



The Peninsula's Community College

**Thomas Nelson Community College Board
Wednesday, October 23, 2019
College Board Room
6:00 p.m.**

MINUTES NO. 428

PRESENT:

Ms. Izabela Cieszynski
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John McMillan, Jr.
Mr. Allan Melton
Mr. Augustus Owens

Mr. Jonathan Romero
Dr. Perry Showalter
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren

ABSENT:

Ms. Mary Bunting
Ms. Mary Ann Maimone
Dr. Donna Woods

STAFF AND GUESTS:

Dr. Seyed Akhavi (Science, Engineering, and Technology)
Ms. Elizabeth Axberg (Student Government Association)
Dr. Lynda Byrd-Poller, (Human Resources)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Erica Charity (Office of the President)
Mr. Steven Carpenter (Finance and Administration)
Dr. John T. Dever (President)
Dr. Susan English (Academic Affairs/Workforce Development)
Mr. Steven Felker (Institutional Research and Effectiveness)
Ms. Naima Ford (Institutional Advancement)
Ms. Jean Frank (Faculty Senate)
Mr. Brian Hill (Information Technology)
Ms. Nira Holton (Office of the President)
Ms. Debbie Hudgins (Information Technology)
Mr. Matt Jones (Daily Press)
Mr. Paul Long (Health Professions)
Chief Kelvin Maxwell (Campus Police)
Ms. Kris Rarig (Student Affairs)
Dr. Patrick Tompkins (Historic Triangle Campus)

I. CALL TO ORDER

Chair Michael Kuhns 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:

Mr. Michael Kuhns
Ms. Izabela Cieszynski
Dr. Joyce Jarrett
Mr. John McMillan, Jr.
Mr. Allan Melton
Mr. Augustus Owens
Mr. Jonathan Romero
Dr. Perry Showalter
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren

II. CHAIR ANNOUNCEMENTS

A. Public Comments

There were no public comments.

B. Annual Meeting of the Boards / Chancellor's Retreat

Chair Kuhns and Vice Chair Warren attended the Chancellor's Annual Meeting of the Boards and Chancellor's Retreat 2019 that was held in conjunction with the Advisory Council of Presidents (ACOP), October 15-17, in Roanoke. Mr. Kuhns provided highlights of the Annual Meeting of the Boards.

Governance and specified duties were discussed which ensure that local boards follow policies and procedures of the State Board. Mr. Kuhns noted for special attention the following duties and responsibilities assigned to the local college boards:

- Act as channels between the State Board and local governing bodies
- Selection of candidates for president position and evaluation of the college president
- Be informed about college finances
- Be informed about personnel matters
- Review auditing reports and the institutional response to audits

Mr. Kuhns stated that during the ACOP meeting the main discussion revolved around dual enrollment. Legislative priorities were discussed, and local board members are encouraged to develop relationships with their legislative delegation.

Mr. Kuhns noted that one legislative priority for the VCCS is a language amendment to the Appropriations Act that would remove the prohibition for using state funds for site development purposes 5 feet beyond the building for capital projects on an existing community college campus. Mr. McMillan asked if changing the language would affect locality funding. Dr. Dever stated that this amendment would remove the prohibition that state funds cannot be used but would not necessarily diminish the need for locality funding.

Mr. VanVoorhees stated that newer site code requirements for storm water run-off are becoming extensive and that having localities to pay for site improvement can become expensive. This change in language would allow the state to step in and provide some funding through this process.

Dr. Warren provided highlights of the Chancellor's Retreat and the ACOP meeting. He noted that six VCCS colleges are piloting direct enrollment of students in college courses without remediation. Another topic of discussion focused on non-academic factors affecting student success and the P² (The Power of Possible) Task Force. This task force is charged with developing an understanding of the total factors that impede students' abilities to succeed, and to identify local and national best practices for supporting minority and lower income students.

Mr. Kuhns and the board congratulated Mr. Romero on the Daily Press feature on the "Hampton University Barbershop Outreach Project," which is a pilot program to highlight the necessity of doing regular and early screenings and get patrons talking about black men's health in a setting that is culturally comfortable for them.

C. Hire Education Conference and Initiative

Mr. Kuhns informed the board that Dr. Warren and he will attend the upcoming 2019 VCCS Hire Education Conference, December 4-6, at the Omni Homestead in Hot Springs, VA. This conference will focus on workforce and explore ways in which our colleges respond to the needs of businesses and individuals in the Commonwealth. They will report back to the board when they return.

D. Schedule and Times for Meeting of Board and Committees

Mr. Kuhns stated that for future board meetings he would like to have faculty or staff members to attend the meetings and provide a brief snapshot of themselves and their responsibilities. We can begin with the teaching faculty first.

