



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING
September 28, 2016**

**College Board Room
Moore Hall
Hampton Campus
6:00 p.m.**

**DRAFT
MINUTES NO. 412**

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
Dr. Perry L. Showalter
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Stephanie White

ABSENT:

Mr. Leonard Sledge

STAFF AND GUESTS:

Ms. Michelle Alexander (Faculty Senate)
Ms. Tracy Ashley (Development)
Mr. Phillip Bradshaw (Mid-level Managers)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Mr. Steven Felker (Institutional Research and Effectiveness)
Ms. Michelle Hanson-Hart (College Support Staff Association)
Ms. Nira Holton (Office of the President)
Ms. Debra Hudgins (Information Technology)
Chief Kelvin Maxwell (Campus Police)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Kris Rarig (Student Affairs)
Dr. Charles Swaim (Academic Affairs)
Dr. Patrick Tompkins (Communications, Humanities and Social Sciences)

CALL TO ORDER

Mr. John W. McMillan, Jr., 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:

Ms. Christine 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 R. Reese
Dr. Perry L. Showalter
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Stephanie White

APPROVAL OF MINUTES

It was moved (B. Goodson) and seconded (E. Tai) that the Thomas Nelson Community College Board approve the April 27, 2016, Board minutes as presented [No. 412].

The motion was approved.

CHAIR ANNOUNCEMENTS

Chair McMillan welcomed everyone to the meeting. He asked the non-Board members in attendance to introduce themselves with their names and respective positions within the College.

Public Comments

There were no public comments.

Introduction of newly appointed Board member, Dr. Perry L. Showalter (York County)

Chair McMillan welcomed newly appointed Board member Dr. Perry L. Showalter, representative for York County. Dr. Showalter is currently a general dentist practicing in Yorktown. After serving three years as a practicing dentist in the U.S. Air Force, he opened a private practice in 1986.

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

Mr. Michael Kuhns, College Board Liaison to the Educational Foundation, reported on the following items:

- (1) Introduced Tracy Ashley, Development Director for Thomas Nelson since July 25, to the College Board. Ms. Ashley joins Thomas Nelson after serving as a Development Officer at Old Dominion University (ODU) since 2012. Her efforts at ODU focused on developing major gifts from university alumni to support various areas of need. Her background also includes service as Vice President and Corporate Development Officer for the American Heart Association of Hampton Roads for seven years and District Director for the Muscular Dystrophy Association in Norfolk for nine years. She has a Bachelor's degree in Marketing Education and Training from ODU.
- (2) The Foundation Board met on June 9 and September 15. Highlights from those meetings include:
 - Appointment of three (3) new Foundation Directors – Tom Cosgrove, Newport News Shipbuilding; Digby Solomon, Retired Publisher and CEO, Daily Press Media Group; and Ty Alexander, CEO, Alexander Partners, LLC.
 - Approval of the Foundation's 2016 Audit Report and IRS Form 990 prepared by PB Mares. The Foundation again received an unqualified or "clean" audit opinion noting no material weaknesses. As of June 30, 2016, total liabilities and net assets for the Foundation equal \$8,377,308. Additions to donor advised funds, including endowments, grew by over \$150,000 or 3% during 2016.
 - Total funds raised by the Foundation between July 1, 2015, and June 30, 2016, were \$306,630, including gifts from 100% of College Board Members during the year.
 - The fund raising goal for 2016-2017 is \$375,000. Total funds raised since July 1, 2016, towards this goal equal \$62,940.00, including a \$25,000 grant from the Dominion Higher Education Partnership to purchase a boat to support multiple college science programs.
 - The Foundation will officially kick off the 2017 Annual Campaign on October 3 and 4 with lunchtime events at the Historic Triangle and Hampton campuses, respectively.
 - The Foundation held its 8th annual car show on Saturday, August 27, with over 140 vehicles participating. Proceeds to benefit the Automotive Technology program from the 2016 show were more than twice those received from the 2015 show. Sponsors included POMOCO Auto Group, Dominion Virginia Power, and Old Point National Bank.
 - The Foundation Development and Finance Committees are currently reviewing the College's Facility Naming Policy, which was last adopted by the College Board in 1998. The Foundation will make any recommendations for revisions and updates to the policy to the College Board for consideration at its February 2017 meeting.

