



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING**  
**Wednesday, February 22, 2017**

**Mariners' Museum**  
**100 Museum Drive**  
**Newport News, VA 23606**  
**6:00 P.M.**

**MINUTES NO. 415**

**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.

Ms. Deborah Reese  
Dr. Perry L. Showalter  
Mr. Leonard Sledge  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Ms. Stephanie White

**ABSENT:**

Mr. Augustus Owens

**STAFF AND GUESTS:**

Ms. Michelle Alexander (Faculty Senate)  
Ms. Ursula Bock (Mid-level Managers)  
Mr. Tony Brown (Audio Visual)  
Ms. Cynthia Callaway (Institutional Advancement)  
Ms. Joy Cooke (Human Resources)  
Dr. John T. Dever (President)  
Ms. Sabrina Elliott (Office of the President)  
Dr. Susan English (Academic Affairs)  
Mr. Steven Felker (Institutional Research and Effectiveness)  
Ms. Debbie Hudgins (Information Technology)  
Chief Kelvin Maxwell (Campus Police)  
Mr. Garth MacDonald (Safety and Security)  
Dr. Gregory McLeod (Historic Triangle Campus)  
Mr. Charles Nurnberger (Finance and Administration)  
Ms. Kris Rarig (Student Affairs)  
Dr. Deborah Wright (Workforce Development)

## **CALL TO ORDER**

Mr. John W. McMillan, Jr., Chair, called the meeting to order at 5:55 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. Everett Jordan, Jr.  
Mr. Michael Kuhns  
Mr. John W. McMillan, Jr.  
Ms. Deborah R. Reese  
Dr. Perry L. Showalter  
Mr. Leonard Sledge  
Ms. Elizabeth S. Tai  
Mr. Scott VanVoorhees  
Ms. Stephanie White

## **APPROVAL OF MINUTES**

It was moved (J. Jarrett) and seconded (C. Gergely) that the Thomas Nelson Community College Board approve the December 7, 2016, Board minutes as presented [No. 414].

The motion was approved.

## **CHAIR ANNOUNCEMENTS**

Chair McMillan welcomed everyone to the meeting.

### Public Comments

There were no public comments. Members of the public are able to submit questions to the Board by email or telephone up to five working days before the meeting.

### Appointment of Ad Hoc Committee to Prepare the Presidential Evaluation

Chair McMillan announced that Dr. Joyce Jarrett and Mr. Leonard Sledge, along with Chair John McMillan, were appointed to serve on the Ad Hoc Committee to prepare the Presidential Evaluation. The committee members will meet soon to review the evaluation materials to ensure they have adequate time to prepare the evaluation to present to the full Board during the April 26<sup>th</sup> meeting and for final submission to the Chancellor's Office by May 1.

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 Foundation held its annual meeting on Thursday, December 15, 2016. Mr. Steven Felker, Director of Institutional Research and Effectiveness, shared with the Board the Emsi economic impact study, "Enhancing the Economic Vitality of the Peninsula Community: The Economic Value of Thomas Nelson Community College."

Mr. Kuhns reported that the Foundation reaffirmed its Bylaws; and reappointed Directors Dr. Turner Spencer and Dr. Sebastiana Springmann to new three-year terms; and elected the following officers: The Honorable Ross Mugler, Interim President; Ms. Marilyn Kuhn, Vice President; Dr. John Dever, Secretary; and Mr. Charles Nurnberger, Treasurer. The Foundation also recognized outgoing Director and President of the Board the Honorable Melanie Rapp Beale for nine years of service to the Foundation.

The Foundation Board voted to recognize Mr. Jay and Mrs. Marguerite Brown of Williamsburg as the College's 2017 Chancellor's Leadership in Philanthropy Awardees for their generous contributions to establish an endowed scholarship and support the College's arts and Great Expectations programs since 2014. The Browns will be honored at the annual Chancellor's Philanthropy Award Luncheon on Tuesday, April 18, 2017, beginning at 11:30 a.m. at the Country Club of Virginia in Richmond. Thomas Nelson will have a table for 10 for the affair, and College Board members were encouraged to contact Ms. Cynthia Callaway, Vice President for Institutional Advancement, to express their interest in attending the event.

