



The Peninsula's Community College

**Thomas Nelson Community College Board**

**Wednesday, October 21, 2020  
Electronic Meeting  
5:00 p.m.**

**MINUTES NO. 435**

**PRESENT:**

Ms. Izabela Cieszynski  
Dr. Joyce Jarrett  
Mr. Michael Kuhns  
Ms. Mary Ann Maimone  
Mr. John McMillian, Jr.  
Mr. Allan Melton

Mr. Augustus Owens  
Mr. Jonathan Romero  
Ms. Elizabeth Tai  
Dr. Vince Warren  
Dr. Donna Woods

**ABSENT:**

Ms. Mary Bunting  
Mr. Mitchell Schwartz  
Mr. Scott VanVoorhees

**STAFF AND GUESTS:**

Mr. Franz Albertini, Workforce Development  
Dr. Ursula Bock, Communications, Humanities & Social Sciences  
Dr. Porter Brannon, TNCC President-elect  
Mr. Steven R. Carpenter, Finance & Administration  
Ms. Marian Clifton, Public Safety, Allied Health and Human Services  
Mr. Tim Crittenden, Finance & Administration  
Ms. Erica Charity, Office of the President  
Dr. Gregory DeCinque, President  
Ms. Beth Dickens, Mid-Level Managers  
Dr. Susan English, Academic Affairs / Workforce Development  
Mr. Steven Felker, Institutional Research and Effectiveness  
Ms. Keyanna Hawkins, College Support Staff Association  
Mr. Matt Jones, Daily Press  
Mr. Paul Long, Director of Emergency Management, Public Safety, Allied Health and Human Services  
Chief Kelvin Maxwell, Mid-Level Managers  
Dr. Kris Rarig, Student Affairs  
Dr. Lauren Williams, Academic Affairs

## **I. CALL TO ORDER**

Roll Call

Mr. Michael Kuhns called the meeting to order

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

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

Mr. Kuhns welcomed Dr. Porter Brannon as the next TNCC President and provided a summary of her experience. Dr. Brannon stated that she is eager to begin, looks forward to seeing everyone in January, and thanked Dr. DeCinque for his work.

## **II. APPROVAL OF MINUTES FOR AUGUST 19, 2020**

It was moved (A. Melton) and seconded (J. Jarrett) that the Thomas Nelson Community College Board approve the August 19, 2020, Board minutes [No. 434] as presented.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

## **III. 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**

Mr. John W. McMillian, Jr., College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors, provided a report from the September 17, 2020, Foundation Board meeting. Mr. McMillian reported the following:

Mr. Jack Ezzell opened the virtual meeting on September 17. The auditing firm of Carmines, Robbins & Co., distributed and discussed the FY 2020 draft Financial Statements, Report to the Board of Directors and IRS Form 990. An unqualified audit opinion was reported. The Foundation Board of Directors accepted these reports as presented.

Dr. Susan English, Vice President for Academic Affairs and Workforce Development, presented an update of the use of Equipment Endowment earnings approved by the Foundation of approximately \$200,000. Dr. English expressed her appreciation on behalf of the faculty benefiting from the equipment.

Tracy Ashley, Director of Development, discussed the FY20 Strategic Plan year-end report. Annual giving totaled \$895,897. Ms. Ashley informed the committee that the FY21 goal would be \$625,000. An enhanced focus will be implemented this year to promote internal giving (faculty, staff, cabinet, College and Foundation Boards) as well as corporate partners.

Dr. DeCinque, Thomas Nelson Interim President, addressed the following items:

- Related to instructional delivery, he indicated that approximately 15% of fall courses are in-person while the rest remain online.
- Fall enrollment is down 10%. There is room for improvement with the remaining 8-week courses beginning in October.
- He commended faculty and staff for adapting to the changes facing the College due to COVID-19.
- President DeCinque updated the Board on the Presidential search and urged Board members to participate in the process.
- As a response to national, state, and local concerns, Dr. DeCinque indicated that the College has created a committee to address Social Justice and Societal Change.
- He also mentioned that the Chancellor has charged each Virginia Community College to review current facility names, while the State Board will begin reviewing college and campus names. A final report on these efforts is due to the State Board of Community Colleges in March 2021.

### **Old Business**

- The Board reviewed and approved the Memorandum of Understanding between Thomas Nelson Community College and the Thomas Nelson Community College Educational Foundation, Inc.
- Vice President Cyndie Callaway, the Foundation's Executive Director, informed the Board of a grant the College received related to a Work-Based Learning Advisory Board. Thomas Nelson is seeking assistance from businesses, non-profits, government agencies, and military partners to become members of a new Work-Based Learning Advisory Board whose purpose will be to cross-pollinate ideas and perspectives to promote continuous innovation, process improvement, and expansion of paid internship opportunities.
- Director Callaway informed the Board that the Foundation was notified by Blackbaud Research Analytics of a potential data breach. After review, it is believed that no Foundation donor information has been directly affected. A current review of cybersecurity practices is taking place.

