



The Peninsula's Community College

**THOMAS NELSON COMMUNITY COLLEGE BOARD MEETING
Wednesday, December 7, 2016**

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

MINUTES NO. 414

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.

Mr. Augustus Owens
Ms. Deborah Reese
Mr. Leonard Sledge
Dr. Perry L. Showalter
Ms. Elizabeth S. Tai

ABSENT:

Mr. Scott VanVoorhees

Ms. Stephanie White

STAFF AND GUESTS:

Mr. Seyed Akhavi (Science, Engineering, and Technology)
Ms. Ursula Bock (Mid-level Managers)
Dr. Carmen Burrows (Workforce Development)
Mr. Phillip Bradshaw (Mid-level Managers)
Ms. Cynthia Callaway (Institutional Advancement)
Ms. Joy Cooke (Human Resources)
Dr. John T. Dever (President)
Ms. Sabrina Elliott (Office of the President)
Mr. Steven Felker (Institutional Research and Effectiveness)
Dr. Gregory McLeod (Historic Triangle Campus)
Mr. Charles Nurnberger (Finance and Administration)
Ms. Kris Rarig (Student Affairs)
Sgt. Glenn Spruill (Campus Police)
Ms. Lucinda Spryn (Faculty Senate)
Dr. Charles Swaim (Academic Affairs)

CALL TO ORDER

Mr. John W. McMillan, Jr., Chair, called the meeting to order at 6:05 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 (*arrived after roll call*)
Mr. John W. McMillan, Jr.
Mr. Augustus Owens
Ms. Deborah R. Reese
Dr. Perry L. Showalter
Mr. Leonard Sledge
Ms. Elizabeth S. Tai

APPROVAL OF MINUTES

It was moved (E. Tai) and seconded (L. Sledge) that the Thomas Nelson Community College Board approve the September 28, 2016, Board minutes as presented [No. 413].

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 reported that the following Board members have agreed to serve on the Ad Hoc Committee for to prepare the Presidential Evaluation:

- Ms. Christine Gergely
- Dr. Joyce M. Jarrett
- Mr. Michael Kuhns

The nominating committee will meet to discuss the slate of candidates and then present their report to the Board at the meeting in February. Vice President Cynthia Callaway will provide staff assistance to the committee. The Thomas Nelson Medallion and the Dana Hamel Award were established by the College Board in 2010 and are given to individuals for their extraordinary contributions and commitment to public service, to fostering access to higher education, and to promoting an understanding of the role of workforce development as an essential part of the College's mission.

Annual Holiday Party

Chair McMillan expressed many thanks to the Social Affairs Committee for putting on the event. He stated that the Holiday Party was a great way to close out the year with a festive event.

College Board Meeting, February 22, 2017

Chair McMillan announced that the next scheduled Board meeting will be on February 22, 2017, at the Mariners' Museum in Newport News. He reported that a tour has been arranged for Board members to go behind the scenes and view the vast treasures and roughly 50% of artifacts that are not on display. He proposed that members meet at 1:00 p.m., tour the museum, followed by the regularly scheduled Board meeting at 4:00 p.m. Chair McMillan asked board members to give feedback to express their interest in whether they will be able to attend the meeting.

Thomas Nelson Outstanding Employee of the Year Awards

Chair McMillan announced that the College is soliciting nominees for the Outstanding Employee of the Year Awards. The committee will be meeting to select recipients, and Ms. Gergely has graciously served on this committee in the past. He extended the opportunity to other Board members who may also be interested in participating and asked that they contact him to express their interest in serving. At the present time, the exact meeting time for the committee has not been scheduled, but it should be sometime near the beginning of April.

Ms. Deborah Reese volunteered to serve on this committee.

College Board Annual Dinner, June 2017

Chair McMillan is seeking advice on the annual dinner. The location of the venue is key, and he suggested a new restaurant in the Hilton area. The restaurant is very casual, and they are willing to entertain our company in June. Should there be any objections, Chair McMillan asked board members to contact him.

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 Board has not met since the College Board meeting on September 28. The next scheduled quarterly meeting of the Foundation is set for Thursday, December 15, beginning at 8:30 a.m. at the Historic Triangle Campus. This is the scheduled Annual Meeting for the Foundation at which time the slate of officers for 2016-17 will be

approved and directors whose terms are expiring will either seek reappointment or rotate off the Board. Currently, only one Director is indicating plans to rotate off the Board, the Honorable Melanie Rapp Beale, who is also the current Foundation Board President through December 2016. Ms. Beale will be recognized for her service to the Board as a member and a two-time Board President during the December meeting.

