



The Peninsula's Community College

Thomas Nelson Community College Board

Virtual Zoom Meeting
Wednesday, August 19, 2020
5:00 P.M.

MINUTES NO. 434

PRESENT:

Ms. Mary Bunting
Ms. Izabela Cieszynski
Dr. Joyce M. Jarrett
Mr. Michael F. Kuhns
Mr. John W. McMillan, Jr.
Ms. Mary Ann Maimone
Mr. Allan Melton

Mr. Augustus Owens
Mr. Jonathan Romero
Mr. Mitchell Schwartz
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren
Dr. Donna Woods

STAFF AND GUESTS:

Mr. Franz Albertini, Workforce Development
Ms. Belinda Baker, Institutional Advancement
Mr. Samuel Bevins, Student Government Association
Dr. Lynda Byrd-Poller, Human Resources
Ms. Cyndie Callaway, Institutional Advancement
Mr. Steven Carpenter, Finance & Administration
Ms. Erica Charity, Office of the President
Ms. Marian Clifton, Public Safety, Allied Health and Human Services
Mr. Timothy Crittenden, Finance & Administration
Dr. Gregory DeCinque, Interim President
Ms. Beth Dickens, Mid-Level Managers
Dr. Susan English, Academic Affairs & Workforce Development
Mr. Steven Felker, Institutional Research and Effectiveness
Ms. G. Yvette Franklin, Public Safety, Allied Health and Human Services
Ms. Jonalyn Gore, Workforce Credentials & Continuing Education
Ms. Keyanna Hawkins, College Support Staff Association
Mr. Matt Jones, Daily Press
Mr. Paul Long, Interim Dean, Public Safety, Allied Health and Human Services Division, Fire & Emergency Medical Services Education
Chief Maxwell, Campus Police & Mid-Level Managers
Ms. Donna Norman, Human Resources
Dr. Kris Rarig, Student Affairs
Dr. Patrick Smith, Psychology Department
Dr. Lauren Williams, Academic Affairs (left early)
Ms. Elizabeth Yimer, Student Government Association

I. CALL TO ORDER

Mr. Michael Kuhns called the meeting to order

A. Roll Call

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

Ms. Mary Bunting
Ms. Izabela Cieszynski
Dr. Joyce M. Jarrett
Mr. Michael F. Kuhns
Mr. John W. McMillan, Jr.
Ms. Mary Ann Maimone
Mr. Allan Melton
Mr. Augustus Owens
Mr. Jonathan Romero
Mr. Mitchell Schwartz
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren
Dr. Donna Woods

B. Approval of Minutes for College Board Meeting on May 20, 2020

It was moved (J. Jarrett) and seconded (J. McMillan, Jr.) that the Thomas Nelson Community College Board approve the May 20, 2020, Board Meeting minutes [No. 433] as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

II. CHAIR ANNOUNCEMENTS

A. Public Comments

There were no public comments

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

The most recent Foundation Board meeting was held virtually on June 4, 2020.

There was a “Moment for Mission” which provides an opportunity for the College to share information about ongoing activities with the Foundation Board. We learned about an effort to develop a strategic plan for the College’s Communication and Marketing operations.

Stephanie Heinatz, a consultant with Consociate Media and an alum of Thomas Nelson, provided brief details of a proposed strategic plan approach for addressing a marketing approach to our communications operations at the College. There will be more information in the future since this board has expressed interest in seeing a marketing approach.

Strategic Plan Final Report Update – Tracy Ashley, Director of Development, and Tricia Hudson, Consultant, informed the Board that the Foundation has completed the last year of the three-year strategic plan with the following results:

- 1 year \$621K
- 2 year \$500K
- 3 year to date \$617K

Total raised over the 3-year plan to date is over **1.7 million**

The Foundation’s total investment of \$324K earned over 5 times the initial investment to date. Appreciation was given all around for a job well done. There was a strong commitment to continue the momentum.

