



The Peninsula's Community College

**Thomas Nelson Community College Board**

**MEETING MINUTES**

**Wednesday, October 20, 2021**

**Peninsula Workforce Development Center, Rooms 1301-1303**

**600 Butler Farm Road, Hampton, VA 23666**

**5:00 p.m.**

**MINUTES NO. 445**

**PRESENT:**

Ms. Mary Bunting  
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 Reviea  
Dr. Jonathan Romero  
Mr. Scott VanVoorhees (V) left early due to  
technical issues  
Dr. Vince Warren  
Dr. Donna Woods

**ABSENT:**

**STAFF AND GUESTS:**

Mr. Franz Albertini, Workforce Development  
Ms. Ada Badgley, Office of the President  
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. Keith Feight, Visitor from Poquoson  
Mr. Steven Felker, Institutional Research and Effectiveness  
Mr. Malcolm Hall, Office of the President / Student Affairs  
Dr. Betsy Harrison, Student Affairs  
Mr. Matt Hedrick, Learning Resources  
Dr. Jeanetta Hollins, Enrollment Management and Student Success  
Dr. Shanda Jenkins, Faculty Senate  
Mr. Paul Long, Public Safety, Allied Health and Human Services  
Chief Kelvin Maxwell, Campus Police  
Ms. Melanie McNall, Human Resources

Ms. Michelle Manfred, Information Services Center  
Ms. Priya Patel, Student Government Association  
Dr. Kris Rarig, Student Affairs  
Dr. Lonnie Schaffer, Academic Affairs  
Ms. Michelle Shonk, College Support Staff Association

## **I. CALL TO ORDER**

### **A. Roll Call-**

Ms. Mary Bunting  
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 Reviea  
Dr. Jonathan Romero  
Mr. Scott VanVoorhees (V)  
Dr. Vince Warren  
Dr. Donna Woods

### **B. Approval of Minutes for the College Board Meeting on August 18, 2021**

It was moved (A. Melton) and seconded (M. Kuhns) that the Thomas Nelson Community College Board approve the August 18, 2021, Board minutes [No. 443] as presented.

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

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

### **C. Approval of Minutes for the College Board Meeting on September 1, 2021**

It was moved (M. Bunting) and seconded (J. Romero) that the Thomas Nelson Community College Board approve the September 1, 2021, Special Called Board Meeting minutes [No. 444] as presented.

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

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

## II. CHAIR ANNOUNCEMENTS

### A. Public Comments

No public comments

### B. Report from Mr. Allan Melton, College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors

Mr. Allan Melton provided a report from the Thomas Nelson Educational Foundation Board of Directors. During the Foundation meeting, Mr. Melton was introduced as the Foundation's new College Board liaison replacing Mr. John McMillan.

Ms. Stacey Schneider, Assistant Professor of History, shared a presentation titled African American History Strategies for K-12 Teachers.

Ms. Athena Robbins, representing the auditing firm of Carmines, Robbins & Co., distributed and discussed the FY 2021 draft Financial Statements, Report to the Board of Directors, and Form 990. An unqualified audit report was issued.

Ms. Tracy Ashley, Director of Development, highlighted the following items:

- Dr. Brannon is currently holding introductory meetings with various donors and prospects.
- Round table discussions with employers by industry cohort are being organized.
- Campaign discussions will begin in the new year.
- Funding needs will be identified based on the College's new Strategic Plan: Thrive 2024.
- Identification of new Board members.
- Grant proposals have been submitted in excess of \$300,000.
- The Alumni and Annual Giving Coordinator position recruitment is active.

Ms. Cyndie Callaway, Executive Director, informed the Board that the Local College Board recommended the name Virginia Peninsula Community College to the State Board for Community Colleges. The State Board is meeting today, September 23, 2021, to review the name. If approved, a press release will be sent.

Mr. Todd Estes, Executive Director, Community College Workforce Cooperative (CCWC), provided a presentation on the partnership between Thomas Nelson, Paul D. Camp, and Tidewater Community College.