The Foundation launched its Internal Annual Giving Campaign in October with kick-off events on both the Historic and Hampton campuses. As of November 30, internal annual giving contributions totaled \$26,664.00, or 67% of the annual goal of \$40,000. Compared to the same time in 2015, internal annual campaign contributions received have increased by 33%, and the number of internal donors to the annual campaign has increased by more than 100% from 61 to 124.

College Board members were reminded that their gifts are counted as part of the College's internal giving campaign. Pledge cards were distributed to members to make their annual gift or pledge. Last year, 100% of College Board members contributed. Mr. Kuhns reminded board members that their generous gifts and participation provide leadership examples to the community, both internal and external, and support the Foundation's ability to bridge the margin of excellence for College programs and services.

Chair McMillan reminded Board members that their gifts and participation in the College's internal giving campaign are the first step toward asking the broader donor community for support. He stated that one hundred percent board participation sets a standard that any potential donor will respect.

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 September 28, 2016 Minutes

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from September 28, 2016, as presented.

The motion was approved.

B. Review and accept for file purposes the FY 2016 Year-End Local Funds Financial Statement (Final)

- ❖ The Committee moved that the Thomas Nelson Community College Board review and accept the FY 2016 Year-End Local Funds Financial Statement (Final), as presented for file purposes.

The motion was approved.

C. FY 2017 First Quarter Local Funds Financial Statement

- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the FY 2017 First Quarter Local Funds Financial Statement, as presented for informational purposes.

The Committee recommendation was noted for informational purposes.

- D. 2016 Annual Filing of Financial Disclosure Form Due January 15, 2017 (Board members)
- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the 2016 Annual Filing of Financial Disclosure Form Due January 15, 2017, as presented for informational purposes.

The Committee recommendation was noted for informational purposes.

- E. Thomas Nelson Community College Emergency Action Plan
- ❖ The Committee recommended that the Thomas Nelson Community College Board acknowledge the receipt of the Thomas Nelson Community College Emergency Action Plan, as presented for informational purposes.

The Committee recommendation was noted for informational purposes.

- F. Approval of Resolution: Fiber Optic Easements
- ❖ The Committee recommended that the Thomas Nelson Community College Board approve the Fiber Optic Easements resolution, 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 and recommended actions:

- A. Review of Meeting Minutes from September 28, 2016
- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from September 28, 2016, as presented.

The motion was approved.

- B. New Program: Career Studies Certificate in Precision Machining Computer Numerical Control (CNC) Technology
- Mr. Seyed Akhavi, Dean of the Science, Engineering, and Technology Division, reported that according to the industry, there is a high demand for machinists. Continental Corporation, Powertrain Division, formerly Siemens VDO Automotive Corporation, is partnering with Thomas Nelson Community College in providing space, equipment, and subject matter expertise to ensure qualified and skillful machinists are available to meet the needs of industry.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Precision Machining Computer Numerical Control (CNC) Technology, as presented.

The motion was approved.

C. New Program: Career Studies Certificate in Advanced Precision Machining Computer Numerical Control (CNC) Technology

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Advanced Precision Machining Computer Numerical Control (CNC) Technology, as presented.

The motion was approved.

D. Program Name Change: Career Studies Certificate in Cybersecurity to Become Cybersecurity for Enterprises

Dr. Charles Swaim, Interim Vice President for Academic Affairs, reported that the request to rename the Cybersecurity CSC to “Cybersecurity for Enterprises” is to help differentiate it from a new CSC being proposed, “Cybersecurity for Local Area Networks (LAN).” The Cybersecurity for Enterprises CSC is intended for students who are pursuing the Certified Ethical Hacker (CEH) industry certification. It is an advanced program and builds on the knowledge, skills, and abilities of the Cybersecurity for LAN CSC.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Cybersecurity with the name change to Cybersecurity for Enterprises, as presented.

The motion was approved.

E. New Program: Career Studies Certificate in Cybersecurity for Local Area Networks (LAN)

Dr. Swaim reported that the Cybersecurity for LAN CSC is a 9-credit, 3-course program that prepares entry-level IT technicians for the CompTIA Network+ and Security+ industry certifications. He explained that this short-duration CSC comprises the first three courses of the Cybersecurity for Enterprises and gives students a pathway for advancement in their careers.

The Cybersecurity for LAN CSC will be the basis for dual enrollment programs at Hampton City Public Schools and others in our service area. In addition, the Cybersecurity for LAN program supports our Department of Labor grant that is intended to provide credentials in in-demand fields for unemployed and under-employed individuals in our region.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Cybersecurity for Local Area Networks (LAN), as presented.

The motion was approved.

