



The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING

April 27, 2016

Historic Triangle Campus

President's Conference Room 317G

Williamsburg, VA

6:00 p.m.

MINUTES NO. 412

PRESENT:

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

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

ABSENT:

Mr. Everett Jordan, Jr.
Ms. Deborah Reese
Ms. Stephanie White

STAFF AND GUESTS:

Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. Wayne Davis (Information Technology)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Ben Hatcher (Clark Nexsen Architecture and Planning)
Dr. Richard Hodges (Learning Resources Center)
Ms. Latasha Holmes (College Support Staff Association)
Mr. Mark Kramer (Plant Services)
Dr. Daniel Lufkin (Student Affairs)
Chief Kelvin Maxwell (Campus Police)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Jasmene Ormond (Student Government Association)
Dr. Lonnie Schaffer (Academic Affairs)
Dr. Charles Swaim (Business, Public Services, Information Systems, and Mathematics)
Mr. Paul Tessier (Faculty Senate)
Dr. Deborah Wright (Workforce Development)

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 (*arrived after roll call*)
Dr. Joyce M. Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Leonard Sledge (*arrived after roll call*)
Ms. Elizabeth S. Tai
Mr. Scott VanVoorhees
Ms. Belinda Willis

APPROVAL OF MINUTES

It was moved (E. Tai) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the March 9, 2016, Board minutes as presented [No. 411].

The motion was approved.

CHAIR ANNOUNCEMENTS

Chair McMillan welcomed everyone to the meeting.

Public Comments

There were no public comments.

Appointment of Nominating Committee for College Board Chair and Vice Chair

Chair McMillan reported that the following Board members have agreed to serve on the nominating committee for the College Board Chair and Vice Chair for 2016-17:

- D. Reese (Chair)
- J. Jarrett
- R. Harper

The officers of the Thomas Nelson College Board shall be 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 will meet to discuss the slate of candidates and then present the final nominations at the meeting in September for Board approval. Vice President Cynthia Callaway will provide staff assistance to the committee.

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:

- The Educational Foundation recently met and appointed the following new Board of Director members:
 - Mr. Jack Ezzell, CEO, Zel Technologies
 - Mr. Rick Gallae, President, POMOCO Group
 - Mr. Patrick McDermott, Esq., Attorney, McDermott Ward
- The Educational Foundation Board received a presentation on the plans for celebrating the College's 50th anniversary. The Foundation Board recognized this celebration as a great opportunity to raise significant funds to support the College.
- Vice President Callaway reported that total private giving to the Foundation since July 1, 2015, totaled \$178,412, 48% of the annual goal of \$375,000. The internal campaign, which includes gifts from Thomas Nelson faculty, staff, and College Board members, totaled \$33,446, 78% of the \$45,000 annual goal. She reported that participation by members of the College Board was currently 86% with contributions by 12 of 14 Board members. Chair McMillan expressed the importance of 100% board member participation in giving to the Annual Campaign. Board members were encouraged to participate at any level they can.
- The annual retiree brunch was recently held as sponsored by the Education Foundation. The event was opened with a welcome from President Dever and included updates about programs and employees of the College.
- The Chancellor's Award for Leadership in Philanthropy was recently held at the Country Club of Virginia. The Newport News Rotary Club was recognized for its leadership in strengthening Virginia's Community Colleges. Since 2012, the Club has fully funded the costs of tuition, fees, textbooks, uniforms/supplies, and certification exams for 20 Thomas Nelson non-credit workforce students.
- The Thomas Nelson Community College 8th Annual Car Show is scheduled to take place on the Hampton Campus on Saturday, August 27, 2016, from 7:00 a.m. to 2:00 p.m. The event is open to all students, Thomas Nelson personnel, and community members. Admission is free for those who are not entering vehicles in the competition.
- Ms. Tai mentioned the *Give Local 757* initiative sponsored by the Peninsula Community Foundation to develop resources of local nonprofits serving the Hampton Roads region. The initiative assists in fostering donor support through online fundraising, and she encouraged participation at any level to support the initiative.

College Board Annual Dinner

Chair McMillan announced the upcoming College Board Annual Dinner on Wednesday, June 22, at 6:00 p.m., at the Boxwood Inn in Newport News. He stated that the beautiful Bed and Breakfast is located in historic Lee Hall and indicated that specific information relating to parking will be forwarded to Board members.

