



The Peninsula's Community College

**THOMAS NELSON COMMUNITY
COLLEGE BOARD MEETING
February 25, 2015**

**College Board Room
Hampton Campus
6:00 P.M.**

MINUTES NO. 406

PRESENT:

Ms. Christine J. Gergely
Mr. Robert Harper
Mr. Everett Jordan, Jr.
Mr. John W. McMillan, Jr.

Ms. Carol Scheid
Ms. Elizabeth Tai
Ms. Stephanie White
Ms. Belinda Willis

ABSENT:

Mr. Bruce Goodson
Mr. Albert Louer
Mr. Augustus Owens

Father Ralph Haines, III
Ms. Deborah Reese
Mr. Leonard Sledge

STAFF AND GUESTS:

Mr. William Berry (Mid-Level Managers)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. John T. Dever (President)
Mr. Ryan Douglas (Student Government Association)
Ms. Sabrina Elliott (Office of the President)
Ms. LaVonne P. Ellis (State Board Liaison)
Mr. Steven Felker (Institutional Research and Effectiveness)
Mr. Richard Hodges (Historic Triangle Campus)
Ms. Nira Holton (Office of the President)
Mr. Thurman London (Audio Visual)
Dr. Daniel Lufkin (Student Affairs)
Chief Kelvin Maxwell (Campus Police)
Mr. Charles Nurnberger (Finance and Administration)
Dr. Lonnie Schaffer (Academic Affairs)
Mr. Paul Tessier (Faculty Senate)
Dr. Deborah Wright (Workforce Development)

CALL TO ORDER AND WELCOME

Ms. Carol Scheid, 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. Robert Harper
Mr. Everett Jordan, Jr.
Mr. John W. McMillan, Jr.
Ms. Carol Scheid
Ms. Elizabeth S. Tai
Ms. Stephanie White
Ms. Belinda Willis

APPROVAL OF MINUTES

It was moved (J. McMillan, Jr.) and seconded (E. Tai) that the Thomas Nelson Community College Board approve the December 3, 2014, Board minutes [No. 405].

The motion was approved.

PUBLIC COMMENTS

There were no public comments.

CHAIR ANNOUNCEMENTS

Chair Scheid welcomed everyone to the meeting.

Appointment of Ad Hoc Committee to Prepare the Presidential Evaluation

Chair Scheid announced that Mr. Robert Harper, Mr. Augustus Owens, and Ms. Deborah Reese have been appointed to serve on the Ad Hoc Committee to prepare the Presidential Evaluation. Mr. Harper will serve as the Chair and the committee will meet soon to review the evaluation materials. Ms. Elliott will assemble the materials and forward them to committee members to ensure that the members have adequate time to prepare the evaluation to present to the full Board during the April 22nd meeting and for final submission to the Chancellor's Office by May 1.

COMMITTEE REPORTS

Finance and Municipal Liaison Committee (FAML)

Mr. John W. McMillan, Jr., presented the Finance and Municipal Liaison Committee report on behalf of Chair Goodson. He reported that the committee did not have a quorum present for its scheduled meeting. He submitted the following Committee report:

Review of Meeting Minutes from December 3, 2014

On behalf of the committee, Mr. McMillan recommended that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from December 3, 2014, as presented.

The motion was approved.

Approve Student Fee Increase for FY 2016

On behalf of the committee, Mr. McMillan presented a proposal to transition student fees for FY 16 from a flat-fee to a credit-hour fee and to increase the current student fee paid by \$.50 per credit hour to \$2.70 per credit hour beginning Fall 2015. On behalf of the committee, Mr. McMillan recommended that the Thomas Nelson Community College Board approve the student fee increase for FY 2016, as presented.

The motion was approved.

Review second quarter FY 2015 Local Funds statement

On behalf of the committee, Mr. McMillan recommended that the Thomas Nelson Community College Board acknowledge the receipt of the second quarter FY 2015 Local Funds statement, as presented for informational purposes.

The motion was approved.

Distribution of the FY 2016 Local Funds budget (DRAFT)

On behalf of the committee, Mr. McMillan recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2016 Local Funds budget (DRAFT), as presented for informational purposes.

The motion was approved.

Curriculum, Instruction, and Student Services Committee (CISS)

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

Review of Meeting Minutes from December 3, 2014

The committee recommended that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from December 3, 2014, as presented.

The motion was approved.

PRESIDENT'S REPORT

(In association with various Cabinet members, President Dever provided reports and updates on several items during the dinner portion of the meeting.)

Enrollment Report

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

Summer 2014 v Fall 2014: Copies of the 2009-2010 to 2014-2015 Annual/Semester Headcount and FTES totals for the Summer 2014 to Fall 2014 were distributed.