- The Foundation Board authorized the employment of a consultant to assist with the creation of a five-year strategic plan for Development and to facilitate a scheduled Foundation Board retreat on January 12, 2017.
- The Foundation's next scheduled meeting is Thursday, December 15, at 8:30 a.m. at the Historic Triangle Campus.

2017 College Board Meeting Dates

Chair McMillan announced the College Board meeting dates for 2017. The Board meets at least once each quarter and may meet more often as necessary. The meetings are open to the public, except for closed sessions authorized under the *Freedom of Information Act*.

Listed below are the dates and locations for upcoming Board meetings and events:

- Wednesday, December 7, 2016 (Hampton Campus)
- Wednesday, February 22, 2017 (Hampton Campus)
- Wednesday, April 26, 2017 (Historic Triangle Campus)
- Thursday, May 11, 2017 (Commencement, Hampton Coliseum)
- Wednesday, June 21, 2017 (Annual Dinner)
- Wednesday, September 27, 2017 (Hampton Campus)
- Wednesday, December 6, 2017 (Hampton Campus)

Chair McMillan announced that beginning December 7, 2016, the normal Board Committee meeting start times will be adjusted. Unless otherwise announced, the committees will convene at 4:30 p.m. at the designated meeting locations on campus beginning December 7, 2016.

At the Hampton Campus, the Financial and Municipal Liaison Committee (FAML) will convene at 4:30 p.m. in Room 3, Harrison Hall. The Curriculum, Instruction, and Student Services Committee (CISS) will convene at 4:30 p.m. in Room 9, Harrison Hall.

At the Historic Triangle Campus, the Financial and Municipal Liaison Committee (FAML) will convene at 4:30 p.m. in Conference Room 316, 3rd Floor. The Curriculum, Instruction, and Student Services Committee (CISS) will convene at 4:30 p.m. in the President's Conference Room 320, 3rd Floor.

FINANCE AND MUNICIPAL LIAISON COMMITTEE

On behalf of the Finance and Municipal Liaison Committee Chair Leonard Sledge, Mr. Michael Kuhns presented the following committee report and recommendations:

A. Approval of April 27, 2016 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from April 27, 2016, as presented.

The motion was approved.

B. Review and accept for record purposes the Draft FY2016 Year-end Local Funds Financial Statement

The Committee moved that the Thomas Nelson Community College Board acknowledge the receipt of the Draft FY2016 Year-end Local Funds Financial Statement, as presented.

The motion was approved.

CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

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

A. Review of Meeting Minutes from April 27, 2016

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from April 27, 2016, as presented.

The motion was approved.

B. Proposed membership for the Emergency Medical Services/Fire Science Advisory Committee

The Committee moved that the Thomas Nelson Community College Board approve the proposed addition of Mr. J. Randy Wheeler to the membership for the Emergency Medical Services/Fire Science Advisory Committee, as presented.

The motion was approved.

C. Associate of Fine Arts degree program in Visual Arts

Ms. Tai recognized Dr. Charles Swaim, Interim Vice President for Academic Affairs, and Dr. Patrick Tompkins, Dean for Communications, Humanities and Social Sciences, to present information on the proposed recommendation to approve the Associate of Fine Arts degree program in Visual Arts.

Dr. Swaim presented the preliminary draft proposal for an Associate of Fine Arts degree program in Visual Arts. He reported that Thomas Nelson has been a leader in Virginia in getting the AFA degree approved by the Virginia Community College System (VCCS) and State Council of Higher Education for Virginia (SCHEV). Thomas Nelson will be one of the first colleges to initiate its own AFA degree program.

Dr. Tompkins reported that, historically, Virginia's community colleges have not offered Associate of Fine Art (AFA) degree programs. This has impeded the creation of transfer pathways for students intending to pursue Bachelor's of Fine Art degrees.