Cyndie Callaway, the Foundation’s Executive Director, provided the President’s comments since President DeCinque was attending another meeting. She highlighted several items of interest:

- The College participated in a scenario building exercise that envisions what the College would look like in the future. The video recording will be shared with Foundation Board members.
- During the COVID-19 pandemic the College is conducting business as usual. The College is not closed, just the doors. The College has been fortunate to maintain 100% of its faculty and staff during this time. Summer courses will continue online.
- The Presidential search is moving forward with a projected start date of January 1, 2021 for the new President.

Under the Foundation’s new business, the following actions were taken:

- Approval of a proposal of \$229,203 from the Equipment Endowment Earnings to support College equipment needs in FY21.
- Approval of a proposal of \$140K to support Development activities in FY21 in addition to the continuation of the Innovator Grant program and property expenses.

The meeting concluded with an annual review of the Memorandum of Understanding (MOU) between Thomas Nelson Community College and the Thomas Nelson Community College Educational Foundation, Inc. and approved the revised MOU.

The next meeting of the Foundation Board is scheduled for September 17, 2020 at 8:30 a.m. via Zoom.

C. Community Connections Report

There was nothing to report

D. Recognition of Dr. Perry L. Showalter's Board Service

The board expressed their appreciation to Dr. Perry Showalter for his service to the board. Dr. Showalter served the board for 1 term representing York County, and provided input for Thomas Nelson's Health Science and Dental Program.

E. Announcement of New Representative for York County Mr. Mitchell Schwartz

Mr. Kuhns welcomed and introduced Mr. Mitchell Schwartz our newest board member representing York County. Mr. Schwartz is a 27-year military veteran who works for the Department of the Air Force as a Program Manager at Langley AFB. He is married with an 8-year old son and lives in York County.

F. Presidential Search Update

Dr. Rarig was introduced as the Chair of the Presidential Transition Team. Mr. Kuhns, Ms. Bunting, Dr. Jarrett, and Dr. Warren are on the screening committee and have reviewed 92 applications for the position. We expect to learn the finalist names as early as Thursday, August 20, 2020. The Chancellor will make the names public.

The transition team has met twice and are developing a schedule for the candidates. We expect up to four candidates and the interviews will be a day and a half long. The schedule is being developed and include the candidates meeting with the constituency groups, students, and the college community during a town hall. Physical tours of the Hampton and Historic Triangle Campus are planned culminating with a College Board interview.

Mr. Felker is working to finalize a survey instrument which will be sent to session participants. This will be very important because it is the only way that participants can provide their feedback which will be submitted to the College Board. This will help the board get the sense of how others interacted with the candidates.

Mr. Kuhns asked the board to send names of community and business leaders that would be appropriate to receive an invitation. They will have to register for the different sessions so we will know who attended what session and get feedback.

G. Late Breaking Items

There were no late breaking items.

III. SNAPSHOT REPORT: Ms. Yvette Franklin, CNA Program - Transition from Face to Face to Hybrid/Online

Dr. English stated that people are wanting to know how COVID 19 impacted education and what it looks like for Thomas Nelson. Dr. English used a quote from Dr. DeCinque and stated that “If Thomas Nelson is going to be effective and make this work, it will be because the entire college stepped up and truly became a more virtual campus.” In addition, the faculty stepped in and pivoted on a dime from face to face classes to online classes and now some hybrid classes.

Mr. Long, Interim Dean to Public Safety Allied Health and Human Services, introduced Ms. Jonalyn Gore who manages the credit non-credit Allied Health Programing and Ms. Yvette Franklin.

