committed to ensuring that its roadways and facilities comply with all federal and state environmental regulatory requirements. He reported that the City of Hampton is requesting access to a drainage ditch coming onto the campus in multiple locations. Once approved by the board, the resolution will be forwarded to the State Board for Community Colleges to act upon in December.

The Committee moved that the Thomas Nelson Community College Board approve the Deed of Easement to the City of Hampton, Virginia, as presented.

The motion was approved.

CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

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

A. Review of Meeting Minutes from April 26, 2017

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from April 26, 2017, as presented.

The motion was approved.

B. Proposed discontinuance of the Financial Management Career Studies Certificate (CSC)

This CSC has been specifically vetted through Ferguson, the company for which the program was initiated. Due to the number of qualified applicants exceeding the employment demand, the proposal is to discontinue the program due to low enrollment.

The Committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Financial Management Career Studies Certificate (CSC) as presented.

The motion was approved.

C. Proposed Small Unmanned Aircraft Systems (sUAS) Flight Technician Career Studies Certificate (CSC)

The Flight Technician Career Studies Certificate prepares students to fly and maintain a sUAS and earn the Federal Aviation Administration Part 107 certificate. Courses in the nine-credit-hour program can be used as electives in the Associate of Applied Science in Information Systems Technology or the Associate of Applied Science in Mechanical Engineering Technology programs for students graduating with an A.A.S. degree and a career studies certificate. Graduates from the sUAS Flight Technician CSC program are in demand by many industries. The potential commercial uses of unmanned aircraft systems include remote sensing of the atmosphere; disaster response; police and fire response; weather forecasting; scientific research; agricultural survey of crops, soils, and livestock; crop dusting; wildfire surveillance; wildlife surveys; power line and pipeline survey; industrial security; oil, gas, and mineral exploration; and more.

The Committee moved that the Thomas Nelson Community College Board approve the proposed Small Unmanned Aircraft Systems (sUAS) Flight Technician Career Studies Certificate (CSC), as presented.

The motion was approved.

D. Proposed Associate of Science in Health Science

The A.S. degree in Health Sciences will afford a more seamless transfer to four-year schools for Bachelor of Science in Health Science and related health professions programs. The degree prepares students for careers in public health, exercise science, and pre-clinical health specialties such as occupational and physical therapy. The demand for health science-related careers is growing. Through 2021, jobs are projected to increase by seven percent on the Virginia Peninsula and 12 percent across Virginia. Occupations in public health and exercise science include dietitians, nutritionists, physician assistants, athletic trainers, physical therapists/assistants, and occupational therapists/assistants.

The Committee moved that the Thomas Nelson Community College Board approve the proposed Associate of Science in Health Science, 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:

Enrollment Report

Ms. Kris Rarig, Interim Vice President for Student Affairs, presented the enrollment report with the following key points:

Summer 2017 vs. Summer 2016

- FTE enrollment was down 15.8% from Summer 2016
- Headcount was down 11.2% from Summer 2016

Fall 2017 vs. Fall 2016

- FTE enrollment is down 10.9% from Fall 2016, as of September 27, 2017.
- Headcount is down 10.8% from Fall 2016, as of September 27, 2017.

Ms. Rarig reported on the 10-year enrollment patterns at Thomas Nelson. She listed specific efforts that the College is undertaking to increase enrollment. She reiterated that the College is continually engaged in seeking ways to manage enrollment.

Financial Status of College

In conjunction with Vice President Nurnberger, Dr. Dever reviewed the financial status of the College as previously communicated through messages to the College community and his address on All College Day. Over the past ten years, enrollment climbed strongly during the 2007-2012

period associated with the Great Recession and subsequently declined at a comparable rate during the 2012-2017 period associated with a recovering economy. This general pattern has occurred with community colleges across Virginia and the nation. The decline is continuing with the 2017-2018 academic year. Since the major source of revenue is tuition and fees, the College is experiencing significant financial constraints, with the deficit in revenue projected to be over \$4,500,000. Significant steps have been taken to reduce expenditures, to include holding a number of vacancies unfilled, limiting travel, and decreasing a number of budgets. Various structural changes, to include the elimination of some positions, are also being considered and incrementally implemented to ensure that the organization functions at a maximum level of efficiency and effectiveness. At the same time, major efforts are underway in all areas of the College to reverse the decline in enrollment and to ensure that we are meeting the educational and workforce training needs of the Virginia Peninsula.