During the last two years, Thomas Nelson has collaborated with faculty at Virginia's community colleges and four-year schools to develop the curricular infrastructure for AFA programs in the visual and performing arts, which are

identified in our *Focus 2020* strategic plan as signature programs at Thomas Nelson. In the spring, SCHEV gave the VCCS approval to offer AFA degrees. The ultimate goal for Thomas Nelson is to offer the Peninsula community high quality transfer programs in Visual Arts, Theatre, and Music; however, because the implementation of new programs is resource intensive and needs to be accomplished in a deliberate manner, Thomas Nelson's faculty have developed a realistic, yet aspirational plan to shepherd the AFA in Visual Arts through the approval process for implementation in Fall 2017 and to phase in the AFAs in Theatre and Music in later years.

The faculty recommends to roll out the Visual Arts AFA before the AFAs in the performing arts because there are already strong enrollments in visual arts courses and programs, because they will not need to add any courses to the VCCS master course file or to the catalog, because key infrastructure such as the Visual Arts Gallery is in place, and because we are further along in securing support from transfer schools. It is anticipated that the vast majority of students in the AAA Fine Arts program will prefer the AFA in Visual Arts because it will provide better transfer pathways.

The AFA in Visual Arts will align with national standards, will steep students in visual art as a rigorous field of study, and will prepare them to transfer to four-year schools. Chief academic officers and faculty at Christopher Newport University, Norfolk State University, James Madison University, Hampton University, and Virginia Wesleyan College have endorsed our proposed visual arts curriculum as appropriate preparation for transfer to their institutions. Thomas Nelson will work with these and other four-year schools to develop articulation agreements with the desired result that four-year schools will treat our students the same as native students in the portfolio review for competitive admissions programs.

The Committee moved that the Thomas Nelson Community College Board approve the Associate of Fine Arts degree program in Visual Arts, as presented.

The motion was approved.

D. Program Development Prospectus for Machining

Ms. Tai recognized Dr. Charles Swaim to present the program development prospectus for Machining.

Dr. Chuck Swaim presented the preliminary draft proposals for a Precision Machining Computer Numerical Control (CNC) Career Studies Certificate (CSC) and Precision Machining – Advanced CNC CSC. He explained that Thomas Nelson is currently working with a major employer in this field who is willing to engage in a substantive partnership starting in the spring of 2017. These CSCs can have a favorable impact on meeting the performance targets for the Department of Labor grant that completes in March 2018. In order to be ready for the spring 2017 course offerings, the Science, Engineering and Technology (SET) Division has been working on the curriculum and is presenting the program proposals now as a point of information in anticipation of seeking Board approval at the December meeting. The curricula have been vetted and approved through the College's Curriculum Committee and the Cabinet.

The Committee moved that the Thomas Nelson Community College Board acknowledge receipt of the Program Development Prospectus for Machining, as presented for informational purposes. (The Committee and Board expressed no reservations for the College to move forward with program development for later approval.)

The motion was approved.

PRESIDENT'S REPORT

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

Interim Appointments at the Cabinet Level

President Dever introduced the following members of the President's Cabinet serving in interim capacities:

- Dr. Charles Swaim, Interim Vice President for Academic Affairs
- Ms. Kris Rarig, Interim Vice President for Student Affairs
- Ms. Debra Hudgins, Interim Director for Information Technology

Enrollment Report

Ms. Kris Rarig, Interim Vice President for Student Affairs, presented the enrollment report with the following key points:

- Overall, FTE enrollment was down 7.6% annualized from 2014-2015 to 2015-2016.
- Enrollment trends from 2006-2007 through 2015-2016 showed the rise in enrollments coinciding with the worsening of the economy throughout 2006-2011, and a gradual and then steep decline in enrollments from 2011-2012 through 2015-2106.

Comparison between 2007-2008 and 2015-2016, two terms with very similar enrollments, showed:

- Transfer students are up 10%
- Student age, gender, and developmental status have not changed significantly over that time.
- The number of students taking at least one distance or hybrid course is up 56.1%, reflecting the larger availability and demand.
- Developmental courses account for 6.1% of FTEs, a decrease from 13%, as a result of the developmental course redesign.
- Contract credit courses are 2.5% of FTEs, reflecting a drop in the number of employer-paid courses.
- Dual enrollment accounted for 3.9% of FTEs, largely due to changes in credentialing and enrollment requirements

Fall to Fall comparison:

- Down 5.9% when compared to this time in the enrollment cycle last year.

