



The Peninsula's Community College

Thomas Nelson Community College Board

**Wednesday, August 18, 2021
Peninsula Workforce Development Center, Rooms 1302 & 1302,
600 Butler Farm Road, Hampton, VA 23666
5:00 P.M.**

MINUTES NO. 443

PRESENT:

Mr. Curtis Bethany, III
Ms. Izabela Cieszynski (V)
Mr. Ed Durham
Dr. Joyce Jarrett
Mr. Michael Kuhns (V)
Mr. John W. McMillan, Jr.

Mr. Allan Melton
Dr. Linda Revia
Dr. Jonathan Romero
Mr. Scott VanVoorhees (V)
Dr. Vince Warren
Dr. Donna Woods

ABSENT:

Ms. Mary Bunting

STAFF AND GUESTS:

Mr. Franz Albertini, Workforce Development
Dr. Ursula Bock, Arts, Business, Humanities and Social Sciences
Dr. Porter Brannon, President
Ms. Cynthia Callaway, Institutional Advancement
Mr. Steven R. Carpenter, Finance and Administration
Ms. Erica Charity, Office of the President
Ms. Marian Clifton, Public Safety, Allied Health and Human Services
Dr. Charles DeSassure, Science, Technology, Engineering and Mathematics
Mr. Steven Felker, Institutional Research and Effectiveness
Mr. Paul Long, Public Safety, Allied Health and Human Services
Chief Kelvin Maxwell, Campus Police
Dr. Kris Rarig, Student Affairs
Dr. Lonnie Schaffer, Academic Affairs

I. CALL TO ORDER

A. Roll Call

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

Mr. Curtis Bethany III
Ms. Izabela Cieszynski
Mr. Ed Durham
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Allan Melton
Dr. Linda Reviea
Dr. Jonathan Romero
Mr. Scott VanVoorhees
Dr. Vince Warren
Dr. Donna Woods

B. Recognition of Mary Ann Maimone

Chair Warren asked everyone to observe a moment of silence to remember Ms. Mary Ann Maimone who passed away on Saturday, July 31, 2021.

C. Approval of Minutes for College Board Meeting on May 19, 2021

It was moved (A. Melton) and seconded (L. Reviea) that the Thomas Nelson Community College Board approve the May 19, 2021, Board Meeting minutes [No. 441], as presented.

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

Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Dr. Linda Reviea, Dr. Jonathan Romero, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

D. Approval of Minutes for Special Called College Board Meeting on June 23, 2021

It was moved (S. VanVoorhees) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the June 23, 2021, Board Meeting minutes [No. 442], as presented.

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

Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Dr. Linda Reviea, Dr. Jonathan Romero, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

II. CHAIR ANNOUNCEMENTS

A. Public Comments

No public comments

B. Reintroduce new Representatives for Newport News Mr. Curtis Bethany III, and for York County Dr. Linda Reviea and introduce a new Representative for York County Mr. David E. Durham.

Chair Warren welcomed our new board representatives, and they briefly introduced themselves to the board.

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

Mr. McMillan provided a report from the Educational Foundation Board of Directors meeting which met in-person and via Zoom on June 17, 2021, for a regular meeting as well as a retreat.

During the regular meeting the Foundation's FY 22 Operating Budget was approved and the Foundation's money managers reported that their current portfolios are performing well.

The FY 22 Title III Funds Budget was also approved. Title III funds represent a quasi-endowment of unrestricted funds for which a portion of the total funds were received from a Title III grant to the Foundation in the 1990s. The total funds were preserved and grew from \$500,000 to over \$2 million. Beginning in 2013, the grant funds were released from any restrictions enabling the Foundation Board to begin allocating the funds for projects identified annually by the College.

Finally, the Foundation Board approved Ms. Sandra McKenzie as the College's 16th Annual Chancellor's Leadership in Philanthropy nominee. Ms. McKenzie has contributed over \$38,000 to an endowed scholarship. She continues to support the scholarship financially, recruiting the students to enroll in the funded training programs, and by mentoring the beneficiaries of the scholarship.

Mr. McMillan provided examples of what the following budgets contain and how the Foundation supports the College.