F. Program name change: Career Studies Certificate in Emergency Medical Services - Paramedic to become Emergency Medical Services – Intermediate to Paramedic

Dr. Christy Hawkins, Dean of Health Professions, reported that the existing "EMS-Paramedic" Career Studies Certificate is proposed to be changed to "Intermediate to Paramedic" Career Studies Certificate so as to adequately reflect the intent of the program.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Emergency Medical Services - Paramedic with the name change to Emergency Medical Services Intermediate to Paramedic, as presented.

The motion was approved.

G. Program Discontinuation: Career Studies Certificate in Emergency Medical Services - Intermediate

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the discontinuation of the Career Studies Certificate in Emergency Medical Services - Intermediate, as presented.

The motion was approved.

H. Program Name Change: Career Studies Certificate in Fire Science to become Fire Science and Emergency Medical Services Leadership

Dr. Christy Hawkins reported that the existing "Fire Science" career studies certificate was changed to "Fire Science & EMS Leadership" to reflect the larger purpose of the curriculum.

- ❖ The Committee moved that the Thomas Nelson Community College Board approve the Career Studies Certificate in Fire Science with the name change to Fire Science and Emergency Medical Services Leadership, 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

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

Fall 2016 vs Fall 2015

- Overall, FTE enrollment is down 5.9% from Fall 2015, as of December 7, 2016.
- Overall, headcount is down 3.6% from Fall 2015, as of December 7, 2016.

Spring 2017 vs Spring 2016

- FTE enrollment (3,972) is down 17.9% from Spring 2016, as of December 7, 2016.
- Headcount (6,277) is down 14.3% from Spring 2016, as of December 7, 2016.

Enrollment trends from 2006-2007 through 2015-2016 show the rise in enrollments coinciding with the worsening of the economy throughout 2006-2011, and a gradual, then steep decline in enrollments from 2011-2012 through 2015-2016.

President Dever reported that statewide, community colleges are dealing with a decline in enrollment.

Ms. Rarig stated that although the numbers show ongoing challenges for the College, the following efforts are underway to promote enrollment stability and growth:

- Increase the success and retention of currently enrolled students by providing them a network of comprehensive academic and personal support services;
- Identify academically eligible students who dropped out of college before completing their degree and encourage them to enroll.

Report on 2015-2016 College-wide Outcomes and Final Results

Mr. Steven Felker, Director of Institutional Research and Effectiveness, shared with the Board the final results from the College's 2015-2016 College-wide Outcomes. The presentation began with an overview of the College's Institutional Effectiveness process and its five-year strategic planning cycle and related cycle of annual planning and outcomes assessment. Mr. Felker reminded the Board that the 2015-2016 year marked the first year of annual planning in response to both the College's new strategic plan, *Focus 2020*, and the VCCS's new strategic plan, *Complete 2021*.

Highlights regarding major achievements from 2015-2016 and continued areas of focus for 2016-2017 and beyond were shared with the Board. Key achievements were in the areas of student growth and development, academic advising, the Center for Building and Construction Trades, partnerships with the Historic Triangle region, reaffirmation of accreditation, industry certifications, funding for non-credit training, and College efficiencies. Areas of continued focus included distance education and technology support, student communication and success, high school partnership, development and fundraising, funding for capital projects, and institutional climate. Mr. Felker shared that the College's Institutional Effectiveness Committee and President's Cabinet had reviewed those areas for continued focus as part of recommending and setting the College's 2016-2017 outcomes.

Report: The Economic Value of Thomas Nelson Community College

Mr. Steven Felker, Director of Institutional Research and Effectiveness, introduced Ms. Hannah Hallock to provide the Board with an overview of the results of the College's economic impact study. Ms. Hallock is with Emsi (Economic Modeling Specialists International), the economic impact and labor market analysis firm with whom the College contracted to complete the study. The study, "*Enhancing the Economic Vitality of the Peninsula Community: Return on Investment and the Economic Impact of Thomas Nelson Community College*," reveals that the College creates a significant positive impact on the business community and generates a return on investment for its major stakeholder groups, including students, taxpayers, and society at large.

To begin the presentation, Ms. Hallock explained that the study involved two key components – an economic impact component that measured the extent to which the College affects the Peninsula economy, and an investment analysis component that compared costs and benefits for key

stakeholder groups to determine return on investment. The study was based on a comprehensive model that was developed by Emsi and has been used to conduct economic impact analyses for over half of the community colleges in the country. That model takes into account key institutional data that were provided by the College, as well as regional labor market and economic data from Emsi. All data were from the 2014-2015 fiscal year, which served as the analysis year for the study.

