



## LOCAL COMMUNITY COLLEGE BOARD

### MEETING MINUTES

Wednesday, May 17, 2023

Commonwealth Room- Historic Triangle Campus

4601 Opportunity Way | Williamsburg, VA 23608

5:00 P.M.

MINUTES NO. 456

#### 1. CALL TO ORDER

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

Roll Call 5:02 pm

**Present:** Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

**Staff and Guests:** 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), Dr. Jeanetta Hollins (Enrollment Management & Student Success), Ms. Jenni Jones (Director of Allied Health and Nursing Education Programs) Ms. Julie Lambert (Staff), Ms. Barbara Mason (Office of the President), Mr. John Mason (Interim Director of Facilities), Ms. Melanie McNall (Human Resources), Dr. Kerry Ragno (Academic Affairs), Ms. Elizabeth Rizzatto (CSSA), Ms. Doris Taylor (Institutional Advancement),

##### A. Approval of Minutes for April 19, 2023

A motion to approve the minutes was made by Mr. Mike Kuhns and seconded by Mr. Allan Melton. The Virginia Peninsula Community College Board approved the minutes from the April 19, 2023, Board Meeting [No. 455], as presented.

By roll call vote, the following board members approved the April 19, 2023, minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

#### 2. CHAIR ANNOUNCEMENTS

##### A. Public Comments

No Public Comment

##### B. Recognition of Mr. Mike Kuhn’s Board Service

Dr. Joyce Jarrett recognized Mr. Mike Kuhns for his service on the College Board for the last eight years and thanked him for his leadership. Dr. Jarrett presented Mr. Kuhns with a plaque from the College Board. Mr. Kuhns thanked everyone for their support over the years.

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

Mr. Allan Melton reported the Thomas Nelson Educational Foundation Board has not met since their last meeting. Mr. Melton will attend the Foundation Board meeting on June 15, 2023, and will provide a report at the August College Board meeting.

**D. Meals for Upcoming Board Meetings**

Dr. Jarrett inquired with board members if they would desire meals for upcoming board meetings since the meetings occur over the dinner hour. One consideration would be to have a boxed dinner at 5 p.m. and begin the board meeting at 5:30 p.m.

Mr. Melton shared that previously on board nights the sub-committees would meet first and then everyone would gather together for dinner followed by the full board meeting and it was enjoyable. Ms. Bunting agreed and shared that it helped to build connectivity and support. Food would be much appreciated, and it is an opportunity to get to know one another. Many are coming straight from work and do not have time to stop for dinner.

**E. Other Matters**

None reported.

**3. PRESIDENTS REPORT**

**A. Marketing Expansion Initiatives – Doris Taylor**

Ms. Taylor provided a brief overview of the marketing expansion initiatives to include the revamping of the website and the significant increases in visits to the site that have been noted. New users of the College website have increased by 69.3%.

There was discussion on how this translates into performance and what is the College getting their best return on? The board encouraged looking at the broad picture and articulate the value of the College. We want the community to see the value in the College being here and community presence is a wonderful way to introduce people to the campus.

Ms. Taylor shared that we have an interest form that is being used for both the Workforce Development and Academic sides of the house and the feedback is being reviewed. Ms. Taylor also shared that the marketing department is going to try geofencing (software that enables a response when a mobile device enters or leaves a particular area) and dropping cookies into phones to drop college advertisements. Ms. Bunting shared that it is also important that visitors have a positive experience when they physically come to campus.

**B. Written President's Report to the College Board**

Dr. Brannon thanked the HR team for their work and dedication this past year on the prioritization of positions and recruitment.

Dr. Brannon extended her gratitude to the full board for their thoughtfulness in her annual evaluation. Dr. Brannon received a positive response from the system office and is appreciative of the board's support and the knowledge and skill they provide.

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

**A. Review of Meeting Minutes from April 5, 2023**

On behalf of the Curriculum, Instruction, and Student Services Committee, Dr. Keisha Melvin stated the Curriculum, Instruction, and Student Services Committee was unable to approve the meeting minutes due to the lack of a quorum and shared the committee will approve the April minutes at their August meeting.

**B. Informational Item: Nursing and Dental Accreditation Updates**

Dr. Ragno introduced Ms. Jenni Jones, Director of Allied Health and Director of Nursing Education Programs who provided an update on Nursing and Dental Accreditations. Ms. Jones shared that the nursing program has received its official designation from ACEN of accredited with conditions following its fall 2022 site visit. The program received reporting conditions for one criterion compared to the 15 cited 7 years ago.

The dental program is currently paused and they are looking forward to the faculty returning in the fall newly committed to the scheduled improvements. There are 10 dental hygiene students who will begin their second year of the program in fall of 23 with a completion date of spring 24.

## 5. BUDGET AND FINANCE COMMITTEE

### A. Review April 19, 2023, Minutes

On behalf of the Budget and Finance Committee, Ms. Mary Bunting recommended that the Board approve the meeting minutes from April 19, 2023, as presented.

By roll call vote, the following board members approved the April 19, 2023, minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

### B. Review and Accept FY 2023 Local Funds 3<sup>rd</sup> Quarter Statement.

On behalf of the Budget and Finance Committee, Ms. Mary Bunting recommended that the Board review and accept the FY 2023 Local Funds 3<sup>rd</sup> Quarter Statement, as presented.

