THOMAS NELSON COMMUNITY COLLEGE
BOARD MEETING
December 3, 2014

Peninsula Workforce Development Center (PWDC)
Hampton Campus
Room 1302
6:00 P.M.

MINUTES NO. 405

PRESENT:

Ms. Christine J. Gergely
Mr. Bruce Goodson
Mr. Robert Harper
Mr. Everett Jordan, Jr.
Mr. Albert Louer
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Deborah Reese
Ms. Carol Scheid
Mr. Leonard Sledge
Ms. Elizabeth Tai
Ms. Belinda Willis

ABSENT:

Father Ralph Haines, III
Ms. Stephanie White

STAFF AND GUESTS:

Ms. Cynthia Callaway (Institutional Advancement)
Dr. John T. Dever (President)
Mr. Ryan Douglas (on behalf of Ms. Alyssa Edwards, President, Student Government Association)
Ms. Sabrina Elliott (Office of the President)
Ms. LaVonne P. Ellis (State Board Liaison)
Mr. Steven Felker (Institutional Research and Effectiveness)
Ms. Patricia Harris (Advanced Integrated Manufacturing Center)
Mr. S. Stewart Harris, Jr. (Advanced Integrated Manufacturing Center)
Mr. Corey Herbin (Audio Visual)
Mr. Richard Hodges (Historic Triangle Campus)
Ms. Latasha Holmes (College Support Staff Association- CSSA)
Ms. Nira Holton (Office of the President)
Dr. Daniel Lufkin (Student Affairs)
Chief Kelvin Maxwell (Campus Police)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Lara Overy (Development and Alumni Relations)
Dr. Lonnie Schaffer (Academic Affairs)
Ms. Robin White Hicks (College Support Staff Association-CSSA)
Dr. Deborah Wright (Workforce Development)
**CALL TO ORDER AND WELCOME**
Ms. Carol Scheid, 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  
Mr. Everett Jordan, Jr.  
Mr. Albert Louer  
Mr. John W. McMillan, Jr.  
Mr. Augustus Owens  
Ms. Deborah Reese  
Ms. Carol Scheid  
Mr. Leonard Sledge  
Ms. Elizabeth S. Tai  
Ms. Belinda Willis

A quorum was determined to be present.

**APPROVAL OF MINUTES**
It was moved (A. Louer) and seconded (D. Reese) that the Thomas Nelson Community College Board approve the September 24, 2014, Board minutes [No. 404].

The motion was approved.

**PUBLIC COMMENTS**
There were no public comments.

**CHAIR ANNOUNCEMENTS**
Chair Scheid welcomed everyone to the meeting.

*College Board Policy Manual (Ad-Hoc Committee Report)*
Mr. John W. McMillan, Jr., Chair of the Ad Hoc Committee to Review the College Board Policy Manual, presented the proposed changes to the College Board Policy Manual. He reported that the committee reviewed the document, discussed the additional comments that were presented, and made all suggested changes.

Chair Scheid expressed her thanks to the committee members for their willingness to serve and for reviewing the document within a reasonable time to support the institution. She reported that this document is required to comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards.

The committee recommended that the Thomas Nelson Community College Board approve the modified changes to the College Board Policy Manual, as presented.

The motion was approved.
State Board Annual Meeting
Chair Scheid reported that there was good Board representation at the State Board Annual Meeting and thanked all who attended (Tai, Owens, Ellis, Scheid). Ms. Tai inquired to how the College will work toward achieving the goals discussed in the workshop on credentialing and employability skills. It was noted that colleges are beginning to use certain skill assessments aligned with industry-recognized standards to measure students’ technical competencies. Industry-recognized credentials indicate that students have learned a defined set of skills and knowledge. It was discussed that employers can benefit from a more highly skilled workforce with certifiable skills. President Dever commented that increasing the number of credentials has emerged as the major goal for the new VCCS strategic plan. Ms. Tai noted how informative the Employability Skills Workshop was and commented on the importance of ‘soft skills’: ‘hard skills’ get a person in the door but ‘soft skills’ get the person the hired. Ms. Ellis elaborated on the implications of ‘soft skills’ (manners, following procedures, etc.).

