



LOCAL COMMUNITY COLLEGE BOARD

MEETING MINUTES

Wednesday, December 6, 2023

Newport News City Center Conference Facilities

700 Town Center Drive – The James Room

Newport Nes, VA 23606

5:30 P.M.

MINUTES NO. 459

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

Roll Call 5:31 pm

Present: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

Absent: Dr. Linda Revica, Dr. Donna Woods

Staff and Guests: Ms. Ada Badgley (Office of the President), Mr. Jeff Bonavita (Faculty Senate) Dr. Porter Brannon (Office of the President), Dr. Valerie Burge Hall (Enrollment Management & Student Success), Mr. Steven Carpenter (Finance & Administration), Daniela Cigularova (Enrollment Management & Student Success), Ms. Nicole Currier (Academic Affairs), Dr. Joseph Fairchild (Academic Affairs), Mr. Steven Felker (Institutional Advancement & Transformation), Mr. Michael Filsinger (Faculty Senate), Ms. Mary Kanani (Enrollment Management & Student Success), Mr. Andrew Lesser (Anthology), Ms. Barbara Mason (Office of the President), Mr. Eric Pesola (Institutional Advancement & Transformation), Dr. Kerry Ragno (Academic Affairs), Ms. Elizabeth Rizzatto (CSSA), Dr. Scott Stauble (Academic Affairs)

A. Approval of Minutes for October 18, 2023

A motion to approve the minutes was made by Mr. David “Ed” Durham and seconded by Mr. Stephen Ferguson. The Virginia Peninsula Community College Board approved the minutes from the October 18, 2023, Board Meeting [No. 458], as presented.

By roll call vote, the following board members approved the October 18, 2023, minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

CHAIR ANNOUNCEMENTS

B. Public Comments

No Public Comment

C. Report from the College Board Liaison to the VPCC Educational Foundation Board of Directors

Ms. Tijuana Gholson reported the Educational Foundation Board has not met and there was no report. The Educational Foundation Board will meet on Thursday, December 14, 2023.

D. Executive Committee Serving as the Presidential Evaluation Committee

The Executive Committee will serve as the Presidential Evaluation Committee. The committee will follow the evaluation process and will report to the full board.

E. Board Self-Evaluation Evaluation Policy and Survey Instrument

During the October meeting Dr. Jarret charged the Board Self-Evaluation Taskforce to work on a procedure and survey instrument that will be used for conducting an annual self-evaluation of the Local College Board. Mr. Felker, co-chair of the task force, shared the findings of the committee and provided an overview of the recommendations. The taskforce plans to gather feedback and meet again in January to finalize their work and ask for approval at the February College Board. After approval the survey will be administered to the board in late February to early March and survey results will be presented at the April Board meeting. An executive summary and a recommendation for approval will be presented at the May College Board meeting.

2. PRESIDENTS REPORT

A. Update on the Recommendation for Professor Emeritus 2024

The last recommendation for professor emeritus at the College occurred in 2020. The current College Policy Manual is under review and the policy for recommendation for professor emeritus has been identified as one that needs to be updated. There will be a pause on a recommendation for Professor Emeritus until a new policy is in place.

B. Current Data and Recent Trends Related to Quantitative Metrics on Student Outcomes

Dr. Brannon shared that Community Colleges are required to meet certain metrics and are evaluated on these annually. Mr. Jeffrey Bonavita, Interim Director of Institutional Research and Effectiveness shared current data and trends with the College Board and highlighted many of the metrics the Colleges uses on a regular basis to include: Enrollment, Applicant Conversion, Retention, Graduation Rates, Transfer Rates, Wage Gain, and Dual Enrollment Graduates.

Mr. Bonavita share that he welcomes any feedback and will share any metrics that College Board would like reported on at future meetings.

C. President's Written Report to the College Board

Mr. Melton asked for clarification on the fraudulent student applications and enrollment in Spring 2023. It was shared that the College does not charge an application fee and fraudulent individuals applied and put in fake information to receive Pell grant funding. These individuals get refund checks but never show up for class. This issue is also being addressed at the state level at the systems office. In addition to this fraud there are individuals who are using other's identity when submitting their application to the College.

Dr. Jarrett congratulated the marketing team for bringing students to campus.

Mary Bunting commended Dr. Brannon and her team in their efforts to help students change their lives.

Mr. Durham inquired about enrollment and how it affects the budget. It was shared that we are actively working on remodeling our schedule to allow students more flexibility in scheduling their classes. Our enrollment (number of students) is up but our FTE's are down which may be a

result of students not being able to take all the classes they need because of our current scheduling. Mr. Carpenter shared that the budget goal is for full employment, and we are closely watching vacancy levels; the College is not at full employment.

3. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

A. Review of October 4, 2023, and April 5, 2023, Minutes

RECOMMENDED ACTION: The Virginia Peninsula Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from October 4, 2023, and April 5, 2023, as presented.