By roll call vote, the following board members accepted the FY 2023 Local Funds 3<sup>rd</sup> Quarter Statement: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

### C. Approve the FY 2024 Local Funds Budget

On behalf of the Budget and Finance Committee, Ms. Mary Bunting recommended that the Board approve the FY 2024 Local Funds Budget, as presented.

By roll call vote, the following board members approved the FY 2024 Local Funds Budget: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

## 6. FACILITIES COMMITTEE

### A. College & Facilities Update and Preliminary Discussion on 2024 Facilities Master Plan

On behalf of the Facilities Committee, Mr. Mike Kuhns requested acknowledgement of the Preliminary Discussion on the 2024 Facilities Master Plan, as presented.

Mr. John Mason, Interim Director of Facilities, Planning and Capital Outlay provided the following college and facilities updates:

- Hastings roof replacement is complete.
- Hampton IV move will begin the week of May 22, 2023.
- The PWDC HVAC replacement work is underway and is expected to be complete by the end of May.
- Templin Classroom Building and HVAC Replacement – Awaiting Funding Release.
- Templin Auditorium Replacement – Awaiting Funding Release.
- Hampton III HVAC Replacement – Tentative start date of December 2023.
- Diggs/Moore/Harrison replacement building is moving forward and is in the design phase.

Work on the Facilities Master Plan has begun and the Facilities Committee will have a plan to present to the board next year at this time. The College relies on the VCCS System Office to guide us through this process with the assistance of contract consultants.

## 7. UNFINISHED BUSINESS

### A. College and Facilities Naming Taskforce - Renaming of Wythe and Griffin Hall; Name Vetting Findings.

Mr. Fuentes provided a review of what was shared by the College and Facilities Naming Taskforce at the April 19, 2023, College Board meeting.

Mr. Felker shared results from the vetting and there were no historical concerns found by Ms. Stacey Schneider. Ms. Schneider did recommend if going with Kecoughtan the College should use the familiar spelling. Ms. Taylor looked for other usages for the two names and found there is a Bridgewater Hall in England. There were no findings that would prevent the College from using either of the names and the name is up to the discretion of the board.

It was recommended that the College select one name for the two halls.

Mr. Fuentes thanked the committee members who served on the College and Facilities Naming Taskforce..

On behalf of the College and Facilities Naming Taskforce per their memo of April 13, 2023, Mr. Allan Melton motioned and Mr. Joseph Fuentes seconded:

- Griffin and Wythe Halls be considered one building and renamed with one name;
- The buildings be renamed Kecoughtan Hall;
- The College Administration will install a plaque or display in the named building that provides context or historical background for the selected name.

By roll call vote, the following board members approved the renaming of Griffin and Wythe Halls with one name, be renamed to Kecoughtan Hall and College Administration will install a plaque or display in the named building that provides context or historical background for the selected name: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

### B. Assignment of College Board Chair and Vice Chair for 2023 – 2024 Closed Session

Dr. Jarrett passed the gavel to Dr. Brannon who 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 assignment of College Board Chair and Vice Chair for 2023-2024.

By roll call vote the following board members approved the motion and closed session began at 6:06 p.m.: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

### Reconvene to Open Session

Mr. Joseph Fuentes 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. David Durham.

By roll call vote, the following board members approved the return to open session which reconvened at 6:11 pm: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

### **Certification of Closed Session**

The members in attendance at the closed session of the Virginia Peninsula Community College Board meeting on May 17, 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)(1) 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 (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

On behalf of the Virginia Peninsula Community College Board Nominating Committee, Mr. Mike Kuhns made a motion for the Virginia Peninsula Community College Board to approve Dr. Joyce Jarrett for College Board Chair and Dr. Donna Woods for the College Board Vice Chair for 2023-2024. The motions was seconded by Mr. David Durham.

By roll call vote the following board members approved the assignment of College Board Chair and Vice Chair for 2023-2024: Ms. Mary Bunting, Ms. Izabela Cieszynski (virtual), Mr. David “Ed” Durham, Mr. Joseph Fuentes, Ms. Tijuana Gholson (virtual) Dr. Joyce Jarrett, Mr. Mike Kuhns, Mr. Allan Melton, Dr. Keisha Melvin, and Dr. Vince Warren.

## **8. NEW BUSINESS**

### **A. Discussion of Board Retreat Dates and Retreat Agenda Items**

The purpose of the College Board retreat will be to identify goals for the upcoming year and to develop an instrument to be used for the President’s annual evaluation. Dr. Jarrett proposed the weekend of August 11<sup>th</sup> and 12<sup>th</sup> for the retreat. A doodle poll could be used to determine the most convenient time. The August 16<sup>th</sup> board meeting could be rolled into the retreat therefore eliminating the board meeting scheduled in August.

## **9. ADJOURNMENT**

The meeting was adjourned at 6:23 p.m.

***Next College Board Meeting: 5 p.m. on September 6, 2023  
Hampton IV Building  
Room 4226***



**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, September 6, 2023	Hampton IV Building Rm. 4226
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

**Campus Locations**

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

**Hampton Campus**

Hampton IV Building  
521 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.