



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING
September 16, 2015**

**Thomas Nelson Center for Building and Construction Trades
Goodwill Retail Services Center
1911 Saville Row
Hampton, VA
6:00 p.m.**

MINUTES NO. 409

PRESENT:

Ms. Christine J. Gergely
Mr. Bruce Goodson
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Everett Jordan, Jr.
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.

Mr. Augustus Owens
Ms. Deborah Reese
Mr. Leonard Sledge
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

ABSENT:

Ms. Stephanie White

STAFF AND GUESTS:

Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Mr. Wayne Davis (Information Technology)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Mr. Steven Felker (Institutional Research and Effectiveness)
Ms. Nira Holton (Office of the President)
Dr. Daniel Lufkin (Student Affairs)
Chief Kelvin Maxwell (Campus Police)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Jasmane Ormond (Student Government Association)
Dr. Lonnie Schaffer (Academic Affairs)
Mr. Paul Tessier (Faculty Senate)
Ms. Kelly T. Williams (Institutional Research and Effectiveness)
Dr. Deborah Wright (Workforce Development)

CALL TO ORDER

Mr. Everett Jordan, Jr., Vice Chair, called the meeting to order at 6:00 p.m.

ROLL CALL

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

Mr. Bruce Goodson
Mr. Robert Harper
Dr. Joyce M. Jarrett
Mr. Everett Jordan, Jr.
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Deborah Reese
Ms. Leonard Sledge
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

- Board Member Christine Gergely was not present during roll call but later joined the meeting.

APPROVAL OF MINUTES

It was moved (R. Harper) and seconded (D. Reese) that the Thomas Nelson Community College Board approve the April 22, 2015, Board minutes as presented [No. 407].

- The following board members abstained on the vote for the approval of the April 22, 2015, Board minutes [No. 407]
 - Mr. Bruce Goodson
 - Dr. Joyce M. Jarrett
 - Mr. Michael Kuhns
 - Mr. Scott VanVoorhees
 - Ms. Belinda Willis

The motion was approved.

It was moved (Sledge) and seconded (Goodson) that the Thomas Nelson Community College Board approve the June 17, 2015, Board minutes as presented [No. 408].

- The following board members abstained on the vote for the approval of the June 17, 2015, Board minutes [No. 408]
 - Mr. Robert Harper
 - Dr. Joyce M. Jarrett
 - Mr. Michael Kuhns
 - Mr. Scott VanVoorhees
 - Ms. Belinda Willis

The motion was approved.

PUBLIC COMMENTS

There were no public comments.

CHAIR ANNOUNCEMENTS

Vice Chair Jordan welcomed everyone to the meeting.

Introduction of newly appointed Board members

Vice Chair Jordan introduced the following three newly appointed College Board members:

- Dr. Joyce M. Jarrett, representative for the City of Williamsburg
- Mr. Michael P. Kuhns, representative for the City of Newport News
- Mr. Scott Van Voorhees, representative for James City County

Thomas Nelson Community College Board Handbook

Vice Chair Jordan referred Board members to the final version of the Thomas Nelson Community College Board Handbook previously distributed for them to review and correct. The Board Handbook should be used as a reference guide about the College and the normal practices of the Board. The College Board Policy Manual contains the formal policies for College Board operations, as governed by the State Board for Community College. The State Board for Community College System is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia.

College Board Orientation

Vice Chair Jordan announced that the College Board will hold an orientation before the December 2nd meeting. Ms. Elliott will be working with new Board members and staff to arrange a date that will accommodate their schedules. Current Board members are also invited to attend.

Election of Board Chair and Vice Chair (Terms begin on October 1)

Vice Chair Jordan announced that the officers of the Thomas Nelson College Board are elected annually, by simple majority at the regular meeting of the Board in September. The terms of office shall be for one year, beginning October 1. Incumbent officers shall be eligible for re-election. The nominating committee was composed of Mr. Bruce Goodson (Chair), Ms. Christine Gergely, and Ms. Belinda Willis.

Vice Chair Jordan, relinquished control of the meeting to President Dever, Board Secretary, who opened the floor for nominations for College Board Chair and Vice Chair.

On behalf of the Thomas Nelson Board Nominating Committee, Ms. Christine Gergely reported the slate of recommended candidates for consideration. The Committee nominated, Mr. John W. McMillan, Jr., for College Board Chair. There were no other nominations. Mr. McMillan was elected College Board Chair by acclamation.

The committee nominated Mr. Bruce Goodson for College Board Vice Chair. There were no other nominations. Mr. Goodson was elected College Board Vice Chair by acclamation.

President Dever returned control of the meeting to Vice Chair Jordan. Mr. Jordan thanked the Nominating Committee members for their service and congratulated incoming chairs J. McMillan and B. Goodson as they assume their new roles.

Update from the College Board Liaison to the Thomas Nelson Educational Foundation

Ms. Cynthia Callaway, Vice President for Institutional Advancement, gave updates for the Thomas Nelson Educational Foundation. An update from the College Board Liaison to the Educational Foundation will be a regular agenda item under the Chair Report to establish closer relationships between the Foundation and the Local College Board.