Mr. Kuhns stated that as of February 21, 2017, the Foundation's Annual Giving Campaign reported totals of \$178,717, or 48% of the annual goal. The internal campaign, which includes faculty, staff, administrator, and College Board giving, reported totals of \$29,848, or 75% of the annual goal. To date, 11 College Board members, or 79% of the Board, have contributed to the Foundation's annual campaign. Board members were encouraged to participate in giving and advised to contact Ms. Callaway for pledge cards to submit their annual contribution.

Mr. Kuhns reported that the Foundation Board retreat scheduled for January 12 was moved to the Board's next regularly scheduled meeting date on March 9 due to the January snowstorm. The consultant hired by the Foundation to develop a strategic plan has met with Board members individually and will deliver her report as part of the March retreat. Mr. Kuhns conveyed that the results of the report and the retreat will be shared at the College Board's April meeting.

Mr. Kuhns reminded College Board members that the Foundation's Annual Scholarship Luncheon is scheduled for Wednesday, March 22, 2017, at 12:00 noon at the Peninsula Workforce Development Center. He announced that the event is always a highlight of the year honoring our student scholarship recipients and the many donors who make these awards possible. Board members were asked to contact Ms. Callaway to express their interest in attending this function.



### Mariners' Museum Behind-the-Scenes Tour

Chair McMillan expressed many thanks to the Board members attending the Mariners' Museum behind the scenes tour this afternoon. He reported that the tour was phenomenal and conveyed that the group received a kind welcome from President and CEO, Mr. Howard Hoege III, as well as a historical presentation from museum staff.

### Thomas Nelson Legislative Visits Update

Chair McMillan reported that the legislative visit to the Virginia General Assembly in Richmond with Thomas Nelson Board members, staff, and students was successful. He stated that the groups from Thomas Nelson met with the Peninsula delegation members and their staff in their offices to tell the community college story and to express the vast number of opportunities available at the College.

### Thomas Nelson Receives 'Military Friendly' Designation for 2017

Chair McMillan reported that Thomas Nelson Community College has earned the "Military Friendly" School designation for 2017 by Victory Media, publisher of *G.I. Jobs*, *Military Spouse*, and *Vetpreneur* magazines. This is the eighth consecutive year Thomas Nelson has been awarded the designation. Chair McMillan expressed kudos to the staff for a job well done, and he stated that it was great to hear that Thomas Nelson is consistently working on initiatives to enhance and expand opportunities for armed forces-affiliated students.

## **FINANCE AND MUNICIPAL LIAISON COMMITTEE**

Mr. Leonard Sledge, Finance and Municipal Liaison Committee Chair, presented the following committee reports and recommended actions:

- A. Approval of December 7, 2016, Minutes
- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 7, 2016, as presented.

The motion was approved.

- B. Approve Student Fees Increase for FY 2018

Mr. Charles Nurnberger, Vice President for Finance and Administration, reported to the FAML Committee that the draft budget utilizing Student Fees has been reviewed and recommended to Dr. Dever seeking approval for a \$.50 increase from \$3.20 per credit hour to \$3.70. In compliance with VCCS policy, the presentation was made at an advertised meeting of the Student Government Association on Friday, February 17. Students from both campuses participated and voted to acknowledge and approve the increase. Once the Local College Board approves the recommendation, it will be communicated to the System Office for final review, with anticipated approval by the State Board for Community Colleges at its May 2017 meeting.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Student Fees Increase for FY 2018, as presented for file purposes.

The motion was approved.

C. Resolution to Reaffirm the Emergency Action Plan (EAP)

The initial approval by the Local Board was done four years ago. It is required that the plan be reaffirmed and forwarded to the Virginia Department of Emergency Management (VDEM) after it is reviewed and approved by the Local College Board. Mr. Garth McDonald, Emergency Planner/Manager at Thomas Nelson, participated in the FAML Committee and updated the Committee members and responded to their questions. The Emergency Action Plan (EAP) is a document that is widely circulated throughout the College community. The EAP is reviewed annually by College staff.

- ❖ The Committee recommended that the Thomas Nelson Community College Board approve the Emergency Action Plan (EAP), as presented.

The motion was approved.