Operating Budget FY 22

- \$27,442 committed to support Presidential Compensation Package
- \$15,000 to fund Presidential Outreach – used to support sponsorships, for local events, such as the Chamber and others and to pay approved College expenses for which institutional funds may not be used
- \$4,000 to fund annual excellence in teaching and outstanding staff awards
- \$2,000 to assist in supporting Commencement activities

- The remainder of the operating budget is designated to cover the business expenses of the Foundation, Board activities, fund raising expenses, 100% of the salary of the Foundation accountant, expenses of the annual audit and recognition events for scholarship recipients and donors and College retirees

Title III Funds Budget for FY 22

- \$25,750 for land expenses for ownership of remaining 15 acres of unimproved land adjacent to the Hampton Campus
- \$30,000 to fund faculty and staff innovator grant projects approved in FY 22
- \$80,000 to fund salary and benefits for state position vacant for two years – Annual and Alumni Giving Coordinator

The virtual retreat was a follow up to the completion of our 3-year strategic plan that ended in June 2021. Seven Board Members attended the retreat, which was facilitated by consultant Tricia Hudson of Strategic Solutions.

President Brannon presented her vision and strategy going forward for the College. Ms. Tracy Ashley, Development Director, discussed fundraising efforts. The Educational Foundation raised over 2.3 million dollars in the last 4 years and enjoyed 100% Board participation.

Foundation Board members had a robust discussion about going forward including ways that the Board can support the College during these new and exciting times – New President and a New College Name.

The following ideas were suggested:

- The Board indicated a willingness to assist in identifying, setting, and attending meetings with the President in the community.
- The Board discussed hosting several round tables of key industry leaders to discuss community needs in Education and Workforce.

Mr. McMillian thanked the board for allowing him to serve as the College Board Liaison to the Educational Foundation and VP Callaway, Ms. Tracy Ashley, and Michelle Garrett for their guidance and assistance with the Foundation. Chair Warren and the board thanked Mr. McMillian for his service.

C. College Renaming

Several Board members have worked on the College & Facilities Naming Task Force. Chair Warren provided summary of the naming efforts and thanked Board members for completing the survey that was sent to members. The Board was provided an opportunity to hear every Board member's perspective and discussed the final proposed College names.

It was moved (C. Bethany) and seconded (A. Melton) to postpone deciding on a name to submit to the State Board until the next College Board meeting in October.

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

Mr. Curtis Bethany III, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. John McMillan, Jr., Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

As a follow-up to this motion, it is incumbent upon Board members to contact Chair Warren if they have questions to assist in this decision.

III. PRESIDENT'S REPORT

- A. Enrollment Report – Mr. Felker
See Attachment 1
- B. Enrollment Initiatives – Dr. Brannon and Dr. Rarig
See Attachment 2
- C. Year One of the 2024 Strategic Plan – Mr. Felker
See Attachment 3
- D. College Updates – Dr. Brannon

Dr. Brannon introduced Dr. Lonnie Schaffer our interim VP of Academic Affairs and Mr. Franz Albertini who has agreed to take on the leadership of Workforce Development.

An update on the work Thomas Nelson is doing in the Workforce Development area was provided. There is a shortage of talent, and our community is relying on Thomas Nelson to help grow workforce.

Dr. Brannon has met with several of our business partners. Some of them are listed below:

- Newport News Shipyard tour - Mr. Tom Cosgrove
- Tour of the southeast side of Newport News and discussion about the need to expand programing in that area - Mayor McKinney Price
- Meeting with Sentara - Ms. Donna Lumas
- Meeting with Riverside Healthcare to discuss the needs of healthcare and workforce of the future - Ms. Nancy Littlefield

There is a huge focus from our business partners on creating workforce and many of our partners cannot wait two years. We have been focusing on identifying what the labor

force needs are and how Thomas Nelson can play a role in ramping up courses in high demand and offer high wage so more of our citizens can connect to the workforce.

Thomas Nelson has been very responsive and instead of waiting for people to come to us, we have been calling, going out, and touring to find out what their needs are.

IV. BUDGET AND FINANCE COMMITTEE

A. Review of May 13, 2021, Minutes

Chair Warren moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from May 13, 2021, as presented.

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

Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Dr. Linda Reviea, Dr. Jonathan Romero, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

B. Receipt of the FY 2021 Local Funds Year-End Report

Chair Warren moved that the Thomas Nelson Community College Board acknowledge receipt of the FY 2021 Local Funds Year-End Report, as presented.

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

Mr. Curtis Bethany III, Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Dr. Linda Reviea, Dr. Jonathan Romero, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

C. Accept for Informational Purposes an Update on the FY 2021 State Budget

Chair Warren moved that the Thomas Nelson Community College Board accept for informational purposes the update on the FY 2021 State Budget, as presented.

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

Mr. Curtis Bethany III, Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Mr. Allan Melton, Dr. Linda Reviea, Dr. Jonathan Romero, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

V. UNFINISHED BUSINESS

No unfinished business

VI. NEW BUSINESS

No new business

VII. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.