- Summer 2014 Headcount as of February 25, 2015, was 4,609 and FTES 1,573
- Fall 2014 Headcount as of February 25, 2015, was 10,436 and FTES 6,004

Spring 2014 v Spring 2015: Copies of the Registration Enrollment Statistics Comparison for the Spring 2014 to Spring 2015 were distributed.

- Spring 2014 Headcount as of February 26, 2014, was 9,704 and FTES 5,766
- Spring 2015 Headcount as of February 25, 2015, was 9,119 and FTES 5,331

Dr. Lufkin reported that the enrollment numbers for spring semester 2015 were currently down by 7.5% as compared to spring semester 2014. The decrease is in line with what is occurring within the VCCS and across the country. He reported that a new enrollment team has been established to focus on improving enrollment management strategies to maximize the resources of the College. The group is working with faculty, students and staff across all academic divisions, Workforce Development, and Marketing to establish innovative ways to assist in developing new recruiting strategies using a segmented, targeted approach. The College will continue to be diligent and creative in its recruitment and enrollment efforts as we work towards a more strategic enrollment management plan.

Update on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation of Accreditation

Mr. Steven Felker, Director of Institutional Research and Effectiveness, provided an update on the Thomas Nelson SACSCOC Reaccreditation 2016. Mr. Felker reported that in September 2014, an Advisory Visit was held with the College's SACSCOC Vice President, and that the Compliance Certification is due by March 2, 2015. The off-site peer review, the Focused Report and Quality Enhancement Plan (QEP), and on-site peer review will all be conducted prior to the final review held by the SACSCOC Board of Trustees in June 2016.

Mr. Felker reviewed the results of the compliance certification process. He reported that out of the 97 SACSCOC Standards, Thomas Nelson responded as follows:

- 82 indicated as full compliance
- 5 indicated as partial compliance
- 10 indicated as not applicable

The following 5 standards were indicated in partial compliance, and action plans are underway to bring the College into full compliance by the time of the On-site Committee's visit in November 2015.

- Comprehensive Standard 3.2.9 (Governance and Administration: Personnel appointment)
- Comprehensive Standard 3.2.10 (Governance and Administration: Administrative staff evaluations)
- Comprehensive Standard 3.3.1.1 (Institutional Effectiveness: Educational Programs)
- Comprehensive Standard 3.7.1 (Faculty: Faculty competence)
- Comprehensive Standard 3.7.2 (Faculty: Faculty evaluation)

He stated that several of the partial compliance standards are closely related and were marked as partial compliance due to our lack of local policy on adjunct faculty and administrative faculty evaluation, and that work is occurring now to put those policies in place.

He also mentioned that the College feels confident with its process and engagement in academic program assessment, and marked partial compliance due to insufficient time with that process to demonstrate ongoing assessment. Lastly, Mr. Felker noted that an action plan has been put in place for resolving issues with faculty credentialing.

Update on the New Thomas Nelson Strategic Plan

Mr. Steven Felker, Director of Institutional Research and Effectiveness, provided an update on the College plans and activities related to the new strategic plan. He reviewed the overall timeline for the new strategic plan. Mr. Felker reported that several forums are planned for March 2015 with different groups, to include college constituencies (College Council, Faculty Senate, College Support Staff Association, Mid-level Managers Council, and Student Government Association) and community groups (Corporate Advisory Board, Thomas Nelson Alumni, and Educational Foundation Board).

Mr. Felker reviewed the draft goals, which are currently under development:

- Goal 1: Improve Student Success and Completion
- Goal 2: Enhance College Operations and Facilities
- Goal 3: Strengthen and Build Partnerships with the Greater Community

The proposed plan document is scheduled to be submitted to the Local Board for review and approval at the April board meeting. A copy of the goals and objectives will be shared with the Board for review prior to the April meeting. Once approved by the Board, the new strategic plan will be implemented beginning July 1, 2015.

2015 Legislative Update

Ms. Callaway reported that we had two successful visits to the Virginia General Assembly in Richmond and that several Thomas Nelson Board members, staff and students participated this year. Board members commented that Thomas Nelson students were outstanding and did a wonderful job telling the community college story and how the opportunities available at Thomas Nelson make a difference in so many lives. The visits provide opportunities for community college supporters to come to Richmond and participate in their state government.

President Dever reported the following budget items and other legislation from the 2015 General Assembly Session:

- At least a 2% salary increase for College employees. The increases are part of an ongoing process to review salary ranges and how they compare with other community colleges as well as outside employers.
- Additional financial aid, including aid for students in Workforce Development non-credit programs.
- Chancellor DuBois has been charged by the General Assembly to develop a plan to expand the number of workforce training credentials and certifications to a level needed to meet the demands of Virginia's workforce. This plan will form the framework for the major changes in funding the VCCS will be seeking in the 2016 General Assembly.
- Additional funds for growth in the transfer grant program and incentives for students transferring to some of Virginia's public four-year institutions.
- The VCCS is called upon to adopt a uniform policy to award academic credit for prior military service and training.