- Director Callaway also informed the Board of an invitation the Foundation received for a new initiative to establish a statewide partnership of public and private funders to support common goals and objectives and attract more national grant dollars to the Commonwealth. Ms. Callaway confirmed plans to join the statewide network for FY 21.
- The Foundation’s next meeting is scheduled for 10 November.

C. College Board Meeting Dates for Calendar Year 2021

The proposed College Board meeting dates for calendar year 2021 was emailed to board members prior to this meeting.

Wednesday, February 17, 2021 - Historic Triangle Campus  
 Wednesday, April 21, 2021 - Hampton Campus  
 Thursday, May 2021 Commencement – Date and Location TBD  
 Wednesday, May 19, 2021 - Hampton Campus  
 Wednesday, August 18, 2021 - Historic Triangle Campus  
 Wednesday, October 20, 2021 - Hampton Campus  
 Wednesday, December 15, 2021 - Hampton Campus

By roll call vote, the following members approved the College Board meeting dates for calendar year 2021.

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,  
 Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The meeting dates were approved.

D. Final Report on Presidential Selection Activities

Mr. Kuhns stated that 14 months ago we began the presidential selection activities, and this is the final period. He thanked Dr. Warren, Dr. Jarrett and Ms. Bunting serving on the selection committee along with the VCCS staff. There were 92 applicants, many zoom meetings, and records to review. Dr. Brannon’s record was very clear and concise.

E. Report from Presidential Transition Team

Dr. Rarig stated that the Presidential Transition Team has just transitioned from a search and candidate visit team to an actual transition team. The team has expanded to include broader representation from some of our constituency groups. We added our Events Coordinator Ms. Riley, have representation from the system office, and built three subcommittees to orient Dr. Brannon. Dr. English is going to take the lead on orientating her to the college, Ms. Callaway and Mr. Kuhns will take the lead in orientating her to the community, and the system office will provide executive leadership support to orient her to her new role as a community college president. Dr. Rarig reviewed the various meetings for the next few months to assist Dr. Brannon in transitioning into the role of Thomas Nelson Community College’s president.

#### F. Report from College and Facilities Task Force

Ms. Cieszynski and Ms. Callaway are the College and Facilities Name Task Force Co-Chairs.

Ms. Cieszynski stated that the committee met and had a presentation by Professor Stacey Schneider. It was an in-depth historical look at the various personnel who have buildings on Thomas Nelson campus named after them. The committee felt that it would be best that the entire board be shown the presentation which is at least 45 minutes long. The presentation brings in information that the board needs to consider as we go through this decision-making process.

Ms. Callaway stated that Dr. Lauren Williams and Professor Schneider both went through the TNCC archives and did extensive historical research on all the individuals for whom we have facilities name on the Thomas Nelson campus. We have nine facilities that are named for individuals and five of them are historical figures. The other facilities are named in recognition or honor of people who have given public service on the peninsula or philanthropic gifts. The research is very significant, and we believe that the College Board as a whole should hear it from its author Professor Schneider. The committee has proposed to the College Board Chair to call a special called meeting just for this presentation prior to Thanksgiving.

#### G. Board Committee Assignments

Mr. Kuhns sent committee assignments to board members prior to this meeting and asked if anyone wanted to volunteer for the Budget and Finance Committee. Mr. Kuhns will assist on the Budget and Finance Committee.

#### H. HireEd Virtual Conference

Board members were sent an email with information regarding the HireEd Virtual Conference which will begin November 5. If you would like more information, contact Ms. Charity.

#### I. Other matters of interest

Mr. Melton stated that Mr. Felker provided a wonderful 2020-2021 Institutional Priorities report this summer and an update on what Thomas Nelson has accomplished towards those priorities would be great. This would also assist Dr. Brannon in her transition to president. Mr. Felker will provide an update at December's College Board meeting.

### IV. SOCIAL DISTANCING IN THE CLASSROOM

Dr. English provided a visual tour of classrooms in Hastings Hall to show Thomas Nelson's safety procedures during this pandemic. The Program Chair for the Drone Program, Ms. Julie Young, was introduced. Thomas Nelson is only one of two colleges that have this industry driven program. The Associate Dean of STEM, Ms. Beth Dickens was also introduced. Ms. Dickens has been doing a wonderful job helping to facilitate and lead the STEM division. In the Drone lab, we met Mr. Marco Start who described strategies they are using in the classroom to stay safe. One student stated that he appreciated the diligence of the school in allowing students to get hands on experience as opposed to all online instruction. We have less than 20 hands on classes on campus right now and we are doing this in a very safe and effective manner.

