

**THOMAS  
NELSON**  
*becoming*  
**VIRGINIA PENINSULA  
COMMUNITY COLLEGE**

**Thomas Nelson Community College Board Meeting**  
Wednesday, May 18, 2022  
Peninsula Workforce Development Center, Rooms 1301-1303  
600 Butler Farm Road, Hampton, VA 23666  
5:00 p.m.

**MINUTES NO. 449**

**PRESENT:**

Mr. Curtis Bethany III  
Ms. Mary Bunting  
Ms. Izabela Cieszynski  
Mr. Ed Durham  
Mr. Joseph Fuentes (arrived late)  
Dr. Joyce Jarrett

Mr. John McMillan, Jr.  
Mr. Allan Melton  
Dr. Linda Reviea  
Dr. Vince Warren  
Dr. Donna Woods

**ABSENT:**

Mr. Michael Kuhns  
Dr. Jonathan Romero  
Mr. Scott VanVoorhees

**STAFF AND GUESTS:**

Dr. Ursula Bock, Arts, Business, Humanities and Social Sciences  
Mr. Paul Long, Public Safety, Allied Health and Human Services  
Mr. Steven Felker, Academic Affairs & Institutional Research and Effectiveness  
Ms. Cyndie Callaway, Institutional Advancement  
Ms. Ada Badgley, Office of the President  
Dr. Jeanetta Hollins, Student Affairs  
Mr. Tim Crittenden, Finance and Administration  
Mr. Keith Ferguson, Finance and Administration  
Dr. Porter Brannon, Office of the President  
Ms. Erica Charity, Office of the President  
Ms. Michelle Shonk, College Support Staff Association  
Mr. Steven Ray Carpenter, Finance and Administration

## **I. CALL TO ORDER**

### **A. Roll Call**

Mr. Curtis Bethany III  
Ms. Mary Bunting  
Ms. Izabela Cieszynski  
Mr. Ed Durham  
Dr. Joyce Jarrett  
Mr. John McMillan, Jr.  
Mr. Allan Melton  
Dr. Linda Reviea  
Dr. Vince Warren  
Dr. Donna Woods

### **B. Approval of Minutes for April**

The Thomas Nelson Community College Board approved the April 20, 2022, Board minutes [No. 448] with removing Dr. Reviea's name from the meeting since she was not in attendance.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Dr. Joyce Jarrett, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, Dr. Vince Warren, Dr. Donna Woods

## **II. CHAIR ANNOUNCEMENTS**

### **A. Public Comments**

No public comments

### **B. Recognition of Mr. John McMillan's Board Service.**

The board expressed their appreciation to Mr. John McMillan for his service to the board. Mr. McMillan served the board for 10 years representing the City of Newport News and supported / attended numerous Thomas Nelson events. Mr. McMillan a strong supporter of the dance team and sports events.

### **C. Other Matters**

No other matters

### **III. PRESIDENT’S REPORT**

Dr. Brannon publicly acknowledged and recognized the college for their efforts in ensuring students and families had the commencement experience they deserved.

#### **A. Enrollment Management Student Services Audit - Dr. Hollins**

Dr. Hollins, Interim Vice President for Enrollment Management and Student Success informed the board of the findings from the Enrollment Audit team and changes we will be making to make enrolling in Thomas Nelson smoother. Dr. Hollins reported on the focus of the audit.

#### **B. President’s Report to the College Board – Dr. Porter Brannon**

Dr. Brannon mailed a copy of the President’s Report to board members in prior to the meeting. Dr. Brannon answered questions regarding the president’s report.

Dr. Callaway informed the board of the importance in supporting the Educational Foundation and provided a QR code and giving envelopes for board members to give. If board members give before June 30<sup>th</sup>, they will be among those in our annual report.

### **IV. BUDGET AND FINANCE COMMITTEE**

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

#### **A. Review of April 14, 2022, Minutes**

The committee moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from April 14, 2022, as presented.