Ms. Callaway gave an update on the College recent fundraising efforts and activities. The Board heard reports regarding fund-raising through June 30, 2015. Total gifts and pledges received were \$352,694. This amount exceeded the current goal of \$350,000. She reported that Thomas Nelson Development Staff are working hard on grants, major gifts, and events.

Ms. Callaway reported that 88 cars registered for the Annual Car Show and over \$3,000 in revenue was raised. The funds will benefit the Automotive Program. She reported that the Foundation completed its annual audit and received an unqualified and clear opinion. Ms. Patrese Hall, Foundation Accountant, was commended for her work.

Ms. Callaway informed the Board of the upcoming fundraising reception to promote Great Expectations to community leaders/potential donors on Tuesday, November 17, at Old Point National Bank. Further event details will be forthcoming.

Ms. Callaway informed the Board of the upcoming performance of *Man of La Mancha*, to be presented by the Thomas Nelson Performing Arts Department, November 13-15 and 20-22: Fridays & Saturdays at 8:00 p.m., Sundays at 3:00 p.m. (MTCA).

Announcement of College Board Meeting dates for 2016 Calendar Year

Ms. Sabrina Elliott reviewed the schedule of College Board meetings dates for 2016. The College Board holds four meetings each year (February, April, September, and December) at 6:00 p.m. The general Board meeting is open to the public in accordance with the Virginia Freedom of Information Act.

The Board will observe the following schedule for 2016:

- Wednesday, December 2, 2015 (Hampton Campus)
- Wednesday, February 24, 2016 (Hampton Campus)
- Wednesday, April 27, 2016 (Historic Triangle Campus)
- Thursday, May 12, 2016 (Commencement, Hampton Coliseum)
- Wednesday, June 22, 2016 (Annual Dinner, TBA)
- Wednesday, September 28, 2016 (Hampton Campus)
- Wednesday, December 7, 2016 (Hampton Campus)

These dates are subject to change as meetings may be canceled or additional events may be added.

COMMITTEE REPORTS

Finance and Municipal Liaison Committee (FAML)

Mr. Bruce Goodson, Finance and Municipal Liaison Committee Chair, presented the following committee report:

Review of Meeting Minutes from April 22, 2015

The Committee recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from April 22, 2015, as presented.

- The following board members abstained on the vote for the approval of the April 22, 2015, Finance and Municipal Liaison Committee meeting minutes:
 - Mr. Bruce Goodson
 - Dr. Joyce M. Jarrett
 - Mr. Michael Kuhns
 - Mr. Scott VanVoorhees
 - Ms. Belinda Willis

The motion was approved.

Draft FY2015 year-end Local Funds Financial Statement

The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the Draft FY2015 Year-end Local Funds Financial Statement, as presented for informational purposes.

The motion was approved.

Curriculum, Instruction, and Student Services Committee (CISS)

Ms. Elizabeth Tai, Curriculum, Instruction, and Student Services Committee Chair, presented the following committee report:

Review of Meeting Minutes from April 22, 2015

The Committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from April 22, 2015, as presented.

- The following board members abstained on the vote for the approval of the April 22, 2015, Curriculum, Instruction, and Student Services Committee meeting minutes:
 - Mr. Bruce Goodson
 - Dr. Joyce M. Jarrett
 - Mr. Michael Kuhns
 - Mr. Scott VanVoorhees
 - Ms. Belinda Willis

The motion was approved.

Review of Meeting Minutes from June 17, 2015

The Committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from June 17, 2015, as presented.

- The following board members abstained on the vote for the approval of the June 17, 2015, Curriculum, Instruction, and Student Services Committee meeting minutes:
 - Mr. Robert Harper
 - Dr. Joyce M. Jarrett
 - Mr. Michael Kuhns
 - Mr. Scott VanVoorhees
 - Ms. Belinda Willis

The motion was approved.

Update on College Initiatives

Dr. Lonnie Schaffer, Vice President for Academic Affairs, gave a brief update on the following topics:

- Update on RE-AIM Programs
- Three new degree programs
- Advising and the Quality Enhancement Plan (QEP)

The committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of updates on College Initiatives, as presented for informational purposes.

The motion was approved.

PRESIDENT'S REPORT

In association with various Cabinet members, President Dever provided reports and updates on the following items:

Introduction of Dr. Gregory McLeod, Provost, Historic Triangle Campus

President Dever introduced Dr. Gregory McLeod as Provost for the Historic Triangle Campus in Williamsburg. McLeod previously served as Provost at St. Johns River State College's St. Augustine Campus in Florida. He has a Bachelor's degree in Mathematics Education from the University of North Carolina at Chapel Hill, a Master's degree in Training and Development (Technology Specialization) from North Carolina State University, and a doctoral degree in Higher Education Administration from Barry University.

Dr. McLeod stated that his main priority is to learn about all of the great things going on at Thomas Nelson, and he plans to be involved in various community organizations and meet with governmental and chamber leaders to see how he can best support and strengthen their efforts for the benefit of the students and the communities that we serve.

Enrollment Report

Dr. Daniel Lufkin, Vice President for Student Affairs, reported the enrollment numbers.