## V. BUDGET AND FINANCE COMMITTEE

### A. Review of August 13, 2020, Minutes

Mr. Kuhns moved that the Thomas Nelson Community College Board approve the Budget and Finance Committee meeting minutes from August 13, 2020, as presented.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### B. Approval of Resolution: Recommend acceptance of transfer of Peninsula Workforce Development Center from the City of Hampton to the State Board for Community Colleges

Mr. Kuhns moved that the Thomas Nelson Community College Board approve the resolution for the transfer of the Peninsula Workforce Development Center from the City of Hampton to the State Board for Community Colleges, as presented.

Mr. Carpenter provided the following information:

The original bond for the PWDC will be satisfied on April 1, 2021. Per the financing, lease, and sublease agreements, once the supporting Construction Bonds have been paid in full, the building will be eligible for transfer to the State Board for Community Colleges (SBCC) for the benefit of Thomas Nelson. This Resolution is requesting the Local College Board accept the transfer of the property with the approval of the SBCC. Additionally, Thomas Nelson, with the approval of the Local College Board and the Virginia's Community Colleges, will enter into new leases and/or subleases with the tenants currently occupying space within the PWDC.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### C. Review of the Local Funds Report

Mr. Kuhns moved that the Thomas Nelson Community College Board accept for informational purposes the review of the Local Funds Report, as presented.

Mr. Carpenter and Mr. Tim Crittenden provided a review of local funds at Thomas Nelson Community College (the College). This review was undertaken at the request of the former President after the disclosure of an improper loan between local and state

funds. This engagement was not an audit, but a review to determine the status of local funds at the College.

Mr. McMillian asked for an update on completion of the recommendations at the next College Board meeting, December 16, 2020 and Mr. Crittenden agreed to provide one.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

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

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

### **A. Review of Meeting Minutes from August 12, 2020**

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from August 12, 2020, as presented.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

### **B. Review of Updated Reports on Program and Discipline Health**

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

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

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, Ms. Elizabeth Tai, 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 Curriculum Process Improvements for 2020 – 2021

The Committee moved that the Thomas Nelson Community College Board acknowledge the report on the Update on Curriculum Process Improvements for 2020-2021, as presented.

Dr. Lauren Williams provided a report and explained the curriculum processes and improvements that have been made for 2020-2021 and will be implemented at the start of the fall 2020 academic year.

Mr. Romero asked if frontline instructors were on the curriculum committee. Dr. Williams stated that instructors are on the curriculum committee.

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

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, Ms. Elizabeth Tai, Dr. Vince Warren, Dr. Donna Woods

The motion was approved.

**VII. PRESIDENT’S REPORT**

A. Enrollment Report

Dr. Rarig provided a brief report of where we stand with enrollment.

**Thomas Nelson Community College  
Registration Enrollment Statistics -- Fall 2019 v Fall 2020  
As of October 21, 2020**

Category	Registration Comparison			
	Fall 2019 October 23, 2019	Fall 2020 October 21, 2020	Change	
	N	N	N	%
<b>Headcount</b>	6,513	6,188	-325	-5.0
<b>FTES</b>	3,843	3,569	-274	-7.1

*Source: VCCS Enrollment Summary Report (VSENSUM)*



## B. Report from Social Justice and Societal Change Committee

Dr. DeCinque stated that Thomas Nelson has been spending time over the last few months talking about social justice and societal changes because of many things that have been happening in our society. He introduced Ms. Marian Clifton and Dr. Patrick Smith who have stepped up to lead these efforts. Ms. Clifton provided brief updates on the important work this group has been working on.

In using an organic approach this group we have brought forth some real genuine conversations. We asked the Vice Presidents to provide volunteers to be a part of this committee and have 25 people who have volunteered their time to come and talk about what we can do at Thomas Nelson as it relates to social justice and societal change. We facilitated a SWOT analysis so participants could genuinely and authentically talk about the strengths, the weaknesses, and opportunities. The two questions that were presented were how to create a safe space on our campus so that people are compelled speak about their life experiences and how they can come together and be heard. In October we had two committee members speak about their personal experiences. These conversations propel participants to ask frank questions, get honest answers, and provide avenues where we can continue to come together and have discussions.

Externally, Thomas Nelson has partnered with the city of Hampton Citizens Unity Commission and had a conversation around the issue of voting. It was called Voices that Vote, and we had over 1.3 thousand views from the community using zoom and Facebook. Dr. DeCinque, Mayor Tuck and Mr. Turner Spencer all spoke during this event. We worked alongside TNCC virtual studio and the new Press Play podcast, which is led by our Events Coordinator, Ms. Alicia Riley.

Currently we are working on having a community conversation in November on the topic of policing and social justice. Chief Maxwell, Thomas Nelson Police Chief, is coordinating this effort. Ms. Clifton thanked Dr. DeCinque for encouraging and compelling faculty and staff to start these conversations on campus.

## VIII. UNFINISHED BUSINESS

There was no unfinished business.

## IX. NEW BUSINESS

There was no new business.

## X. ADJOURNMENT

The meeting adjourned at 6:42 p.m.

*Next College Board Meeting: December 16, 2020, 5:00 p.m., Location TBD*