The motion was approved.

#### **B. Approve the FY 2023 Local Funds Budget**

The committee moved that the Thomas Nelson Community College Board approve the FY 2023 Local Funds budget, as presented.

The motion was approved.

#### **C. Review the Third Quarter FY 2022 Local Funds Statement**

The committee moved that the Thomas Nelson Community College Board accept for informational purposes the third quarter FY 2022 Local Funds statement, as presented.

The motion was approved.

## **V. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE**

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

### **A. Review of Meeting Minutes from February 9, 2022**

The committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from February 9, 2022, as presented.

The motion was approved.

### **B. Membership Approvals: Career and Technical Education (CTE) Advisory Boards Memberships**

The committee moved that the Thomas Nelson Community College Board approve the Career and Technical Education (CTE) Advisory Boards memberships, as presented.

The motion was approved.

### **C. Tabled Program Discontinuance: Pre-Nursing (CSC)**

The committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Pre-Nursing (CSC) program, as presented.

The motion was approved.

### **D. Tabled Program Discontinuance: Pre-Dental Hygiene (CSC)**

The committee moved that the Thomas Nelson Community College Board approve the discontinuance of the Pre-Dental Hygiene (CSC) program, as presented.

Motion was approved.

## **VI. UNFINISHED BUSINESS**

### **Election of College Board Chair and Vice Chair for 2022 – 2023**

The officers of the Thomas Nelson College Board are elected annually by simple majority vote at the regular meeting of the Board in May. The terms of office shall be for one year, beginning July 1.

The nominating committee for the 2022-2023 College Board Officers was composed of Ms. Izabela Cieszynski (Chair), Mr. Allan Melton, and Dr. Jonathan Romero.

### Closed Session

Chair Warren moved that the Board of Thomas Nelson Community College, in accordance with §2.2-3711(A)(1) of the Code of Virginia, convene in closed session relating to the discussion or consideration of personnel matters, specifically the assignment of officers for the board.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Mr. Joseph Fuentes, Dr. Joyce Jarrett, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, Dr. Vince Warren, Dr. Donna Woods

### Reconvene to Open Session

It was moved (A. Melton) and seconded (L. Reviea) that the Board of Thomas Nelson Community College, having finished all appropriate discussions in accordance with Section §2.2-3711 (A)(1) of the Code of Virginia, end the closed session and return to open session.

By roll call vote the following members approved the motion.

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Mr. Joseph Fuentes, Dr. Joyce Jarrett, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, Dr. Vince Warren, Dr. Donna Woods

### Certification for closed session

It was moved (M. Bunting) and seconded (D. Woods) that the members in attendance at the closed session of the Thomas Nelson Community College Board meeting on May 16, 2022, certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under §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.

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Mr. Joseph Fuentes, Dr. Joyce Jarrett, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, Dr. Vince Warren, Dr. Donna Woods

On behalf of the Thomas Nelson College Board Nominating Committee, Ms. Izabela Cieszynski nominated Dr. Joyce Jarrett for College Board Chair and Dr. Donna Woods for College Board Vice Chair.

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

Mr. Curtis Bethany, Ms. Mary Bunting, Ms. Izabela Cieszynski, Mr. Ed Durham, Mr. Joseph Fuentes, Dr. Joyce Jarrett, Mr. John McMillan, Mr. Allan Melton, Dr. Linda Reviea, Dr. Vince Warren, Dr. Donna Woods

## **VII. NEW BUSINESS**

There will be a Special Called College Board meeting on June 8, 2022, at 5:30 p.m. to review the presidential evaluation.

## **VIII. ADJOURNMENT**

The Board thanked Dr. Warren for his year of serving as the Chair and Mr. McMillan thanked the Board for working with him.

Meeting adjourned at 7:00 p.m.

***Next College Board Meeting: August 17, 2022, Peninsula Workforce Development Center, 600 Butler Farm Road, Hampton, VA 23666, 5:00 p.m.***