Ms. Franklin provided the Snapshot Report and stated that the Nurse Aide Education Program is a Workforce Development certificate program designed to prepare graduated Nurse Aids as Virginia Commonwealth CNAs. Ms. Franklin explained the following points / keys to unlock the process of transitioning from face to face to hybrid/online learning:

- Instructor profiles
- Scope of local communities
- Student profiles
- How Program is Designed
- Coronavirus Pandemic
- Spring Break Brainstorm Planning – CHALLENGES = CREATIVITY
- Implementation of strategies
- PIVOT to Online/Virtual & Hands-On/F2F

Where we are & next steps:

- One group is graduating now and & registered for candidacy to sit for Regional Certification Exams
- Two groups will complete their clinical internship soon
- Onward with Fall’20 Program to include Dual Enrollment

Special thanks given to the following people:

- Dr. Susan English - Vice President for Academic Affairs and Workforce Development
- Paul Long - Interim Dean, Public Safety, Allied Health and Human Services Division
- Keisha Samuels - Associate Dean, Department Chair Human Services
- Jonalyn Gore - Workforce Development Program Coordinator

IV. BUDGET AND FINAANCE COMMITTEE

On behalf of the Budget and Finance Committee, Ms. Bunting provided the following committee report and recommendations:

A. Review of May 14, 2020, Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from May 14, 2020, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

B. Receipt of the FY 2020 Local Funds Year-End Report

The Budget & Finance Committee lost a committee member because his term ended and was unable to meet quorum requirements. Mr. Carpenter provided a local funds briefing for the College Board.

It was moved (M. Bunting) and seconded (M. Maimone) that the Thomas Nelson Community College Board acknowledge receipt of the FY 2020 Local Funds Year-End Report, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

C. Accept for Informational Purposes an Update on the FY 2020 and FY 2021 State Budgets

Mr. Carpenter provided a brief update on the FY 2020 and FY 2021 State Budgets

It was moved (M. Bunting) and seconded (I. Cieszynski) that the Thomas Nelson Community College Board accept for informational purposes the update on FY 2020 and FY 2021 State Budgets, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

V. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

On behalf of the Curriculum, Instruction, and Student Services Committee Dr. Jarrett provided the following committee report and recommendations:

A. Review of Meeting Minutes from May 13, 2020

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from May 13, 2020, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

B. Report from the Vice President of Academic Affairs and Workforce Development on Program and Discipline Health Report

Dr. English explained the Program Productivity and Health Reports for a few programs. Faculty use these reports each year and use this tool to review what the data is telling them. Last year they used peer review as a means to assist lead faculty members in understanding what the data is telling them. To determine if a program is relevant, healthy, and strong, we conceptualize it with the community and by the employers in the region.

The Committee moved that the Thomas Nelson Community College Board acknowledge the report on Program and Discipline Health, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

C. Report from the Vice President of Academic Affairs and Workforce Development on Update on New Programs Approved and Launched During 2018 – 2019

The Committee moved that the Thomas Nelson Community College Board acknowledge the report on the Update on New Programs Approved and Launched During 2018-2019, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Mr. Mitchell Schwartz, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

D. Report from the Vice President of Academic Affairs and Workforce Development on Update on Curriculum Process Improvements for 2020 – 2021

This item was deferred until the next meeting.

VI. PRESIDENT'S REPORT

A. Enrollment Report

Mr. Felker shared the latest enrollment numbers and reviewed the following points:

Summer 2020 Final Enrollment Data

- 3,362 Headcount (-5.3% from Summer 2019)
- 1,180 FTES (-2.9% FROM Summer 2019)

Fall 2020 Current Enrollment Data (As of August 19, 2020)

- 4,682 Headcount (-17.5% from Fall 2019)
- 3,017 FTES (-16.3% from Fall 2019)

Expectations for Fall 2020, and Remaining Unknowns

- Expect to End Fall 2020 down approximately 8-12% in Headcount and FTES
 - More late enrolling students than in prior years, due to COVID-19 and recent trends
 - More 12-week class options than in prior years, in response to COVID-19
 - Dual enrollment registrations always occur later, and impact final numbers
- Extent to which the above factors will increase enrollment is still unknown – COVID-19 is impacting high schools as well, and dual enrollment numbers may not be as strong as in prior years
- Better at this point to consider and plan for multiple enrollment outcomes

Dr. Rarig described some of the efforts we are taking in enrollment to meet the needs of students remotely. Some of our processes were designed without fillable forms. We did not have the capability of electronic signatures. We have learned many things about our processes and gotten better. There are some great things we have learned such as the ability to have zoom sessions with large groups of students. The creativity and dedication of staff has been overwhelming. Everyone knows what is at stake and has done their very best to meet these challenges. When the dust settles from Fall, we will have an after-action review which will prepare us for spring registration.