D. Review of the Virginia Community College System Report on Audit for the Year Ended 6/30/15

- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge receipt of the Virginia Community College System Report on Audit for the Year Ended 6/30/15, as presented.

The motion was approved.

E. Review second quarter FY 2017 Local Funds statement

- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the Thomas Nelson Community College second quarter FY 2017 Local Funds statement, as presented for informational purposes.

The motion was approved.

F. Distribution of the FY 2018 Local Funds Statement (DRAFT)

- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2018 Local Funds budget (DRAFT), as presented for informational purposes.

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 and recommended actions:

A. Review of Meeting Minutes from December 7, 2016

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from December 7, 2016, as presented.

The motion was approved.

B. Review and Approval of Recommendation for Professor Emeritus

The establishment of the status of Professor Emeritus is recommended as a method of honoring persons for meritorious service to the College. The College has established procedures for selecting retired employees of the College who held faculty rank with a minimum of ten years of service in the VCCS, and who have made meritorious and significant contributions to the College for appointment as Professor Emeritus with all the rights and privileges established by the College.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve Ms. Bette Thomas for the honorary title of Professor Emeritus in recognition of her long service and deep commitment to the mission of the College and to the success of our students and our community.

The motion was approved.

C. Approval of Career Studies Certificate (CSC) for Digital Video for Fall 2017 Implementation

Dr. Susan English, Vice President for Academic Affairs, reported that the Career Studies Certificate in Digital Video will empower and prepare students to succeed as entry-level professionals in the industry of video, motion graphics, and multimedia design by providing a high quality education with up-to-date workforce skills.

She stated that students completing the program will be able to apply aesthetic judgments and critical thinking skills to current multimedia related issues; demonstrate mastery of specific conceptual and critical skills in the field of video production and post-production; operate digital cameras, lighting for studio and location production, audio for digital video production, and digital video editing hardware and software; execute a creative motion project from conception to completion; and work collaboratively with a creative team.

The demand for video content has grown exponentially in the last few years and has become the fastest growing area for design and photography students. As more businesses, corporations, and individuals seek video content for online promotion, it is important that our students be introduced to new multimedia technologies to meet the growing market needs.

Dr. Patrick Tompkins, Dean of Communications, Humanities and Social Sciences, reported that through surveying, the department learned that 92% of students who enrolled in beginning video techniques course stated interest in



further training. During Summer 2016, this interest translated into 20 students successfully completing advanced video courses offered as electives.

Production companies and video freelancers are working with new content delivery methods, including mobile devices and online TV, leading to increased employment opportunities for editors and camera operators.

Dr. English reported that economic modeling products provide the college with employer demand metrics that support the addition of the Digital Video CSC. In 2015, the median annual salary was \$55,740 (\$26.80/hour). Over the next 10 years, employment expectations for film and video editors and camera operators have been projected to grow 11%. In 2015, the national number of jobs was 58,900, with 230 specific to Virginia.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate for Digital Video for Fall 2017 implementation, 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:

### *Introduction of Dr. Susan English, Vice President for Academic Affairs*

President Dever introduced Dr. Susan English as Vice President for Academic Affairs. Dr. English previously served in dual positions at Guilford Technical Community College as Interim Division Chair for Science, Technology, Engineering & Mathematics and Director for Instructional Support & Special Projects. She has also served in positions at Chesapeake College and Dorchester Public Schools (Maryland). She holds a Doctor of Education degree from Morgan State University, a graduate certificate from the University of Maryland College Park, a master's degree from Salisbury University, and a bachelor's degree in mathematics from the University of Maryland Baltimore County.

### *Enrollment Report*

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

#### Spring 2017 vs Spring 2016

- Overall, FTE enrollment is down 7.5% from Spring 2016, as of February 22, 2017.
- Overall, headcount is down 4.1% from Spring 2016, as of February 22, 2017.

Results of the Great Colleges to Work For Employee Engagement Survey

Mr. Steven Felker, Director of Institutional Research and Effectiveness, shared with the Board the final results from the 2016 Great Colleges to Work For Employee Engagement Survey. The survey is a national survey of employee experience and satisfaction. Results for Thomas Nelson show that its employees are less positive about their overall experience as compared to employees at other participating two-year colleges and employees at other participating VCCS colleges.