Mr. Kuhns sent a survey to board members on Tuesday, October 15, to determine the best days of the week and times to schedule the 2020 meetings. Based on the results, College Board meetings will be held on Wednesdays at 5:00 p.m. Committee meetings will be held the Wednesday prior to each College Board meeting. The committee meetings will be scheduled at different times to allow board members an opportunity to attend the various committees, if they desire. We will continue holding the April College Board meeting at the Historic Triangle Campus in Williamsburg. The proposed changes in committees will require revisions to the College Board Policy Manual. Mr. Kuhns hopes that the changes can be available for first review at the December meeting.

III. UNFINISHED BUSINESS

Dr. Jarrett stated that the budgetary summary and analysis with projection handouts are informative and very well done. These were prepared by Academic Affairs at the request of the board. Dr. Jarrett asked that as staff develop more programs they provide this type of information to the board to assist in decision making. The board will be better able to act if provided more information.

Mr. McMillan asked for reassurance that based on the handouts showing the projected program net gain, we are within the budget. Dr. English stated that prior review and approval processes (Curriculum Committee, Cabinet) scrutinize the information to assure for accuracy and truthfulness around intent.

Mr. Kuhns stated that it would be helpful to know the operational cost per credit hour. This would include such things as the cost of electricity, IT, and security. Dr. English stated that there would not be additional operational cost since these additional programs will be offered during regular business hours. Mr. Carpenter stated that because we have a balanced budget, the state support covers a large part of the overhead costs.

Dr. Warren stated that we need to make sure we balance finances with the mission of the college. Dr. Dever stated that we offer programs based on the needs of the community and aspirations of the students.

Mr. Kuhns stated that this dialogue is helpful and should be continued so everyone walks away confident in the decision-making process. Making informed decisions is based on educating everyone.

A. Approved program addition: Healthcare Technician (Nurse Aide) Career Studies Certificate (CSC)

Dr. English reviewed the budgetary summary and analysis with projections.

Dr. Jarrett asked that the wording in the Curriculum Proposal Summary be changed to state that students who complete the program are "prepared to sit for" the Virginia Nurse Aide certification examination.

B. Program addition: Practical Nursing (LPN) Certificate

Dr. English reviewed the budgetary summary and analysis with projections.

Mr. Romero asked how Thomas Nelson plans to recruit for the LPN program to someone qualified to go into an RN program. Mr. Long stated that we have students that want LPN classes and currently we don't have the opportunity to offer them.

Mr. Romero asked if Thomas Nelson considered increasing the size of the RN cohort. Ms. Cieszynski suggested expanding the RN program as opposed to offering a LPN program. Mr. Long stated that expanding the RN program is not an option for us because of accreditation guidelines. Expanding the RN cohort size would require

that the College request to hire additional full-time faculty and then submit documentation to the accreditor requesting an increase in cohort size. It was moved (S. VanVoorhees) and seconded (A. Melton) to approve the addition of the Practical Nursing (LPN) Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Mr. Michael Kuhns, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren

Mr. Augustus Owens did not approve the motion.

C. Program addition: Practical Nursing to Professional Nursing Bridge (Transition) Career Studies Certificate (CSC)

Dr. English reviewed the budgetary summary and analysis with projections.

It was moved (P. Showalter) and seconded (J. McMillan) to approve the addition of the Practical Nursing to Professional Nursing Bridge (Transition) Career Studies Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Mr. Michael Kuhns, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. John McMillan, Jr., Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren

D. Program addition: Dental Assisting (Dental Assistant I) Certificate

Dr. English reviewed the budgetary summary and analysis with projections.

Dr. Jarrett asked that the wording in the curriculum proposal summary be changed to state that students who successfully complete all aspects of this program will be "prepared to sit for" the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification examination.

Dr. Showalter agreed that the wording should be changed and stated that Thomas Nelson graduates complete the dental program and are ready to work. Dental assisting students from other programs are often sent to dental offices to train to be dental assistants. Thomas Nelson dental program students will complete the program as qualified dental assistants.

It was moved (E. Tai) and seconded (S. VanVoorhees) to approve the addition of the Dental Assisting (Dental Assistant I) Certificate, as presented.

By roll call vote in open session, the following members approved the motion.

Mr. Michael Kuhns, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. John McMillan, Jr.,
Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter,
Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren

E. Approved program addition: Structural Firefighting Career Studies Certificate (CSC)

Dr. English reviewed the budgetary summary and analysis with projections.


IV. NEW BUSINESS

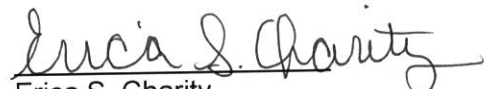
There was no new business.

V. ADJOURNMENT

The meeting adjourned at 7:48 p.m.

Respectfully submitted:


John T. Dever, President
Secretary to the Board


Erica S. Charity
College Board Recorder