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 through a single motion:

A. Approval of March 9, 2016 Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from March 9, 2016, as presented.

B. Review and approve the FY 2017 Local Funds Budget

The Committee moved that the Thomas Nelson Community College Board approve the FY 2017 Local Funds Budget, as presented.

C. Review and approve the Biennium Parking Plan

The Committee moved that the Thomas Nelson Community College Board approve the Biennium Parking Plan, as presented.

D. Review and accept for record purposes the 3rd Quarter Local Funds Statement for FY 2016

The Committee moved that the Thomas Nelson Community College Board acknowledge the receipt of the 3rd Quarter Local Funds Statement for FY 2016, as presented for record purposes.

The four Committee motions (A-D) were approved as a group.

E. Approval of Resolution: New Digital Sign

Mr. Ben Hatcher, Principal at Clark Nexsen Architecture and Planning, gave a brief presentation on the new digital sign.

Mr. Hatcher reported that electronic displays in high-traffic areas are changing the face of public spaces and the possibilities for digital signage are everywhere.

He reported that additional impervious surfaces and ground disturbance anticipated by this project are not expected to adversely impact the rain and snow seepage into the marsh areas. He further added that the top of the structure will be open and consist of high brightness displays on a sturdy metal-frame industrial design.

Mr. Nurnberger reported that the structure will be insured and considered a College asset, and within a week a timeline of the project will be forwarded to the State Board for Community College for approval, then outsourced to a vendor. He stated that further discussions will be held in late fall 2016.

The Committee moved that the Thomas Nelson Community College Board approve the new digital sign, 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 March 9, 2016

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from March 9, 2016, as presented.

The motion was approved.

B. Approval of Curriculum Advisory Committees

The Committee moved that the Thomas Nelson Community College Board approve the proposed membership for the Curriculum Advisory Committees, as presented.

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:

Enrollment Report

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

Dr. Lufkin reported the Registration Enrollment Statistics for Spring 2015 vs. Spring 2016 as of April 27, 2016. He reported a 7.5% decrease in FTES and 7.2% decrease in headcount for Spring 2016 compared to Spring 2015.

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

Dr. Lufkin reported that the declining enrollment at Thomas Nelson is consistent with the numbers throughout the Virginia Community College System and that the College is engaged in ongoing efforts to address enrollment issues.

Plans for 50th Anniversary Celebration

Ms. Cynthia Callaway, Vice President for Institutional Advancement, presented the plans for Thomas Nelson Community College's upcoming 50th anniversary celebration. The occasion is an opportunity to increase the visibility of the College in the community; re-connect with College alumni as well as retired and former faculty and staff; promote the many programs and services offered by the College; cultivate support for the work of the College; and raise internal and external stakeholders' pride in the College. The Leadership and Subcommittee structure will guide the College Community through an approximate 18-month period commemorating the 50th anniversary of the founding of the College. The period of celebration will begin in December 2017 and culminate with the annual Commencement ceremony in May 2019. Between these events, the College will have smaller celebrations and will incorporate the 50th anniversary theme into all major events.

It was moved (B. Goodson) and seconded (J. Jarrett) that the Board of Thomas Nelson Community College approve the plan for the celebration of the College's 50th anniversary, as presented.

The motion was approved.

2016 General Assembly Update

Dr. Dever provided a brief summary of the actions by the 2016 Virginia Assembly. He reported that the General Assembly has provided a 3% pay increase for full-time faculty and staff November 10, contingent upon the state meeting its projected revenue target.

President Dever reported that several VCCS construction projects are included in the biennium budget, to include the approval of detailed planning funds for the replacement building for the Diggs/Moore/Harrison complex at the Hampton Campus.

President Dever reported that detailed planning funds were not received for the proposed Advanced Integrated manufacturing (AIM) Center. The College is moving forward with offering prototype programming in various areas of advanced manufacturing that provide proof of concept for the larger effort. He reported that the biennium budget for 2016-2018 continues to provide conceptual planning funds (\$125,000 for each of the two years) for advanced integrated manufacturing at Thomas Nelson.