He stated that the report survey areas of facilities; faculty, administrator, and staff relations; and collaboration exhibited the greatest differences in responses between Thomas Nelson employees and those at other two-year colleges. Thomas Nelson employees were considerably less positive in those areas. In addition, the level of positive response to the survey questions differed by employee groups and length of service at Thomas Nelson. Compared to Thomas Nelson results from the 2015 survey, employees were slightly less positive about their experience in 2016.

Following the presentation, President Dever shared actions that the College is taking to help improve the employee experience. These actions include the direct involvement of the College's constituency groups and Cabinet in developing long-term strategies for what they can do to improve the organizational climate at Thomas Nelson.

Dr. McLeod conveyed that the annual Great Colleges To Work For survey is administered and compiled by ModernThink LLC for *The Chronicle of Higher Education*. He stated that the program provides vital data about employee engagement at colleges and universities across the United States, using meta-analysis of "best workplaces" and ongoing research studying organizations that have been highly successful in building workplace cultures that enhance performance. He reported that many of the institutions will assume a fairly high response rating; therefore, they are more willing to participate in the survey to be nationally recognized.

Board members recommended that the College use the survey results to determine what needs to be done and how to proceed further to improve employee relations. They advised President Dever that the report should not be considered a direct reflection on his leadership, while it may reflect numerous years of ongoing issues within the College community.

Ms. Michelle Alexander, President of the Faculty Senate, informed the Board of the recent appreciation breakfast held for classified staff on both campuses by the Faculty Senate. Cabinet members and staff were encouraged to participate.

Ms. Ursula Bock, Mid-level Managers Representative, stated that Cabinet members have met with the group to discuss in-depth successes and challenges that they have encountered and ways that Cabinet could interact with them to help resolve those issues.

Board members stressed that surveys are a way for individuals to express their opinions to the leaders of an organization as a whole. While knowing that leaders pay attention to the results of the survey and often consider them in their decision-making, if certain individuals do not participate in the assessments, then the results will not represent the full range of opinions in the organization.



President Dever thanked the Board for their constructive remarks. He stated that taking action on employee feedback is essential and that as a consequence of shared governance, we must establish a balance between faculty and staff participation in planning and decision-making processes, while recognizing administrative accountability.

#### Annual Workforce Development Report

Dr. Deborah Wright, Vice President for Workforce Development, reported on the Annual Workforce Development Report. Board members viewed a 3-minute video about the Center for Building and Construction Trades located at the Goodwill Industries building at 1911 Saville Road, Hampton.

#### 2017 Legislative Update

President Dever thanked the Board members for their support and advocacy on behalf of Thomas Nelson throughout the General Assembly session and recognized those who visited with members of the Peninsula delegation as part of the College's annual visit to the General Assembly in January. Dr. Dever briefed the Board members on approved legislative items impacting Virginia's Community Colleges. He stated that the College continues to work to maintain strong relations with our legislative delegation.

#### 50th Anniversary of the First Local College Board Meeting at Thomas Nelson

Ms. Cynthia Callaway, Vice President of Institutional Advancement, announced that the College will be hosting a dinner to commemorate the first Local College Board Meeting at Thomas Nelson on March 16, 2017, at 5:30 p.m. in the Espada Room, Moore Hall (Hampton Campus). Board members and guests are invited to celebrate this important occasion.

#### Upcoming College Events

The following calendar of events were noted as being updated as of February 22, 2017. Events may be added or subject to change. Please visit the Thomas Nelson Community College website at [www.tncc.edu](http://www.tncc.edu) regularly for event updates and announcements.