Appointment of Ad Hoc Committee for College Board Awards at Commencement
Chair Scheid asked Board members who are interested in serving on the Ad Hoc Committee for College Board Awards at Commencement to contact her (via email) or President Dever to express their interest. The awards (Thomas Nelson Medallion Dana Hamel Award) were established by the College Board in 2010. Ms. Elliott will coordinate arrangements for a meeting to discuss nominations. The committee will present its report to the Board at the meeting in February.

Mr. Leonard Sledge volunteered to serve on the committee.

COMMITTEE REPORTS

Finance and Municipal Liaison Committee (FAML)
Mr. Bruce Goodson, Finance and Municipal Liaison Committee Chair, reported that the group met and had a quorum. He submitted the following Committee report:

Review of Meeting Minutes from September 24, 2014
The committee recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 24, 2014, as presented.

The motion was approved.

VCCS Audit for the Year Ended June 30, 2013
The committee recommended that the Thomas Nelson Community College Board approve the VCCS Audit for the Year Ended June 30, 2013, as presented for record purposes.

The motion was approved.
FY 2014 Year-End Local Funds Financial Statement (Final)
The committee recommended that the Thomas Nelson Community College Board approve the FY 2014 Year-End Local Funds Financial Statement (Final), as presented for record purposes.

The motion was approved.

FY 2015 First Quarter Local Funds Financial Statement (Draft)
The committee recommended that the Thomas Nelson Community College Board approve the FY 2015 First Quarter Local Funds Statement (Draft), as presented for informational purposes.

The motion was approved.

2015 Annual Filing of Financial Disclosure Form and Conflicts of Interest
Chair Goodson reported that Board members are required to submit their disclosure forms describing the particulars of any potential conflicts of interest. They can complete the forms online. Should a member prefer to receive a hard copy of the document, the members should contact Ms. Elliott. Deadline for submission is December 15, 2014.

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

The motion was approved.

Curriculum, Instruction, and Student Services Committee (CISS)
Ms. Elizabeth Tai, Curriculum, Instruction, and Student Services Committee Chair, submitted the following committee report:

Review of Meeting Minutes from April 23, 2014
The committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from September 24, 2014, as presented.

The motion was approved.

Career Studies Certificate Advanced Integrated Manufacturing Technology
The committee recommended that the Thomas Nelson Community College Board approve the Career Studies Certificate in Advanced Integrated Manufacturing Technology, as presented.

The motion was approved.

AAS degree program in Advanced Integrated Manufacturing Technology
The committee recommended that the Thomas Nelson Community College Board approve the Associate of Applied Science degree program in Advanced Integrated Manufacturing Technology, as presented.

The motion was approved.
PRESIDENT’S REPORT
In association with various Cabinet members, President Dever provided reports and updates on several items.

Review of the Mission Statement
Ms. Callaway, Vice President for Institutional Advancement, reported that members of the Ad Hoc Committee to Review Mission and Vision Statements met a number of times. The meetings up to this point have been focused primarily on the Mission Statement. The Mission Statement must comply with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The committee recommended that the Thomas Nelson Community College Board approve the following revised Mission Statement, as presented.

“Thomas Nelson Community College changes lives, empowers students to succeed, and enhances the civic and economic vitality of the Peninsula community through high quality education and workforce training, excellent services, and innovative partnerships.”

The motion was approved.

Ms. Callaway reported that the committee is planning to take up further discussions to review the Vision Statement and will present a proposed version of the statement for review at the next Board meeting in February and submit a final draft for approval at the meeting in April. She invited Board members to attend the meeting on Monday, December 8, at 3:00 p.m. at both campuses, (Hampton Campus, Diggs Hall, Room 158, and Historic Triangle Campus, 1st Floor, Room 110). She invited Board members to contact her with their ideas and comments concerning the Vision Statement.