Events

- i. **February 26, 2015:** Phi Theta Kappa Spring Induction, Dr. Mary T. Christian Auditorium, Templin Hall, 7:00 p.m.
- ii. **February 27, 2015:** Black History Month Expo, Wythe Hall, 5:00-7:00 p.m., free and open to the public
- iii. **February 27, 2015:** A Motivational Speaking Engagement, "African Americans in the Mass Media", Templin Hall, 7:00 p.m., free and open to the public.
- iv. **March 24, 2015:** Student Forum with President Dever, Library Room 106, Historic Triangle, 12:00 p.m.
- v. **March 26, 2015:** Student Forum with President Dever, Gallery, Wythe Hall, Hampton Campus, 12:00 p.m.
- vi. **March 30, 2015:** Faculty and Staff Forum with President Dever, Wythe Hall, Hampton Campus, 12:00 p.m.
- vii. **March 31, 2015:** Faculty and Staff Forum with President Dever, President's Conference Room, 317G, 3rd Floor, Historic Triangle, 12:00 p.m.

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.

OLD BUSINESS

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

Closed Session

- It was moved (J. McMillan, Jr.) and seconded (C. Gergely) that the Board of Thomas Nelson Community College, in accordance with Sections, §2.2-3711(A)(1), and §2.2-3711-10.A, of the Code of Virginia convene in closed session to discuss matters relating to specific officers, appointees or employees of the institution, Thomas Nelson's Presidential Evaluation and the consideration of special awards.

The motion was approved.

It was moved (E. Tai) and seconded (S. White) that the Board of Thomas Nelson Community College concluded its closed session and reconvened in open session.

The motion was approved.

Reconvene to Open Session

- By roll-call vote in open session, the following members were in attendance and will be included in the minutes certifying that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the college board.

Ms. Christine Gergely, Mr. Robert Harper, Mr. Everett Jordan, Jr., Mr. John W. McMillan, Jr., Ms. Carol Scheid, Ms. Elizabeth S. Tai, Ms. Stephanie White, and Ms. Belinda Willis.

It was moved (E. Tai) and seconded (J. McMillan, Jr.) that the Thomas Nelson Community College Board approve the selection of Delegate Matthew James for the Dana B. Hamel Award and Mr. Robert F. Shuford, Sr., for the Thomas Nelson Medallion to be awarded during the 2015 Thomas Nelson Commencement services in May 2015, as presented.

The motion was approved.

Announcements

President Dever stated that the President's Office will continue to forward messages and the latest news and updates regarding the College to Board members.

2015 Commencement Speaker

President Dever reported that Dr. Billy K. Cannaday, Jr., has accepted the College's formal invitation to serve as the 2015 Commencement speaker. Dr. Cannaday currently serves as the Vice Provost for Academic Outreach and Dean of the School of Continuing and Professional Studies at the University of Virginia. Dr. Cannaday has previously served as Principal of Huntington Middle School in Newport News, Director of Secondary Education and Assistant Superintendent for Instruction, and Superintendent for Hampton Public Schools.

U.Va. Program

Dr. Dever reported that a recent information session was held to recruit students to enroll in the U.Va. Bachelor of Interdisciplinary Studies (BIS) program at the Historic Triangle Campus. The College will continue to encourage participation and interest by assisting U.Va. in promoting the program.

AIM Center Update

Dr. Dever reported that continued corporate discussions have been held about the Advanced Integrated Manufacturing (AIM) Center, and a series of meetings have been arranged with relevant stakeholders to determine what the needs are and how they can be managed.

Department of Labor (DOL) American Apprenticeship Grant

Dr. Dever reported that Thomas Nelson is working in conjunction with TCC, PDCCC, Opportunity, Inc., New Horizons Regional Education Center (NHREC), and the Peninsula Council for Workforce Development on a regional submission for a \$2.9M Department of Labor (DOL) American Apprenticeship Grant to support 300 apprentice positions.


NEW BUSINESS

There were no new business items to discuss.

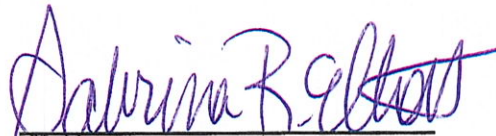
ADJOURNMENT

It was moved (E. Tai) and seconded (R. Harper, Jr.) that the meeting adjourn at 7:25 p.m. The motion was approved.

Respectfully submitted:



John T. Dever, President
Secretary to the Board



Sabrina R. Elliott
College Board Recorder