Implementation of Quality Enhancement Plan (QEP): Advising: Plan Now. Succeed Now

President Dever noted that he had reported to the Board in June that formal notification was received over the summer from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that Thomas Nelson's accreditation has been reaffirmed for the next ten years. During the reaffirmation process, the College worked diligently to demonstrate compliance with the SACSCOC *Principles of Accreditation* and to strengthen many aspects of its operation as an institution of higher education.

He reported that the reaffirmation came with one provision: a Monitoring Report due next April to show the institution's full compliance with Comprehensive Standard 3.3.1.1, Institutional Effectiveness for Educational Programs. The College must identify expected outcomes, to include those for student learning, for all educational programs; assess the extent to which these outcomes are achieved; and provide evidence of improvement based on analysis of results.

Another major follow-up requirement is implementation over the next five years of the Quality Enhancement Plan (QEP) that was developed as a major part of the reaffirmation process.

Ms. Kris Rarig, Interim Vice President for Student Affairs, presented a report on the *QEP: Advising: Plan Now. Succeed Now*. The major elements of the plan include:

- Supports at points of Connection and Entry:
 - Admissions support
 - New Student Success Center
 - Transfer and career exploration at onset
 - Placement testing support
 - Radius-student relations management
- Supports at points of Progression and Completion
 - Navigate onboarding platform
 - Advising Centers co-located with academic divisions
 - Extensive advisor/division collaboration
 - Specialized advising
 - Faculty mentoring
 - Mandatory New Student Orientation and Advising

The elements of the QEP will provide a much more holistic experience for the student, who will identify a pathway upon admission and be supported by dedicated advisors and faculty mentors throughout the Thomas Nelson experience.

2016-2017 College-wide Outcomes

The College's Director of Institutional Research and Effectiveness, Steven Felker, provided the Board with a summary of the projected 2016-2017 College-wide outcomes for Thomas Nelson Community College. The presentation began with an overview of the Institutional Effectiveness framework at the College, which includes both a 5-year strategic planning cycle and an annual assessment and evaluation cycle. As part of the annual cycle, the College establishes at the beginning of each year a set of College-wide outcomes in response to the College's strategic plan (currently *Focus 2020*) and the Virginia Community College System (VCCS) strategic plan (currently *Complete 2021*).

As part of the overview, Mr. Felker also noted the College's efforts over the past two years to both focus its annual College-wide outcomes and elevate those outcomes. This has been accomplished by reducing the number of outcomes the College commits to each year and, for those it does commit to, emphasizing the desired impact of the College's efforts in those areas, setting clear indicators by which achievement will be evaluated, and identifying supporting strategies.

For the 2016-2017 year, Thomas Nelson has committed to 15 College-wide outcomes. Mr. Felker summarized each of those outcomes for the Board and spoke to the information the College had used to establish them as top priorities. Under the College's goal of Student Success, the four outcomes focus on the online learning environment, instructional technology and equipment, scheduling and course availability, and onboarding and guiding students. For the College's Community Partnership goal, the four outcomes focus on high school recruitment pathways, College identity and value, signature programs, and the Workforce Credential Grant. Under the third and final College goal of Institutional Excellence, the three outcomes focus on Hampton Campus planning, campus space utilization, and institutional climate. For the VCCS goal of Tripling of Credentials, Thomas Nelson's four outcomes focus on the key student success areas of application, progression, and completion, as well as advances in College efficiencies.

Dr. Dever noted how the challenges identified by the College Board in the April 2016 Presidential Evaluation were reflected in the projected outcomes.

Upcoming Report: The Economic Value of Thomas Nelson Community College

President Dever stated that a report, *The Economic Value of Thomas Nelson Community College*, will be presented to the Board during the December meeting. He announced that the College has partnered with the research firm EMSI to conduct the study. The firm is assisting the College in providing evidence of the economic value of the institution to students, taxpayers, and the larger community.

Upcoming College Events

The following calendar of events was noted as being updated as of September 28, 2016. 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.