Mr. Sledge questioned whether the Vision Statement needed to be changed and asked if the committee members were predisposed to change it. Ms. Callaway responded that she will deliver his point to the committee and they will take it into consideration. She reported that there had been an overwhelming response from the college community that the statement needed to better reflect our collective aspirations for Thomas Nelson students.

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

Fall 2013 v Fall 2014: Copies of the 2009-2010 to 2014-2015 Annual/Semester Headcount and FTES totals for the Fall 2013 v Fall 2014 were distributed.
- Fall 2013 Headcount as of December 4, 2013, was 11,033 and FTES 6,341
- Fall 2014 Headcount as of December 3, 2014, was 10,436 and FTES 6,003

- Spring 2014 Headcount as of December 4, 2013, was 7,410 and FTES 4,660
- Spring 2015 Headcount as of December 3, 2014, was 6,652 and FTES 4,160
Dr. Lufkin reported that the enrollment numbers were currently down by 11% for Spring 2015. The decrease is in line with what is occurring within the VCCS and across the country. President Dever stated that the College has a full week to continue focused efforts on spring enrollment and assisting students when we return from winter break. Professional development for faculty will also be provided during that time. Enrollment processes at the College have significantly improved as we better focus efforts on student access.

Board members inquired whether students from our service area were leaving Thomas Nelson and electing to attend to other Colleges or are they restricted to a particular service area. President Dever responded that the service area for each Virginia community college is well defined but students are not restricted to one particular service area. President Dever asked Dr. Lufkin and Mr. Felker to research how Thomas Nelson enrollment in and out of our service area compares to our sister institutions. He will share their findings with the Board.

Report on Actual Results, Analysis, and Next Steps for 2013-2014 Goals and Expected Outcomes in Response to Achieve 2015 and TNCC 2015

President Dever commented on the final report provided to the Board on the College’s Goals and Expected Outcomes for 2013-2014. In addition to the actual results, the report also includes analysis and next steps related to each outcome. Completing these additional steps aligns the planning process and operations of the College with the SACSCOC principle of institutional effectiveness, which requires identification of outcomes, assessment of achievement, and analysis of results for improvement. He noted that a preliminary report on results had been provided to the Board in March for purposes of completing the presidential evaluation. He acknowledged the leadership of Mr. Steven Felker and the staff of Institutional Research and Effectiveness with this effort.

Annual Data Report for Workforce Development, 2013-2014

Dr. Deborah Wright, Vice President for Workforce Development, presented the Annual Workforce Report for FY 2014. She began by reviewing the history and operation of the Peninsula Workforce Development Center. She identified the range of workforce programs offered in health care and in advanced manufacturing and technologies, with particular notation of the successes with the Canon Connect Pipeline and the Marine Skilled Trades Training Program with Newport News Shipbuilding. Although there has been a decline in total workforce completers, there has been an increase in the number of employers served. Two notable developments for the future are the Center for Building and Construction Trades to be opened in conjunction with Goodwill on Saville Row in Hampton and the implementation of training in Project Lifecycle Management (PLM) software that the College has received through a major grant from Siemens. She distributed a copy of the VCCS Preliminary Workforce Annual Report Data.
Update on Advanced Integrated Manufacturing

Dr. Dever introduced Stewart “Stu” Harris, who has been appointed to serve as the Project Coordinator for the College’s efforts in Advanced Integrated Manufacturing (AIM). A distinguished alumnus of Thomas Nelson, Mr. Harris recently retired from NASA Langley Research Center where he successfully served for a number of years in the Engineering Directorate. Mr. Harris presented to the Board the broad-based efforts underway at the College to build partnerships with business and industry to develop multi-skilled technicians in AIM.