Dr. Reviea asked to see what the foundation supported this year. Dr. Brannon will include this information in the next President's Report.

C. Appointment of Ad Hoc Committee for College Board Awards at Commencement

Chair Warren announced the members to serve on the Ad Hoc Committee for College Board Awards at Commencement:

- Dr. Linda Reviea (Chair)
- Mr. Allan Melton
- Dr. Jonathan Romero

D. College Board Meeting Dates for Calendar Year 2022

The proposed College Board meeting dates for calendar year 2022 was emailed to board members prior to the meeting.

- Wednesday, February 16, 2022  
Williamsburg Historic Triangle Campus Room 110
- Wednesday, April 20, 2022  
Hampton Campus, Peninsula Workforce Development Center Rooms 1301-1303
- Wednesday, June 15, 2022  
Williamsburg Historic Triangle Campus Room 110
- Wednesday, August 17, 2022  
Hampton Campus, Peninsula Workforce Development Center Rooms 1301-1303
- Wednesday, October 19, 2022  
Williamsburg Historic Triangle Campus Room 110
- Wednesday, December 7, 2022  
Hampton Campus, Peninsula Workforce Development Center Rooms 1301-1303

### **III. PRESIDENT'S REPORT**

#### **A. Discussion: President's Report – Dr. Brannon**

Dr. Brannon mailed the President's Report to board members prior to the meeting. Sending this report in advance of the meeting was well received and appreciated. Dr. Brannon asked the Board to let her know things they would like to see included in her report.

Dr. Brannon and Cabinet members answered questions from board members regarding the President's Report and board member commented on the outstanding initiatives and work that Thomas Nelson is doing.

#### **B. Enrollment Panel Discussion – Dr. Hollins, Dean Long, Ms. Manfred, and Mr. Vernon**

To frame the conversation, Dr. Brannon shared where the system is, and where Thomas Nelson is using the Fall 2021 enrollment comparison report for Monday, October 18, 2021. The report compares FTE and headcount enrollments for Monday, October 18, 2021, and Monday, October 19, 2020. Ten Community College Presidents have formed a workgroup to identify systems of success.

##### Enrollment Panelist:

- Ms. Michelle Manfred, Director of Information Services
- Dr. Jeanetta Hollins, Interim Vice President for Enrollment Management and Student Success
- Mr. Marc Vernon, Director of Financial Aid
- Dean Paul Long, Dean of Public Safety, Allied Health and Human Services

Board members asked panelist questions and discussed ways to help students enroll in classes. The board appreciated the frankness of the panelist, liked the open discussion with student facing staff, and agreed that this is a complex issue which will take all of us to fix.

Chair Warren stated that this is the most productive and most transparent meeting we have had.

### **IV. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE**

#### **A. Review of Meeting Minutes from April 14, 2021**

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from April 14, 2021, as presented.

The motion was approved.

B. Review of Meeting Minutes from August 18, 2021

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from August 18, 2021, as presented.

The motion was approved.

C. Program Suspension: Specialization in Theatre Performance, Associate of Arts Degree

Deferred until December 2021 College Board meeting

D. Requirements for Approval of New Degrees

Dr. Woods stated that Vice President Dr. Schaffer presented the committee the requirements for approval of new degrees, for informational purposes.

E. G3 Program Status

Deferred until December 2021 College Board meeting

**V. UNFINISHED BUSINESS -**

There were no unfinished business matters to report.

**VI. NEW BUSINESS**

A. Personnel Matter

Closed Session

It was moved (V. Warren) and seconded (I. Cieszynski) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(1) of the Code of Virginia, will convene in closed session relating to the discussion or consideration of personnel matters.

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

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

Reconvene to Open Session

It was moved (M. Kuhns and seconded (A. Melton) that the Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with Section §2.2-3711 (A)(1) of the Code of Virginia, shall end the closed session and return to open session.

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

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

Certification for closed session

It was moved (V. Warren) and seconded (J. Romero) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on October 20, 2021, 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 members approved the motion.

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

**VII. ADJOURNMENT**

The meeting adjourned at 7:42 p.m.