



LOCAL COMMUNITY COLLEGE BOARD

MEETING MINUTES

Wednesday, April 19, 2023

Peninsula Workforce Development Center
600 Butler Farm Road | Hampton, VA 23666

5:00 P.M.

MINUTES NO. 455

1. CALL TO ORDER

The meeting was called to order at 5:02p.m.

A. Roll Call 5:02 pm

Present: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

Staff and Guests: Mr. Robert Askew (Interim Dean of Arts, Business, Humanities and Social Sciences), Ms. Ada Badgley (Office of the President), Mr. Jeff Bonavita (Faculty Senate) Dr. Porter Brannon (Office of the President), Mr. Steven Carpenter (Finance & Administration), Mr. Tim Crittenden (Finance & Administration), Mr. Todd Estes (Workforce Development & Innovation), Mr. Steven Felker (Institutional Research & Effectiveness), Mr. Keith Ferguson (Finance & Administration), Dr. Jeanetta Hollins (Enrollment Management & Student Success), Ms. Jenni Jones (Director of Allied Health and Nursing Education Programs) Mr. Paul Long (Dean of Public Safety, Allied Health and Human Services, (Ms. Barbara Mason (Office of the President), Ms. Melanie McNall (Human Resources), Dr. Kerry Ragno (Academic Affairs),

B. Approval of Minutes for February 15, 2023

A motion to approve the minutes was made by Mr. Allen Melton and seconded by Ms. Mary Bunting. The Virginia Peninsula Community College Board approved the minutes from the February 15, 2023, Board Meeting [No. 454], as presented.

By roll call vote, the following board members approved the minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

2. CHAIR ANNOUNCEMENTS

A. Public Comments

No public comments.

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

Mr. Allan Melton reported that he was unable to attend the Educational Foundation Board meeting on March 9, 2023, and reported the following from the draft meeting minutes.

- Finance Committee Report – The financial statement for January was presented by Patrese Hall. The Statement of Financial Position showed a cash deficit in checking of \$480,562. A motion was made to draw down \$451,974 from Board designated funds and staff were authorized to draw down additional funds as needed.
- Development Committee Report – Contributions to date totaled \$193,020, four grant proposals totaling nearly \$200,00 were submitted in March, and Michelle Manfred has joined the Development Office and will serve as a Donor Prospect Researcher.
- President Southall and President Brannon appointed Tracy Ashley to serve as Foundation Executive director beginning March 9, 2023, and President Southall commended Dr. Callaway for her service to the Foundation and College for the past 17 years.
- Dr. Brannon presented updated information on the following initiatives: Athletics, Minority Male Program and the Southeast Community.
- Under new business Mr. Carpenter informed the Board of a real estate opportunity to partner with the City of Newport News to lease a facility and construct a 15,000 square foot building to house the College’s workforce training programs being relocated from the Goodwill building in Hampton and offer marine trades training in the Southeast Newport News community.
- Under new business Dr. Callaway provided an update on the steps that need to be taken to formalize changing the Foundation’s name from Thomas Nelson Community College Educational Foundation, Inc. to Virginia Peninsula Community College Educational Foundation, Inc.

C. Dr. Jarrett shared that she and Mr. Melton attended the Chancellor’s Leadership in Philanthropy luncheon in Richmond on Tuesday, March 18. Dr. Jarrett commended Dr. Jonathan Romero who was a philanthropy award recipient.

3. **PRESIDENTS REPORT**

A. Dr. Brannon shared that the Board identified a candidate for the 2023 Dana B. Hammel Award at the February meeting. The candidate has accepted and is delighted to be identified for this award. The award recipient will attend the commencement ceremony and will share five minutes of wisdom during the ceremony.

Dr. Brannon noted that Dana B Hamel will turn 100 years old in August and continues to be interested in the success of the community college.

B. Dr. Brannon and Ada Badgley are reviewing the format of the President’s Report to the College Board and are considering “seasons” where certain information will be communicated. There may be some seasons that will be heavier than others. The Board expressed that they would like the enrollment information to remain a regular item on the President’s report.

Dr. Brannon provided further clarification on Governor Youngkin’s most recent communication regarding free speech and shared the VCCS System Office will give uniformity to Governor Youngkin’s request.

4. **CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE**

A. Review of Meeting Minutes from February 15, 2023

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the meeting minutes from February 15, 2023, as presented.

Dr. Joyce Jarrett made a motion to approve the CISS meeting minutes from February 15, 2023, as presented. The motion passed unanimously.

B. Membership Approvals of VPCC Curriculum Advisory Board Memberships

Dr. Ragno provided a brief overview of the VPCC Curriculum Advisory board memberships and asked for Board approval.

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the Curriculum Advisory Board memberships, as presented.

Dr. Joyce Jarrett made a motion to approve the VPCC Curriculum Advisory Board Memberships, as presented. The motion passed unanimously.

C. Discontinuance of Managing Early Childhood Programs (CSC)

Mr. Paul Long informed the Board that the requirement to obtain the Managing Early Childhood Programs certificate is no longer required and as a result enrollment has declined. There will be a teach-out for students who are currently enrolled in this certificate program and have until spring 2024 to complete.

Mr. Paul Long provided a brief overview of the Early Childhood Center that will be in the Southeast Community of Newport News.

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested approval of the Discontinuance of Managing Early Childhood Programs (CSC), as presented.

Dr. Joyce Jarrett made a motion to approve the discontinuance of the Managing Early Childhood Programs, as presented. The motion passed unanimously.

