



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING**

February 21, 2018  
College Board Room, Moore Hall  
Hampton, Virginia  
6:00 p.m.

**MINUTES NO. 419**

**PRESENT:**

Ms. Mary Bunting  
Ms. Izabela Cieszynski  
Mr. Robert Harper  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton

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

**ABSENT:**

Dr. Joyce Jarrett

**STAFF AND GUESTS:**

Mr. Ali Abdul-Adil (Student Government Association)  
Mr. Franz Albertini (Workforce Development)  
Ms. Michelle Alexander (Faculty Senate)  
Mr. Anthony Brown (Information Technology)  
Dr. Lynda Byrd-Poller (Human Resources)  
Ms. Cynthia Callaway (Institutional Advancement)  
Dr. John T. Dever (President)  
Dr. Susan English (Academic Affairs)  
Mr. Tony Farley (Workforce Development)  
Mr. Steven Felker (Institutional Research and Effectiveness)  
Mr. Shawn Hall (Former Student – Workforce Development)  
Dr. Jennifer Martin (Faculty)  
Mr. Matthew Hedrick (College Support Staff Association)  
Mr. Jerry Hemenway (Workforce Development)  
Ms. Nira N. Holton (Office of the President)  
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)  
Mr. Eddie Swain (Workforce Development)  
Dr. Deborah Wright (Workforce Development)

## I. CALL TO ORDER

Mr. Robert Harper, Chair, called the meeting to order at 6:00 p.m.

### A. Roll Call

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

Ms. Mary Bunting  
Ms. Izabela Cieszynski  
Mr. Robert Harper  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton  
Mr. Augustus Owens  
Ms. Deborah R. Reese  
Dr. Perry L. Showalter  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren

### B. Approval of Minutes for December 6, 2017

It was moved (R. Harper) and seconded (D. Reese) that the Thomas Nelson Community College Board approve the December 6, 2017, Board minutes [No. 418] as presented.

The motion was approved.

## II. CHAIR ANNOUNCEMENTS

Mr. Robert Harper welcomed everyone to the meeting.

### A. Public Comments

There were no public comments.

### B. Appointment of Ad Hoc Committee to Prepare the Presidential Evaluation

Chair Harper announced the volunteers to serve on the Ad Hoc Committee to prepare the president's evaluation:

- Mr. Mike Kuhns (Lead)
- Ms. Elizabeth Tai
- Ms. Mary Bunting
- Mr. Scott VanVoorhees

Mr. Harper asked that any other Board members interested in serving on the Ad Hoc Committee to notify him. He stated that additional information will be forthcoming.

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 14, 2017, Foundation Board meeting.

Dr. Susan English presented an update to the Educational Foundation on current and upcoming Academic Affairs initiatives.

Ms. Tricia Hudson, who has been engaged by the Foundation as a consultant for implementation of the 3-year development strategic plan, provided a 6-month update on that plan. Her update included a review of the revised development Vision document that was reviewed at the December College Board meeting and a preliminary review of a \$16 million "project list" of College growth and enhancement opportunities for funding proposal requests. The project list identifies what program funds are needed to accompany the Vision project.

The Foundation voted to honor Continental Automotive Systems, Inc., as the College's honoree for the 2018 Chancellor's Leadership in Philanthropy Award. The award will be presented during the annual luncheon on April 17 in Richmond.

Appreciation for service was expressed to several outgoing Foundation members as well as to several Foundation members reappointed to new terms. Outgoing Foundation President, Mr. Ross Mugler, was recognized and thanked for his service. The Foundation Board elected Mr. William Grace as the new Educational Foundation President and Rick Gallaer as the new Educational Foundation Vice President.

The next Foundation Board meeting will be held on March 15, 2018.

Mr. McMillan reported that as of February 12, 2018, the Educational Foundation's 2017-2018 Annual Giving Campaign had raised \$464,576, or 68% of its annual goal of \$665,500. He also stated that the College Board has a goal of 100% participation in the annual fund drive, but the goal has not been reached yet. He thanked the College Board members who have already contributed and urged those who have not to step up and help achieve the participation goal.

D. Additional Item

Dr. Dever introduced Dr. Jennifer Martin, Professor of Biology, who is a recipient of the State Council of Higher Education for Virginia (SCHEV) 2018 Virginia Outstanding Faculty Award, which is the highest faculty award in the Commonwealth.

Dr. English commented that Professor Martin is an award-winning educator and scientific researcher who is actively engaged with students in the classroom and in the field. Dr. Martin facilitates student success and uses student-centered experiences for recruitment and retention of students in STEM fields. She is acknowledged for her outstanding teaching and dedication by her faculty colleagues at the College.