- **March 1, 2017:** PTK Induction Ceremony, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:00 p.m.
- **March 16, 2017:** 50th Anniversary of the 1st Local College Board Meeting at Thomas Nelson. Dinner from 5:30 -8:30 p.m., Espada Room, Moore Hall.
- **March 21, 2017:** Student Forum with President Dever, Historic Triangle Campus, 2nd Floor Landing, 12:00 – 1:00 p.m.
- **March 22, 2017:** 2017 Scholarship Luncheon, Peninsula Workforce Development Center, 12:00 Noon.
- **March 23, 2017:** Student Forum with President Dever, Hampton Campus, Wythe Hall Gallery, 12:00 – 1:00 p.m.
- **April 6, 2017:** Spring Fest, Historic Triangle Campus, 12:00 Noon to 2:00 p.m.
- **April 7, 8, 9, 14, 15, 16, 2017:** Performing Arts Department presents Oscar Wilde's *The Importance of Being Earnest*, Friday and Saturday curtain at 8:00 p.m.; Sunday curtain at 3:00 p.m., Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus.
- **April 13, 2017:** Spring Fest, Hampton Campus, 12:00 Noon to 3:00 p.m.

- **April 20, 2017:** Employee Awards Ceremony, Dr. Mary T. Christian Auditorium on Thursday, 2:00 to 4:00 p.m., followed by a reception in the Espada room.
- **April 26, 2017:** College Board Meeting, Historic Triangle Campus, President's Conference Room 316G, 6:00 p.m.
- **April 28, 2017:** SGA Annual Student Recognition Ceremony, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 12:00 Noon to 2:00 p.m.
- **May 11, 2017:** Thomas Nelson Commencement Ceremony, Hampton Coliseum, 7:00 p.m.
- **June 21, 2017:** College Board Annual Dinner, Mariners' Museum, Newport News, 6:00 p.m.
- **September 27, 2017:** College Board meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.
- **December 6, 2017:** College Board meeting, College Board Room, Moore Hall, Hampton Campus, 6:00 p.m.

President Dever announced that Mr. Digby Solomon, retired publisher for *The Daily Press*, has graciously accepted our invitation to serve as the 2017 Thomas Nelson Commencement speaker. Mr. Solomon serves on the Thomas Nelson Educational Foundation Board.

### **UNFINISHED BUSINESS**

Review and approval of recommendations of the Ad Hoc Committee for College Board Awards at Commencement.

#### Closed Session

It was moved (B. Goodson) and seconded (L. Sledge) that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(10) of the Code of Virginia, convene in closed session to discuss matters relating to consideration of honorary degrees or special awards.

The motion was approved.

#### Reconvene to Open Session

It was moved (E. Tai) 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

Mr. Bruce 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 February 22, 2017, 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. Everett Jordan, Jr., Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Deborah Reese, Dr. Perry L. Showalter, Ms. Leonard Sledge, Ms. Elizabeth S. Tai, Mr. Scott VanVoorhees, and Ms. Stephanie White.

Ms. Christine Gergely read the following motions on behalf of the Ad Hoc Committee on Commencement Awards:

- A. The Ad Hoc Committee on Commencement Awards moves that the Thomas Nelson Community College Board approve the nomination of the late Senator John Miller to posthumously receive the 2017 Thomas Nelson Medallion.

The motion was approved.

- B. The Ad Hoc Committee on Commencement Awards moves that the Thomas Nelson Community College Board approve the nomination of Continental Automotive Systems, Inc., to receive the 2017 Dana B. Hamel Award.

The motion was approved.

### **NEW BUSINESS**

Mr. Leonard Sledge suggested that the College step up efforts for the Commencement ceremony this year. He stated that students feel a great sense of achievement and the location should reflect the same. He suggested the College add more greenery, carpeting, and floral arrangements to make the stage more presentable.

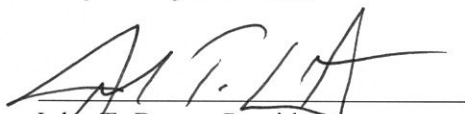
Mr. Charles Nurnberger, Vice President for Finance and Administration, will handle the request made by Mr. Sledge.

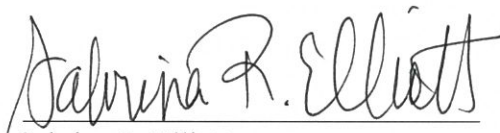
### **ADJOURNMENT**

It was moved (C. Gergely) and seconded (L. Sledge) that the meeting adjourn at 8:04 p.m.

The motion was approved.

Respectfully submitted:

  
John T. Dever, President  
Secretary to the Board

  
Sabrina R. Elliott  
College Board Recorder