- **October 3, 2016:** Annual Campaign Kickoff Luncheon, Courtyard, Historic Triangle Campus, 11:30 a.m. to 1:00 p.m.
- **October 4, 2016:** Annual Campaign Kickoff Luncheon, Courtyard, Hampton Campus, 11:00 a.m. to 1:00 p.m.
- **October 6, 2016:** Fall Festival, Courtyard, Hampton Campus, 12 noon to 2:00 p.m.
- **October 7, 2016:** Cyber Security Conference, Peninsula Workforce Development Center, 8:00 a.m.
- **October 12-13, 2016:** Chancellor's Planning Retreat, The Founders Inn and Spa, 5641 Indian River Road, Virginia Beach
- **October 13, 2016:** Chancellor's Listening Tour, PWDC, Hampton Campus, 1:30 to 3:30 p.m.
- **October 13, 2016:** Fall Festival, Courtyard, Historic Triangle Campus, 12 noon to 3:00 pm.
- **October 15, 2016:** VCCS 50th Anniversary Gala, Downtown Richmond Marriott, 5:30 pm Reception, 7:00 p.m. Dinner, Attire: Black-tie
- **November 4, 2016:** New Employee Luncheon, Espada Room, Moore Hall, Hampton Campus, 11:30 a.m. to 1:00 p.m.
- **November 10, 2016:** Veterans Day Luncheon, Espada Room, Moore Hall, Hampton Campus, 12 noon to 1:00 p.m.
- **November 11, 2016:** Veterans Day Ceremony, Historic Triangle Campus, 2nd Floor, 12 noon to 1:00 p.m.
- **November 11-13; and 18-20, 2016:** Theater Performance, "Gypsy", MTCA, Hampton Campus, 8:00 p.m. Friday/Saturday performances, Sunday performance, 3:00 p.m.
- **November 19, 2016:** Coliseum Central Parade, Peninsula Town Center, Hampton, 8:00 a.m. to 12 noon.
- **December 2, 2016:** Employee Holiday Party, Wythe Hall Gallery, Hampton Campus, 6:00 to 10:00 p.m.
- **December 7, 2016:** College Board Meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.
- **December 7, 2016:** Thomas Nelson Choral Ensemble Concert, MTCA, 7:30 p.m.
- **January 17, 2017:** Presidential Leadership Awards Ceremony, PWDC, Hampton Campus, 8:30 to 10:00 a.m.
- **February 22, 2017:** College Board Meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.

President Dever highlighted the Chancellor's Listening Tour at Thomas Nelson on October 13, 2016. Chancellor DuBois is visiting all of Virginia's community colleges to hear presentations about their efforts to support student success. Thomas Nelson faculty and staff will give a presentation on our Quality Enhancement Plan, *Advising: Plan Now. Succeed Now*, and how it is expected to result in improved student outcomes.

President Dever announced the VCCS 50th Anniversary Gala on October 15, 2016. The event attire is black-tie, and Board members were asked to contact Ms. Elliott to express their interest in attending this event.

UNFINISHED BUSINESS

There were no unfinished business to report.

NEW BUSINESS

2016-2017 College Board Election of Chair and Vice Chair

The officers of the Thomas Nelson College Board are elected annually, by simple majority vote 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 for the 2016-2017 College Board Chair and Vice Chair was composed of Ms. Deborah Reese (Chair), Mr. Robert Harper, and Dr. Joyce Jarrett.

Chairman McMillan 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. Reese 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.

Ms. Reese reported that 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.

Secretary Dever thanked the Nominating Committee members for their service and congratulated Mr. McMillan and Mr. Goodson on their election as the Board Chair and Vice Chair, respectively, for 2016-17.

Secretary Dever returned control of the meeting to current Board Chair McMillan.

Chair McMillan announced that one of the responsibilities of the Board Chair is to appoint the membership of the College Board committees. Board members were asked to contact him with their preference for committee assignments. He will then notify Board members of their committee assignments within the coming weeks.

ADJOURNMENT

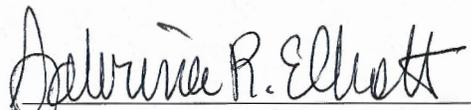
It was moved (R. Harper) and seconded (E. Tai) that the meeting adjourn at 7:48 p.m.

The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board



Sabrina R. Elliott
College Board Recorder