2017-2018 College-wide Outcomes

Dr. Dever shared that each year the College engages in a process of identifying the most critical areas of focus in advancing the goals of the Thomas Nelson strategic plan, *Focus 2020*, and the Virginia Community College System strategic plan, *Complete 2021*. He reported that this year's efforts began with a planning retreat that was held on June 29, and culminated in the adoption of 13 College-wide outcomes for the 2017-2018 year in early September. Dr. Dever then introduced the College's Director of Institutional Research and Effectiveness, Mr. Steven Felker, who provided a presentation to the Board.

Mr. Felker's presentation began with an overview of the institutional effectiveness framework at the College, which includes both a 5-year strategic planning cycle and an annual assessment and evaluation cycle. As part of the overview, Mr. Felker noted the College's efforts over the past several years to both focus its annual College-wide outcomes and elevate those outcomes. This has been accomplished by reducing the number of outcomes the College commits to each year and, for those to which it does commit, emphasizing the desired impact of the College's efforts in those areas, setting clear indicators by which achievement will be evaluated, and identifying supporting strategies.

For the 2017-2018 year, Thomas Nelson has committed to 13 College-wide outcomes. Mr. Felker summarized each of those outcomes for the Board and spoke to the information the College had used to establish them as top priorities. Under the College's goal of *Student Success*, the three outcomes focus on onboarding and guiding students, scheduling and course availability, and student growth and development. For the College's *Community Partnership* goal, the three outcomes focus on high school dual enrollment, college identity and value, and student and employer engagement. Under the third and final College goal of *Institutional Excellence*, the three outcomes focus on campus construction and physical space planning, institutional climate, and instructional technology. For the VCCS goal of *Tripling of Credentials*, Thomas Nelson's four outcomes focus on the key student success areas of college-level math completion, student retention and progression, and credential completion, as well as on efforts related to the Workforce Credentials Grant. Mr. Felker noted that a many of the outcomes for 2017-2018 are continuations of major efforts from 2016-2017.

Dr. Dever reported that achievement of these outcomes will require full commitment and efforts from the College community as a whole.

Accreditation

Dr. Dever noted for the record that, as previously communicated to the College community by email message, Thomas Nelson had received in July official word from the President of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that the Commission had reviewed the latest monitoring report and required no further report from the College. Under the direction of the Academic Assessment Committee, College faculty have worked extensively to demonstrate full compliance with Comprehensive Standard 3.3.1.1, Institutional Effectiveness for Educational Programs. It is gratifying to see their efforts validated by this SACSCOC review. The next major requirement for maintaining our accreditation will be preparing and submitting the Fifth Year Report due in September 2021.

Upcoming College Events

The following calendar of events is updated as of **September 27, 2017**. 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.

- **October 3, 2017:** Newport News State of the City Address, Newport News Marriott at City Center, 740 Town Center Drive, 12:00 Noon - 1:30 p.m.
- **October 4, 2017:** Faculty and Staff Town Hall, Historic Triangle Campus, President's Conference Room 317-G, 12:00 p.m.
- **October 5, 2017:** Faculty and Staff Town Hall, Hampton Campus, Espada Room, Moore Hall, 12:00 p.m.
- **October 5, 2017:** Fall Fest, Historic Triangle Campus, 12:00 p.m.
- **October 13, 2017:** Cybersecurity Conference, Dr. Mary T. Christian Auditorium, Templin Hall
- **October 17, 2017:** Fall Fest, Hampton Campus, 12:00 p.m.
- **October 18, 2017:** Human Trafficking presentation, Wythe Hall Gallery, 12:00 p.m. - 2:00 p.m. Lunch will be provided.
- **October 19, 2017:** President's Fall Student Forum, Wythe Hall Gallery, Hampton Campus, 11:00 a.m. - 12:00 p.m.
- **October 24, 2017:** President's Fall Student Forum, Historic Triangle Campus, 2nd Floor Landing, Williamsburg, 11:00 a.m. - 12:00 p.m.
- **October 31, 2017:** Hampton State of the City Address, Hampton Roads Convention Center, 1610 Coliseum Drive, 12:00 Noon - 1:30 p.m.
- **November 8, 2017:** Veteran's Day Luncheon, Historic Triangle Campus, 12:00 p.m.
- **November 9, 2017:** Veteran's Day Military Family Night, Wythe Hall Gallery, Griffin Hall, 6:00 -8:00 p.m.
- **November 10-19, 2017:** Theater Performance, "*Beauty and the Beast*", Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- **November 18, 2017:** Pre-show dinner for Saturday night performance of "*Beauty and the Beast*", Espada Room, Moore Hall, 5:30 - 7:30 p.m.