The study results indicated that the College generated \$329.6 million in total added regional income for the Peninsula in 2014-2015. This added income came from three main impact areas: the operations spending of the College, the additional spending of students moving into the area to attend classes at the College, and the cumulative added earnings and increased business profits from the College's alumni who were living and working in the area in 2014-2015. With regard to return on investment, the study found that for every \$1.00 a student invests in attending the College, they can expect to receive \$3.60 in higher future earnings during their lifetime. Similarly, for every \$1.00 a taxpayer invests in the College, they can expect to receive \$5.70 in added future tax revenue and government savings.

A copy of the Executive Summary of the report and a Fact Card generated from the key study findings were distributed.

2017 Legislative Update

President Dever reported the following legislative items:

- \$1.0 million in additional funding is proposed to be provided in FY 17 to address the higher- than-expected demand for incentive funding for the Workforce Credential Grant Program. No reduction is proposed to the program for FY 2018.
- Governor Terry McAuliffe's administration has alerted higher education institutions to expect a 7.5 percent reduction in their appropriations from the state general fund in the fiscal year that begins July 1. President Dever reported that this would mean a \$1.3 million reduction for Thomas Nelson. Mr. Nurnberger reported that the College has initiated and is working on several strategies to prepare the College for the proposed cutbacks in the upcoming fiscal year.
- A technical amendment is being submitted by the VCCS to allow state funds to be used for site development on community college campuses.
- Another technical amendment would allow students accessing state financial aid funds designated for foster care youth to apply this aid to workforce programs.

Dr. Dever reported that the College continues to work to maintain strong relations with our legislative delegation.

Ms. Callaway reported that we are planning a trip to the General Assembly with students and Board members the week of January 23 or January 30. She announced that the VCCS Legislative Reception will not be held this year.

Upcoming College Events

The following calendar of events was noted as being updated as of December 7, 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.

- **December 8, 2016:** Thomas Nelson Community College Economic Impact Study Report, 8:00 – 9:30 a.m., Espada Conference Center, Breakfast served from 8:00 – 8:30 a.m., Presentation following at 8:30 a.m.
- **December 8, 2016:** Thomas Nelson Choral Ensemble Concert, MTCA, 7:30 p.m.
- **January 17, 2017:** Presidential Leadership Awards Ceremony, Wythe Hall Gallery, Hampton Campus, 8:30 to 10:00 a.m.
- **January 26, 2017:** Localities Luncheon, PWDC, Room 1302, 11:30 a.m.
- **February 13-18, 2017:** Thomas Nelson Homecoming, Location and time: TBD
- **February 22, 2017:** College Board Meeting, Mariner's Museum, 6:00 p.m.
- **March 1, 2017:** PTK Induction Ceremony, Dr. Mary T. Christian Auditorium, Templin Hall, Hampton Campus, 7:00 p.m.
- **March 21, 2017:** Student Forum with President Dever, Historic Triangle Campus, 2nd Floor Landing, 12:00 – 1:00 p.m.
- **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 PM; Sunday curtain at 3:00 PM, 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 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, location to be determined, 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 highlighted the following:

- President Dever highlighted the Presidential Leadership Award on January 17, 2017, at 8:30 a.m. Ms. Golden Bethune-Hill, founder and volunteer executive for the Community Free Clinic of Newport News, will be recognized with the award. The Presidential Leadership Award is presented during a Martin Luther King program to honor an individual who exemplifies Dr. King's leadership and accomplishments.

- President Dever reported that the results of the economic impact study conducted by Economic Modeling Specialists International (Emsi) will be presented to an invited group of community stakeholders during a presentation on Thursday, December 8, beginning at 8:30 a.m. in the Espada Room, Moore Hall.
- President Dever announced that the Annual Localities Luncheon will be held on January 26, 2017, at the Peninsula Workforce Development Center, Room 1302, at 11:30 a.m.

UNFINISHED BUSINESS

There were no unfinished business matters to report.

NEW BUSINESS


Mr. Leonard Sledge requested a presentation to the Board at some future time by Dr. Jeffery Smith, Superintendent for Hampton City Public Schools, on the initiative for the Academics of Hampton and the role played by Thomas Nelson's dual enrollment program. Ms. Christine Gergely also requested that Dr. Ashby Kilgore be invited to present on Newport News Public Schools opportunities and programs at a future meeting. A suggestion was made to invite all local superintendents to give a presentation to the Board relating to their respective school districts.

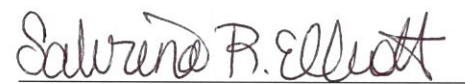
ADJOURNMENT

It was moved (C. Gergely) and seconded (G. Owens) 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