Dr. Martin expressed her appreciation for being nominated and for receiving the SCHEV Outstanding Faculty Award. She has been happy to teach our students and provide them with field experience while still being able to pursue research on oceanic fishes at various international locations. She specifically expressed her love for the Oarfish, which is the longest fish in the sea.

Mr. Harper thanked Dr. Martin for her dedication to Thomas Nelson and our students.

### **III. FINANCE AND MUNICIPAL LIAISON COMMITTEE**

On behalf of the Finance and Municipal Liaison Committee, Chair Reese provided the following committee report and recommendations:

#### **A. Approval of December 6, 2017 Minutes**

The Committee moved that Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 6, 2017, as presented.

Mr. VanVoorhees noted an inadvertent omission of his name in the list of attendees for the members present at the December 6, 2017, Finance and Municipal Liaison Committee meeting. Ms. Reese stated that the correction will be made.

The motion was approved.

#### **B. Approval of Resolution: Increase in Student Fees for FY 2019**

The Committee moved that the Thomas Nelson Community College Board approve the Resolution for Increase in Student Fees for FY 2019, as presented.

Ms. Reese stated that the Student Government Association has been apprised 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 in 2019.

Mr. McMillan inquired as to how this increase compared to those in previous years. Mr. Nurnberger stated that the proposed \$0.50 increase is consistent with previous years and that the increase will enhance student life at both campuses of the College.

The motion was approved.

#### **C. Review and Accept for File Purposes the Virginia Community College System Report on Audit for the Year Ended June 30, 2016**

The Committee moved that the Thomas Nelson Community College Board review and accept for file purposes the Virginia Community College System Report on Audit for the Year Ended June 30, 2016, as presented.

The motion was approved.

E. Accept for File Purposes the FY 2018 Second Quarter Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board accept for file purposes the FY 2018 Second Quarter Local Funds Financial Statement, as presented.

The motion was approved.

F. Accept for Informational Purposes the FY 2019 Local Funds Budget (Draft)

The Committee moved that the Thomas Nelson Community College Board accept for informational purposes the FY 2019 Local Funds Budget (Draft), as presented.

An inadvertent error was noted: as presented, the 2019 Student Activity Budget DRAFT had an error in the beginning balance. This was identified and will be corrected in the proposed FY 2019 budget to be reviewed at the FAML Committee meeting on April 25, 2018.

The motion was approved.

Ms. Reese noted that the Committee also discussed the new traffic signal at the junction of Thomas Nelson Drive and Hastings Drive, as well as an update on the campus digital sign. Discussions are underway with the City of Hampton and the Virginia Department of Transportation to expedite the digital sign project.

#### **IV. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE**

On behalf of the Curriculum, Instruction, and Student Services Committee, Chair Owens presented the following committee report and recommendations:

A. Review of Meeting Minutes from December 6, 2017

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from December 6, 2017, as presented.

Mr. Owens acknowledged the omission of Ms. Cieszynski from the Curriculum, Instruction and Student Services Committee meeting minutes from December 6, 2017. The minutes will be amended.

The motion was approved.

B. Faculty Emeritus: Dr. Roy Hyle

The Committee moved that the Thomas Nelson Community College Board bestow the honorary title of Professor Emeritus on Dr. Roy Hyle, retired Professor of Biology.

Mr. Owens stated that the Professor Emeritus award is the highest award at Thomas Nelson for honoring faculty for meritorious service to the College.

Mr. McMillan noted two letters of recommendation for Dr. Hyle by the Appointments Advisory Committee, one of which was provided by Dr. Jennifer Martin.

The motion was approved.

**V. PRESIDENT'S REPORT**

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

A. Introduction of Director of Human Resources, Dr. Lynda Byrd-Poller

Dr. Dever introduced the newest member of the President's Cabinet, Dr. Lynda Byrd-Poller, Director of Human Resources.

Dr. Byrd-Poller started as Human Resources Director on February 12, 2018. Dr. Byrd-Poller served as Director of Human Resources, Strategic Planning & Professional Learning for Charles City County Public Schools. She has held previous teaching and administrative positions with Williamsburg-James City County Public Schools. Her academic background includes a bachelor's degree from Hampton University, a master's degree from Regent University, and a doctorate in Human and Organizational Learning from George Washington University.

B. Enrollment Report

Ms. Rarig, Interim Vice President for Student Affairs, presented the enrollment report.

Spring 2018 FTES enrollment is 4,146, which is 8.8 % lower than Spring 2017 at 4,544 FTES. Spring 2018 Headcount is 7,237, which is 9.8% lower than Spring 2017 at 8,024.