B. Institutional Priorities

Mr. Felker shared the President's Institutional Priorities for 2020-2021 and asked board members to send feedback.

In addition to the key priority areas outlined in the institutional priorities, Thomas Nelson is working on a number of major efforts and initiatives to improve the institution and address the major topics and issues of this very significant point in time. The College recognizes that this is an era of change and is committed to evaluating itself and finding ways to adapt, be better in the way it operates and serves its communities, and further its core mission.

C. College and Facilities Name Task Force

This is a joint task force of college employees and college board members co-chaired by Ms. Callaway and Ms. Cieszynski. We have had three meetings so far and began this effort before receiving the mandate that all 23 community colleges in Virginia would undergo a review of the college facilities and college names and provide recommendations before March 2021.

This task force has been charged with reviewing the college, campuses, and college facilities names and make recommendations to keep or change them. Our local College Board has the authority to name college facilities and spaces. The State Board has the authority to change college and campus names.

The task force has broken into the following three categories:

- 1) Historical Context - Examine the names of the buildings and the rooms currently to review the history and determine our recommendation.
- 2) Policy and Protocols - Determine a structure for naming in the future and make recommendations about future actions.
- 3) Outreach Initiative - Gather feedback from the community and community stakeholders.

We expect to have our report by Thanksgiving to the College Board.

D. Comments from Interim President

Dr. DeCinque attended the President's Call and learned the following:

- The Governor's budget does not include any additional cuts to CC. Anything that was new in the state budget is now on hold. There may be another look at the budget in September/October.
- The only new facilities that are going ahead are the ones already under construction. We may be delayed because of this.

Dr. DeCinque invited the defacto leaders of the Social Justice and Societal Change Committee, Dr. Patrick Smith, and Ms. Marian Clifton to provide an update about the committee.

Under the direction of Dr. Gregory DeCinque, the first meeting of the Social Justice and Societal Change Committee, hereby referred to as (SJSCC), met on June 30, 2020. The idea derived as a result of the recent incidents of police brutality, the death of George Floyd and the public outcry,

along with the national reckoning of racial injustice, Dr. DeCinque suggested that TNCC has an opportunity to participate in internal and external community conversations and healing. This idea also ties to the results of the Scenario Planning Sessions that were held in May and June.

Some emerging ideas for possible immediate implementation include the following:

- 1) Hosting a family day for new students
- 2) Hosting a community voices series
- 3) Adding a community hub section to the College website that ties together all community resources in a meaningful way
- 4) Better connecting alumni to current students

Dr DeCinque asked the Student Government Association President, Mr. Samuel Bevins and Vice President, Ms. Elizabeth Yimer, how their first day of classes went. Mr. Bevins stated that it went smoothly and there was a great amount of new material. Ms. Yimer stated that it was a smooth transition and that she was impressed. Mr. Bevins sent an email to leadership of the student clubs to recruit for the SGA.

VII. UNFINISHED BUSINESS

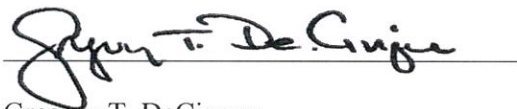
There was none

VIII. NEW BUSINESS

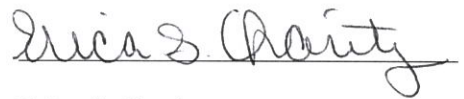
There was none

IX. ADJOURNMENT

The meeting adjourned at 7:10 p.m.



Gregory T. DeCinque
Secretary to the Board



Erica S. Charity
College Board Recorder