The General Assembly provided funding for The New Economy Workforce Credential Grant Program. This program provides funding to support non-credit workforce training in in-demand fields leading to industry certifications. The program will provide assistance for individuals to start on a productive career path in various technologies and trades, to include health care, commercial truck driving, welding, machining, facilities maintenance, and electricity.

President Dever reported that funding has been provided to the VCCS to support curriculum development in cybersecurity. Funding will assist Thomas Nelson in its ongoing efforts to gain recognition as an Academic Center of Excellence-Two Year in Cybersecurity.

The state budget included more General Fund support to promote student access to higher education. This should result in more moderate increases for tuition and fees for 2016-2017.

President Dever reported that, by and large, it was a very good year for Thomas Nelson and the VCCS in the General Assembly.

Appointment of Interim Vice President for Academic Affairs

President Dever announced that Dr. Lonnie Shaffer, Vice President for Academic Affairs, will be retiring effective August 1. He recognized her considerable accomplishments and introduced Dr. Charles Swaim as the Interim Vice President.

Review of 2016 Commencement Activities

President Dever announced that The Honorable Karen Jackson, Secretary of Technology for the Commonwealth of Virginia, will serve as the speaker for Thomas Nelson's Commencement. Secretary Jackson is a native of the City of Poquoson and serves as a senior advisor to the Governor on technology matters. She is responsible for overseeing the Commonwealth's IT infrastructure.

Vice Chair Goodson will present the Dana Hamel Award to Colonel William "Bill" S. Galbraith, and Chair McMillan will present the Thomas Nelson Medallion to Ms. Elise Emanuel.

He advised all to enjoy the social time at the Hampton Coliseum and reported that dinner will be served at 5:00 p.m. Board members should plan to arrive no later than 6:00 p.m. for robing.

Upcoming College Events

The following calendar of events is updated as of **April 27, 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.

- **April 29, 2016:** Student Awards Ceremony, Mary T. Christian Auditorium, Hampton Campus, 12:00-2:00 p.m.
- **April 29, 2016:** Student Athlete Awards Ceremony, Mary T. Christian Auditorium, Hampton Campus, 3:00-5:00 p.m.
- **April 30, 2016:** Family Fun Day, Courtyard, Hampton Campus, 12:00-3:00 p.m.
- **May 11, 2016:** Grad Bash at the Hampton Coliseum 6-8 p.m.
- **May 12, 2016:** Commencement Ceremony, Hampton Coliseum, 7:00 p.m.
- **June 22, 2016:** College Board Annual Dinner, The Boxwood Inn, 10 Elmhurst Street Historic Lee Hall Village, Newport News, Virginia 23603, 6:00 p.m.
- **September 28, 2016:** College Board meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.

UNFINISHED BUSINESS

Review and approval of recommendations of the Ad Hoc Committee for the Presidential Evaluation

Closed Session

It was moved (B. Goodson) and seconded (R. Harper) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(1), of the Code of Virginia, convene in closed session to consider the Thomas Nelson Presidential Evaluation.

The motion was approved.

Reconvene To Open Session

It was moved (M. Kuhns) and seconded (R. Harper) that the Board of Thomas Nelson Community College conclude its closed session and reconvene in open session.

The motion was approved.

Certification for closed session

Vice Chair Goodson moved that the Board approve the following certification for closed session:

The following members in attendance at the closed session of the Thomas Nelson Board on April 27, 2016, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section §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. Christine Gergely, Mr. Bruce Goodson, Mr. Robert Harper, Dr. Joyce M. Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Mr. Augustus Owens, Ms. Leonard Sledge, Ms. Elizabeth S. Tai, Mr. Scott VanVoorhees, and Ms. Belinda Willis.

Mr. Robert Harper made the following motion on behalf of the Ad Hoc Committee for the Presidential Evaluation:

The Ad Hoc Committee for the Presidential Evaluation moves that the Thomas Nelson Community College Board approve the 2015-2016 Thomas Nelson Presidential Evaluation.

The motion was approved.

NEW BUSINESS

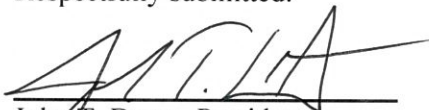
There were no new business matters to report.

ADJOURNMENT

It was moved (B. Goodson) and seconded (C. Gergely) that the meeting adjourn at 8:35 p.m.

The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board



Sabrina R. Elliott
College Board Recorder