Ms. Rarig distributed copies of several comparative enrollment reports based on various demographics and explained how the enrollment cycle works and the reported data. She also provided comparative data on Dual Enrollment for Spring 2017 and Spring 2018 to date, which was requested by Ms. Bunting at the December 6, 2017 College Board meeting.

Ms. Rarig discussed the ongoing work of the Select Committee on Enrollment. The Committee has been charged to solicit ideas—whether large or small—from the College community and its own membership for turning around our current enrollment trajectory. The emphasis is on creativity and innovation. These may involve suggestions for new ways of operation, new organizational structures, new communications strategies, new programs, new ways of offering classes, and anything else that may help put the College back on the path of enrollment growth in response to student and community needs.

#### C. Workforce Development Report

Dr. Dever announced that Dr. Deborah Wright, Vice President for Workforce Development, will be retiring from the College at the end of March 2018. Dr. Wright is the Founding Vice President for Workforce Development at Thomas Nelson and has served the College since 2000.

Dr. Wright provided a PowerPoint presentation on the inception and progression of Workforce Development at Thomas Nelson over its history. Dr. Wright commended the Workforce staff for their dedication to advance the mission of the College and in service to the needs of the Peninsula.

Dr. Wright introduced Mr. Jerry Hemenway, Corporate Training and Workforce Services. Mr. Hemenway invited a former student, Mr. Shawn Hall, who shared his experience on how the workforce training and opportunities provided by Workforce Development at the College has changed his life. Mr. Hall is currently employed at Bay Electric using the skills that he obtained.

Dr. Dever and the College Board thanked Dr. Wright for her many dedicated years to Thomas Nelson and specifically to Workforce Development. Dr. Dever stated that a formal recognition of her services will be held on March 29, 2018, at a retirement celebration in her honor.

#### D. 2018 Legislative Update

Ms. Callaway provided copies of House Joint Resolution No. 212 and Senate Joint Resolution No. 126. The Resolutions commend Thomas Nelson Community College for its founding in 1967 as the first community college on the Virginia Peninsula and Tidewater regions. The Resolutions were read in the House and Senate Chambers at the 2018 Legislative Session on February 5, 2018.

#### E. 50<sup>th</sup> Anniversary Update

Ms. Callaway stated that several events are being planned in honor of the College's 50<sup>th</sup> Anniversary over the next year. She specifically noted a 50<sup>th</sup> Anniversary Gala scheduled on October 13, 2018, at the Hampton Roads Convention Center. Several major fundraising events are also being planned. Ms. Callaway provided copies of a book cover by Arcadia Publishing Company. The company is in the process of publishing a book on Thomas Nelson Community College as part of its Campus History Series.

#### F. Symposium on Career and Technical Education

Dr. Dever informed Cabinet of The Case for Career & Technical Education Symposium that will be held on April 23, 2018, at the Hampton Campus. The symposium will bring together employers, educators, and others concerned with ensuring a strong linkage between educational attainment and the economic needs of the Virginia Peninsula and greater Hampton Roads. Letters of invitation will be sent out in the coming weeks. College Board members were asked to note the event on their calendars.

Ms. Bunting inquired about videotaping the symposium for use as an education tool for the school systems. Ms. Callaway stated that she would ensure that the symposium would be taped.

#### G. Upcoming College Events

Dr. Dever asked that the Board be mindful of the upcoming events and particularly noted Dr. Wright's Retirement Recognition on March 29 and Commencement on May 10. College Board members were asked to contact Ms. Nira Holton or Dr. Dever with any questions.

- **March 7:** Professional Development Day, Hampton Campus, Wythe Hall, 8:00 a.m.
- **March 20, 2018:** President's Spring Student Forum, Hampton Campus, Wythe Hall, 12:30 – 1:30 p.m.
- **March 21, 2018:** Scholarship Recipient/Donor Recognition Luncheon, Hampton Campus, Espada Room, Moore Hall, 12:00 noon
- **March 22, 2018:** President's Spring Student Forum, Historic Triangle Campus, 2nd Floor Landing, 12:30 - 1:30 p.m. [later rescheduled to April 19, 2018]
- **March 26:** Retiree Brunch, Hampton Campus, Peninsula Workforce Development Center, 10:00 a.m.
- **March 27, 2018:** Faculty and Staff Town Hall, Historic Triangle Campus, President's Conference Room 317-G, 12:30 – 1:30 p.m.
- **March 28, 2018:** Faculty and Staff Town Hall, Hampton Campus, Espada Room, Moore Hall, 12:30 – 1:30 p.m.