He reported that FTES enrollment for Summer 2015 increased by 0.9% over Summer 2014 but that FTES enrollment for Fall 2015 is currently 9.6% less than Fall 2014 at the same time.

Copies of the Annual/Semester Headcount and FTES for 2005-2006 to 2014-2015 and the 2005-2015 Annual Unduplicated Enrollment Statistics were distributed.

Copies of the Registration Enrollment Statistics Comparison for the End-of-Term Summer 2014 to Summer 2015 were distributed.

- End-of-Term **Summer 2014** Headcount was 4,609 and FTES 1,573
- End-of-Term **Summer 2015** Headcount is 4,666 and FTES 1,587

Fall 2014 v Fall 2015: Copies of the Registration Enrollment Statistics Comparison for the Fall 2014 to Fall 2015 were distributed.

- **Fall 2014** Headcount as of September 17, 2014, was 9,582 and FTES 5,710
- **Fall 2015** Headcount as of September 16, 2015, is 8,472 and FTES 5,161

Reaffirmation of Accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Mr. Steven Felker, Director of Institutional Research and Effectiveness, provided an update on the Reaffirmation of Accreditation by the Southern Association of College and Schools Commission on Colleges (SACSCOC). He reviewed the overall timeline for the process:

- Orientation of Leadership Team (January 27, 2014)
- Advisory Visit (September 3-4, 2014)
- Compliance Certification (March 2, 2015)
- Off-Site Peer Review (April 21-24, 2015)
- Focused Report and Quality Enhancement Plan (QEP) Due (October 1, 2015)
- On-Site Peer Review (November 10-12, 2015)
- Review by the SACSCOC Board of Trustees (June 7-9, 2016)

Mr. Felker also reviewed progress on submitting information to SACSCOC, responding to findings of the Off-site Review Committee (13 items cited for non-compliance), and preparing for the November 10-12 visit of the On-site Review Committee. The Committee will visit Thomas Nelson to review our compliance with Commission standards and evaluate our Quality Enhancement Plan. Their role is to review compliance throughout all areas of the College and make recommendations regarding our continued accreditation.

Dr. Schaffer reviewed the College's progress on its Quality Enhancement Plan that deals with academic advising. She described the advising model that the College is pursuing and the goals and outcomes the College expects from implementation of that model.

Board members were asked to contact Dr. Lonnie Schaffer, Vice President for Academic Affairs, Mr. Steven Felker, Director of Institutional Research and Effectiveness, or Ms. Kelly T. Williams, Coordinator for SACSCOC Reaccreditation, with any questions.

2015-2016 College-wide Outcomes in Response to Focus 2020 and Complete 2021

Dr. Dever reviewed the draft of the *2015-2016 College-wide Outcomes in Response to Focus 2020, the Five-Year Strategic Plan of Thomas Nelson Community College, and Complete 2021, the Six-Year Strategic Plan of Virginia's Community Colleges*. The number of annual outcomes has been reduced to a more manageable number, and measures of achievement and strategies to pursue have been specified for each outcome. He will be reviewing the draft outcomes with Chancellor DuBois at an upcoming meeting and expects to receive final approval from him for the 2015-2016 plan.

Copies of the *Focus 2020* and *Complete 2021* strategic plan documents were also included in the Board packets.

Events

- a. Fall Fest
 - Thursday October 8, 2015, 12:00-2:00 p.m. (Historic Triangle Campus)
 - Thursday, October 15, 2015, 12:00 -3:00 p.m. (Hampton Campus Courtyard)
- b. 2015 Hampton Roads Cyber Security Conference
 - Friday, October 9, 2015, 7:00 a.m. -3:00 p.m. Peninsula Workforce Development Center, 600 Butler Farm Road, Hampton
- c. State Board Annual Meeting will be combined with the Chancellor's Planning Retreat, October 13-14, 2015, Holiday Inn Tanglewood, 4468 Starkey Rd, Roanoke, VA.
- d. Veterans Day, November 11, 2015, further details will be forthcoming.
- e. *The Man of La Mancha*, presented by the Thomas Nelson Performing Arts Department, November 13-15 and 20-22: Fridays & Saturdays at 8:00 p.m., Sundays at 3:00 p.m. (MTCA)
- f. Thomas Nelson Choral Ensemble Winter Concert, December 3, 2015, 7:30 p.m. (MTCA)

Events may be added or subject to change. Please visit the Thomas Nelson Community College website at www.tncc.edu regularly for event updates and announcements.

OLD BUSINESS

There were no old business matters to report.

NEW BUSINESS

Mr. John McMillan stated that he will draft a letter of special thanks from the Board to Ms. Carol Scheid to recognize her for all of her hard work, enthusiasm, and willingness to share her knowledge, which helped make the creation of the Board Handbook a reality.

Mr. Leonard Sledge publically acknowledged Ms. Jasmane Ormond, President of the Student Government Association, for her active participation and service on the Hampton Town and Gown Committee.

ADJOURNMENT

It was moved (B. Goodson) and seconded (R. Harper), that the meeting adjourn at 7:50 p.m. The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board



Sabrina R. Elliott
College Board Recorder