- **November 17, 2017:** Student Diversity Workshop, Espada Room, Moore Hall, Hampton Campus, 12:30 p.m.
- **December 1, 2017:** Annual Employee Holiday Celebration, Griffin and Wythe Hall Gallery, 6:00-10:00 p.m.
- **December 6, 2017:** College Board meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.
- **December 7, 2017:** Choral Ensemble Winter Concert, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- **December 11, 2017:** Applied Music Juried Recital, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- **December 15, 2017:** Cornerstone Luncheon and Ceremony, Espada Room, Moore Hall, Hampton Campus, 2:00 p.m.
- **January 3-4, 2018:** Faculty Colloquium, Hampton Campus.
- **January 18, 2018:** Presidential Leadership Awards Ceremony, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 6:30 p.m.
- **February 10, 2018:** Black History Month Celebration, Location to be determined, 7:00 a.m. - 3:00 p.m.
- **February 12-16, 2018:** Homecoming Events
 - **February 12:** Comic Con, Wythe Hall Gallery, Griffin Hall, 10:00 a.m. - 2:00 p.m.
 - **February 13:** Gold Bag, Wythe Hall Gallery, Griffin Hall, 12:00 -1:30 p.m.
 - **February 16:** Homecoming Dance, Espada Room, Moore Hall
- **March 21, 2018:** Scholarship Recipient/Donor Recognition Luncheon, Peninsula Workforce Development Center (PWDC), Butler Farm Road, Room 1301, Hampton, 12:00 p.m.
- **March 20, 2018:** President's Spring Student Forum, Hampton Campus, Wythe Hall Gallery, 11:00 a.m. - 12:00 p.m.
- **March 21, 2018:** President's Spring Student Forum, Historic Triangle Campus, 2nd Floor Landing, Williamsburg, 11:00 a.m. - 12:00 p.m.
- **March 27, 2018:** Faculty and Staff Town Hall, Historic Triangle Campus, President's Conference Room 317-G, 12:00 p.m.
- **March 28, 2018:** Faculty and Staff Town Hall, Hampton Campus, Espada Room, Moore Hall, 12:00 p.m.

UNFINISHED BUSINESS

There were no unfinished business matters to report.

NEW BUSINESS

Election of College Board Chair and Vice Chair for 2017-2018

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

The nominating committee for the 2017-2018 College Board Officers was composed of Ms. Elizabeth Tai (Chair), Mr. Michael Kuhns, Mr. Scott VanVoorhees, and Mr. Leonard Sledge.

Chairman McMillan relinquished control of the meeting to President Dever, Board Secretary, who opened the floor for nominations for College Board Chair and Vice Chair.

On behalf of the Thomas Nelson Board Nominating Committee, Ms. Tai nominated Mr. Robert Harper for College Board Chair. There were no other nominations. Mr. Harper was elected College Board Chair by acclamation.

Ms. Tai reported that the Committee nominated Mr. Michael Kuhns for College Board Vice Chair. There were no other nominations. Mr. Michael Kuhns was elected College Board Vice Chair by acclamation.

Secretary Dever thanked the Nominating Committee members for their service and congratulated Mr. Harper and Mr. Kuhns on their election as the Board Chair and Vice Chair, respectively, for 2017-18.

Secretary Dever returned control of the meeting to current Board Chair McMillan.

Chair McMillan congratulated Mr. Harper and Mr. Kuhns on their appointments. He announced that one of the responsibilities of the Board Chair is to appoint the membership of the College Board committees. Board members were asked to contact Mr. Harper with their preference for committee assignments. He will then notify Board members of their committee assignments within the coming weeks.

On behalf of the Board, Mr. Harper thanked Mr. McMillan and Mr. Goodson for their service and dedication to the Board and the College.

ADJOURNMENT

It was moved (R. Harper) and seconded (B. Goodson) that the meeting adjourn at 8:09 p.m.

The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board

Sabrina R. Elliott
College Board Recorder