By roll call vote, the following board members approved the October 4, 2023, and April 5, 2023, minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

B. Program Discontinuance: Career Studies Certificate (CSC) Welding Technology Basic.

RECOMMENDED ACTION: The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies certificate (CSC) Welding Technology Basic, as presented.

Dr. Ragno and Dean Scott Stauble shared the justification for the discontinuance of the Welding Technology Basic Certificate and the Welding Technology Advanced Certificate. Welding on the credit side did not get the students and was more expensive in comparison to the workforce side. The credit side will be discontinued; however, we will continue to offer welding on the workforce side.

By roll call vote, the following board members approved the discontinuance of the Welding Technology Basic CSC: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

C. Program Discontinuance: Career Studies Certificate (CSC) Welding Technology Advanced.

RECOMMENDED ACTION: The Virginia Peninsula Community College Board approves the discontinuance of the Career Studies Certificate (CSC) welding Technology Advanced, as presented.

By roll call vote, the following board members approved the discontinuance of the Welding Technology Advanced CSC: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

4. BUDGET AND FINANCE COMMITTEE

A. Review October 18, 2023, Minutes

RECOMMENDED ACTION: The Virginia Peninsula Community College Board approves the Budget and Finance Committee meeting minutes from October 18, 2023, as presented.

By roll call vote, the following board members approved the October 18, 2023, minutes: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

B. Receipt of the FY 2024 First Quarter Local Funds Report

TABLED: Receipt of the FY 2024 First Quarter Local Funds Report was tabled and will be presented at the February meeting.

C. Status Update of Budget and Finance Committee Standard Operating Procedures Document

Mr. Fuentes shared that work on the Finance Committee Standard Operating Procedures (SOP) has begun and a rough draft should be completed by December 15.

INFORMATION ONLY: The Virginia Peninsula Community College Board acknowledges receipt of the Budget and Finance Committee Standard Operating Procedures Document, as presented.

D. Status Update of Athletics Review Action Items

Mr. Fuentes shared a copy of the Athletics Review Action Items with the Board. Mr. Carpenter will review in detail at the February College Board meeting.

INFORMATION ONLY: The Virginia Peninsula Community College Board acknowledges receipt of the Athletics Review Action Items, as presented.

E. Statement of Economic Interests and Completion of State Officer and Employee Conflict of Interests Act Training

Mr. Fuentes shared that each board member received a copy of the Statement of Economic Interest and Completion of State Officer and Employee Conflict of Interests Act Training and should follow the guidelines and instructions provided.

INFORMATION ONLY: The Virginia Peninsula Community College Board acknowledges receipt of the Statement of Economic Interests and Completion of state Officer and Employee Conflict of Interests Act Training, as presented.

5. UNFINISHED BUSINESS

BOARD'S PRESIDENTIAL EVALUATION INSTRUMENT: DEMONSTRATION AND RECOMMENDATIONS – CLOSED SESSION

RECOMMENDED ACTION: The Virginia Peninsula Community College Board, 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, specifically the presidential performance evaluation.

Mr. David “Ed” Durham motioned for the Board of Virginia Peninsula Community College, in accordance with §2.2-3711(A)(1) of the Code of Virginia, vote to convene in closed session relating to the discussion or consideration of personnel matters, specifically the annual presidential performance evaluation, the motion was seconded by Mr. Andrew Crawford.

By roll call vote the following board members approved the motion and closed session began at 6:55 p.m.: Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

Reconvene to Open Session

Mr. Joseph Fuentes motioned for the Board of Virginia Peninsula Community College, having finished all appropriate discussions in accordance with §2.2-3711(A)(1) of the Code of Virginia, motioned to end the closed session and return to open session, the motion was seconded by Mr. Andrew Crawford.

By roll call vote, the following board members approved the return to open session which reconvened at 7:30 p.m.: Ms. Mary Bunting, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

Certification of Closed Session

The members in attendance at the closed session of the Virginia Peninsula Community College Board meeting on December 6, 2023, that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)(1) 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 board members certified closed session matters Ms. Mary Bunting, Mr. Andrew Crawford, Mr. David “Ed” Durham, Mr. Stephen Ferguson, Mr. Joseph Fuentes, Ms. Tijuana Gholson, Dr. Joyce Jarrett, Mr. Allan Melton, Dr. Keisha Melvin, Dr. Jonathan Romero, Dr. Vince Warren

6. **NEW BUSINESS**

A reminder was made to contribute to the Foundation by the end of the calendar year as well as the Templin Hall Groundbreaking Ceremony scheduled for December 11th and the Legislative Breakfast scheduled for December 15.

7. **ADJOURNMENT**

The meeting was adjourned at 7:39

*Next College Board Meeting: 5:30 p.m. on
February 21, 2024*

Campus Locations

Williamsburg’s Historic Triangle Campus
4601 Opportunity Way, Williamsburg, VA 23188

Hampton Campus

Hampton IV Building
521 Butler Farm Road, Hampton, VA 23666

Note

General Local College Board meetings are open to the public in accordance with the Virginia Freedom of Information Act.