D. Dental Hygiene Program Status Update

Ms. Jenni Jones shared they are requesting a pause in admissions to the Dental Hygiene program for the upcoming fall semester. Faculty and staff will work on a comprehensive timeline to bolster the program during the pause. Work will include improvements to the curriculum and key processes. Accreditation will not be affected during the pause and the current year one cohort will continue their second year of instruction. Students pursuing Dental Hygiene can continue in the Health Sciences Degree during this pause year.

The Dental Hygiene Advisory Board has been involved in discussions regarding the pause and will be involved in the activities that take place during this time. There will be messaging communicated to the community after the Board acknowledges the program status update.

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Jonathan Romero requested acknowledgement of the Dental Hygiene Program Status Update, as presented.

The Virginia Peninsula Community College Board acknowledged the Dental Hygiene Program Status Update, as presented.

5. BUDGET AND FINANCE COMMITTEE

A. Review February 15, 2023, Minutes

On behalf of the Budget and Finance Committee, Dr. Linda Reviea recommended that the Board approve the meeting minutes from February 15, 2023, as presented.

Dr. Joyce Jarrett made a motion to approve the Budget and Finance Committee meeting minutes from February 15, 2023, as presented. The motion passed unanimously.

B. Acknowledge Presentation of the Recommended FY 2024 Local Funds Budget

Mr. Carpenter provided an overview of the recommended FY 2024 Local Funds Budget and reviewed the General Local Fund; Student Activities Fund; Athletics Fund; Safety, Security and Parking Fund; and Construction Fund

Any questions or concerns to the FY 2024 Local Funds Budget can be emailed to Mr. Carpenter, Dr. Brannon, or Barbara Mason.

On behalf of the Budget and Finance Committee, Dr. Linda Reviea requested acknowledgement of the presentation on the Recommended FY 2024 Local Funds Budget for informational purposes, as presented.

The Virginia Peninsula Community College Board acknowledged the presentation on the Recommended FY 2024 Local funds Budget for informational purposes, as presented.

6. UNFINISHED BUSINESS

A. College and Facilities Naming Taskforce - Building Renaming Presentation

Mr. Fuentes thanked the task force members for their participation in the renaming work of Griffin and Wythe Halls and shared the approach used by the task force (informational memo provided).

Mr. Felker shared the process and goals of the survey used, how it was designed and the questions that were used. The survey was administered in January 2023 and there were 312 responses with the majority being students, then faculty and staff.

Mr. Fuentes shared the following recommendations of the task force:

- Griffin and Wythe Halls be renamed with only one name since the buildings are adjoined.
- Choose a name that would provide a theme for future building names.
- Two names for consideration are Bridgewater Hall (aligns with the College rebranding and logo as well as referencing the geography of the area) and Kecoughtan Hall (acknowledges and honors the original Native American cultures of the Peninsula).

The College will vet both names and will come back in May for action by the Board.

The Virginia Peninsula Community College Board acknowledged the presentation from the College & Facilities Naming Taskforce for informational purposes, as presented.

7. NEW BUSINESS

A. Review and Approval of Presidential Evaluation

Consideration of Review and Approval of Presidential Evaluation

Dr. Donna Woods motioned for the Board of Virginia Peninsula Community College, in accordance with §2.2-3711(A)(1) of the Code of Virginia, vote to convene in closed session relating to the discussion or consideration of personnel matters, specifically the review and approval of the 2023 presidential evaluation, the motion was seconded by Mr. Joseph Fuentes.

By roll call vote the following board members approved the motion and closed session began at 6:20 pm: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

Reconvene to Open Session

Dr. Donna Woods motioned for the Board of Virginia Peninsula Community College, having finished all appropriate discussions in accordance with §2.2-3711(A)(7) of the Code of Virginia, motioned to end the closed session and return to open session, the motion was seconded by Mr. Joseph Fuentes.

By roll call vote, the following board members approved the return to open session which reconvened at 8:42 pm: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

Certification of Closed Session

The members in attendance at the closed session of the Virginia Peninsula Community College Board meeting on April 19, 2023, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(7) 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 board members certified closed session matters: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

Dr. Donna Woods made a motion for the Virginia Peninsula Community College Board to approve the Executive Committee’s recommendation(s), as modified. The motions was seconded by Mr. David Durham.

By roll call vote the following board members approved the Executive Committee’s recommendation(s) as modified: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Ti’Juana Gholson, Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Linda Reviea, Dr. Jonathan Romero, Dr. Vince Warren, and Dr. Donna Woods.

NEW BUSINESS

No new business was reported.

8. ADJOURNMENT

The meeting was adjourned at 8:45 pm

*Next College Board Meeting: 5 p.m. on May 17, 2023
Williamsburg’s Historic Triangle Campus
Room 110*



LOCAL COMMUNITY COLLEGE BOARD

2023 MEETING DATES

Wednesday, February 15, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, April 19, 2023	Hampton's Peninsula Workforce Development Center Rm. 1301-1303
Wednesday, May 17, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, August 16, 2023	Hampton's Peninsula Workforce Development Center Rm. 1301-1303
Wednesday, October 18, 2023	Williamsburg's Historic Triangle Campus Rm. 110
Wednesday, December 6, 2023	Off-Campus Meeting at One of the Local Service Localities

Commencement

Friday, May 12, 2023
Liberty Live Church in Hampton

Campus Locations

Williamsburg's Historic Triangle Campus
4601 Opportunity Way, Williamsburg, VA 23188

Hampton's Workforce Development Center

600 Butler Farm Road, Hampton, VA 23666

Note

General Local College Board meetings are open to the public in accordance with the Virginia Freedom of Information Act.