These include funding for planning grants received from the General Assembly and the $2.48 million Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant recently received by the College. Other major grants are also being pursued. Based on site visits to exemplary Advanced Technology Centers across the country and intensive consultation with Peninsula employers, the College is pursuing a two-fold programmatic strategy: (1) a long-term, multidisciplinary focus through an applied degree program that will develop multi-skilled technologists familiar with the total manufacturing process through a combination of extensive academic and work-based learning; (2) a short-term, single discipline focus that will provide relatively rapid preparation for entry-level production and technical positions. The first strategy will include a competitive cohort model that is projected to start in January 2016. The second strategy will be carried out through the TAACCCT grant. Co-op, internship, and apprenticeship opportunities, developed in conjunction with corporate partners, are envisioned to be major component of AIM programming. A Core Team of individuals from various areas of the College meets regularly to coordinate all efforts related to the AIM initiative. Chair Scheid stated that she considered the efforts being made in relation to AIM to be right on target with what Thomas Nelson should be doing to meet the needs of the region.

Thomas Nelson Development Plan/Annual Campaign

Ms. Lara Overy, Directory of Development, provided an update on the College plans and activities related to development. She reported that the College has been working to execute a well-conceived annual campaign that will allow the organization to build a predictable base of support and provide a pool of proven donors for other fund-raising efforts. She stated that the vast majority of individual donors give their first contribution to an organization through its annual campaign. She reported that she has been meeting with constituency groups and repeat contributors to our annual campaigns and has identified groups of loyal and established givers.

The theme for FY 2015 is Foundation for the Future, with a fundraising goal of at least $350,000 that is projected to be realized through Annual Giving of $120,000 (solicitations of $75,000 and internal campaign of $45,000) and Major Gifts and Grants of $230,000. As part of Annual Giving, special attention is being given to building much stronger relationships with alumni. For Major Gifts and Grants, nine funding priorities have been identified in consultation with the College community. In addition, we will contribute to solicit for scholarships, with an emphasis on the need to support middle income students who do not qualify for Pell or other public educational assistance. Updates were provided on the current status of contributions for various categories. Additional information was also given about the role of the Development Office in public grants management, such as the $2.48 million TAACCCT grant recently awarded to the College.
Ms. Overy would be glad to work with Board members to arrange presidential roundtable opportunities to meet with interested community members and potential donors. Ms. Gergely has helped set up one in the past, and Ms. Willis is working on arranging one in the near future.

Ms. Willis issued a personal challenge to Board members and urged them to strive for a 100% participation rate. Chair Scheid stated that one of the most basic measures of organizational health is the commitment of every Board member to contribute within his or her means. Ultimately, Board members support is the first step toward asking the broader donor community for support. She reported that one hundred percent Board participation sets a standard that any potential donor will respect.

Ms. Overy asked Board members to feel free to contact her with information about any group or organization that they may feel can support the College mission and campaign.

2015 Legislative Visits
Ms. Callaway provided the dates for the VCCS Legislative visits on Monday, January 26, 2015, and Thursday, February 5, 2015. The VCCS Legislative Reception will be held on Wednesday, February 11, 2015. Board members were asked to contact Ms. Elliott to express their interest in attending these functions.

Announcements
President Dever stated that the President’s Office will continue to forward messages and the latest news and updates regarding the College to the Board members.

President Dever reported that the College held the first “24 hour Acts of Random Kindness (ARK): A Day of Caring” event on campus on November 19-20, 2014. He acknowledged Ms. LaTasha Holmes, President of the College Support Staff Association (CSSA), for her leadership with the effort in conjunction with other College constituency groups.

Events

- **December 4, 2014:** Thomas Nelson Choir Concert, Mary T. Christian Auditorium, Templin Hall, 7:30 p.m.
- **December 5, 2014:** Annual Holiday Celebration, Virginia Air and Space Museum, Hampton, 6:00 p.m.
- **February 25, 2015:** College Board Meeting, President’s Conference Room 317G, 3rd Floor, Historic Triangle Campus, Williamsburg, 6:00 p.m.
OLD BUSINESS
There were no old business items to discuss.

NEW BUSINESS
There were no new business items to discuss.

ADJOURNMENT
It was moved (J. McMillan, Jr.) and seconded (B. Goodson) that the meeting adjourn at 8:20 p.m.

The motion was approved.

Respectfully submitted:

John T. Dever, President  Sabrina R. Elliott
Secretary to the Board    College Board Recorder