- Performing Arts Department presents *Blithe Spirit*, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus:
  - **March 30, 31, 2018 and April 6, 8, 2018 at 8:00 p.m.**
  - **April 1, 8, 2018 at 3:00 p.m.**
- **March 29:** Retirement Recognition for Dr. Deborah Wright, Hampton Campus, Espada Room, 3:00 p.m.
- **April 5:** Thomas Nelson Open House, Historic Triangle Campus
- **April 5:** Spring Fest, Historic Triangle Campus, 12:00 – 2:00 p.m.
- **April 11:** Art Show, Hampton Campus, Templin Hall, 5:00 p.m.
- **April 12:** Spring Fest, Hampton Campus, 12:00 – 3:00 p.m.
- **April 20:** Thomas Nelson Open House, Hampton Campus
- **April 23:** Symposium: *The Case for Career & Technical Education*, Hampton Campus
- **April 25:** College Board Meeting, Historic Triangle Campus
  - CISS and FAML Committee Meetings, 4:30 p.m.
  - College Board Meeting, 6:00 p.m.
- **April 26:** Faculty and Staff Annual Awards Ceremony and Reception, Hampton Campus, Mary T. Christian Auditorium and Espada Room, 2:00 – 6:00 p.m.
- **April 26, 2018:** Choral Ensemble Concert, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:30 p.m.
- **May 1, 2018:** Applied Music Juried Recital, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:00 p.m.
- **May 5:** Nursing Pinning Ceremony, Newport News, 11:00 a.m.
- **May 7:** Transfer Recognition Ceremony, Hampton Campus, Peninsula Workforce Development Center, 6:00 p.m.
- **May 9:** Commencement Rehearsal, Hampton Coliseum, 6:00 – 8:00 p.m.
- **May 10:** Commencement, Hampton Coliseum
  - Reception and Dinner, 5:30 p.m.
  - Ceremony, 7:00 p.m.
- **May 17:** New Employee Social, Hampton Campus, Espada Room, 12:00 noon

*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.*

## VI. UNFINISHED BUSINESS

Review and approval of recommendations of the Ad Hoc Committee for College Board Awards at Commencement.

Closed Session

- ❖ It was moved (R. Harper) and seconded (M. Kuhns) 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

The motion was approved.

Reconvene to Open Session

- ❖ It was moved (R. Harper) and seconded (M. Kuhns) 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. Izabela Cieszynski  
Mr. Robert Harper  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton  
Mr. Augustus Owens  
Ms. Deborah R. Reese  
Dr. Perry L. Showalter  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren

Certification for closed session

- ❖ It was moved (R. Harper) and seconded (M. Kuhns) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on February 21, 2018, 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. Izabela Cieszynski  
Mr. Robert Harper  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton  
Mr. Augustus Owens

Ms. Deborah R. Reese  
Dr. Perry L. Showalter  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren

Approval of Recipients for College Board Awards at Commencement

- ❖ It was moved (R. Harper) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the recommended recipients of the 2018 Commencement Awards:

Mr. Everett Jordan (Posthumously) – Thomas Nelson Medallion  
Goodwill Industries of Central and Coastal Virginia – Dana B. Hamel Award

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

Ms. Izabela Cieszynski  
Mr. Robert Harper  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Mr. Allan Melton  
Mr. Augustus Owens  
Ms. Deborah R. Reese  
Dr. Perry L. Showalter  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Dr. Vince Warren

## **VII. NEW BUSINESS**


Mr. McMillan stated that he attended the MegaGenesis recruitment event with Newport News Public Schools on February 17 in which Thomas Nelson participated with a table supported by Ms. Geraldine Newson of Enrollment Services. Mr. McMillan commended Ms. Newson for her professionalism in assisting students, knowledge of information, and for providing a full day of support at the College's recruitment table without a relief person for the entire day.

Mr. McMillan also attended Thomas Nelson's Homecoming Basketball Game at Bethel High School and noted that Thomas Nelson is a member of the National Junior College Athletic Association (NJCAA). He commended the Athletic Director, Mr. Chad Smith, for his dedication to the Athletic Department and for doing an excellent job with the basketball teams without having a dedicated practice facility for the teams. Mr. McMillan encouraged all College Board members to attend the games and to support the Athletic Department. Mr. Melton stated that although the basketball season is coming to an end, the baseball season is beginning, which will provide many opportunities for Board support.

### VIII. ADJOURNMENT

It was moved (R. Harper) and seconded (I. Cieszynski) that the meeting adjourn at 8:10 p.m.

The motion was approved.

  
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John T. Dever, President  
Secretary to the Board

  
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Nira N. Holton  
College Board Meeting Recorder