

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 314

MARCH 10, 2020

Meeting number three hundred fourteen of the Tidewater Community College Board was held on Tuesday, March 10, 2020, at the Workforce Solutions Center in Suffolk.

Members Present: Lynn B. Clements Dr. Marcia Conston
William (Bill) W. Crow Paulette D. Franklin-Jenkins
Cynthia (Cindy) S. Free Mark Hugel
James (Jay) N. Lucado Delceno C. Miles
John D. Padgett

Members Absent: Barry C. Brown, Jerome A. Bynum, Charles A. Tysinger

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Marian Anderfuren, Vice President for Communications & Enrollment Management
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Karen Campbell, Associate VP for Student Affairs
Emanuel Chestnut, Interim Provost of Norfolk Campus
Sarah DiCalogero, Chair of Faculty Senate
James Edwards, Interim Provost of Chesapeake Campus
Latesha D. Johnson, Executive Assistant to the President
Steve Jones, Executive Director, TCC Educational Foundation & Director, Government & Community Affairs
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather McCraig, Associate Vice President for Finance
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs and Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Michael D. Summers, Provost of Virginia Beach Campus
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:32 p.m., and welcomed guests.

2. Program Highlight

Dr. Conston invited Dr. McCray and Dr. Campbell to present the program highlight featuring Progressive Academic and Career Experience (P.A.C.E.).

P.A.C.E. is the college's Quality Enhancement Plan (QEP) aimed to help students achieve career success through self-awareness, academic planning, and experiential learning opportunities. Dr. Campbell and the advising team created an environment that allows students to focus on career development. They developed six strategies with intentional touch points for students, as noted in the document attached. Faculty developed a standardized career report assignment. As a required assignment in all student development (SDV) courses, the career report provides students with practical exposure to a chosen career through guided research using web-based resources. The career report engages students in the evaluation of this research relating to their professional, academic, and personal goals beginning with their experiences at TCC. At the end of the assessment period, Dr. Campbell shared information with the deans to help guide faculty on improving student learning.

3. Adoption of Consent Agenda

Ms. Free asked the board if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a motion by Mr. Padgett, seconded by Mr. Crow, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a and 4b of the meeting packet, the board approved meeting minutes #313 for January 14, 2020 and the proposed increase in auxiliary capital fee.

5. Curriculum & Student Development Committee Report – Dr. Barry C. Brown, Chair

a. Nothing to report.

6. Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair

a. Local Fund Financial Statements for Month Ending January 31, 2020. At the invitation of Mr. Lucado and referring to Tab 6a of the meeting packet, Ms. Milloy provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted expenditures for the student activities budget (46%), institutional auxiliary budget (91%), student center budget (77%), and auxiliary services budget (51%). FY19-20 local investments and contributions from each city remained as expected. Investments of \$44.2 million earned \$499,305 since July 1, 2019.

b. Mid-Year Report on 2019-20 State Operating Budget. Ms. Milloy reviewed the mid-year report on the 2019-20 state operating budget. A projected reserve of approximately \$5 million was accomplished through tighter controls on procurements, a better than projected/budgeted enrollment loss, and delayed hiring resulting in more vacancy funds. The reserve will be used to lessen the impact from a potential decrease in next year's budget due to continuing enrollment declines and possible increase in costs for healthcare, retirement, and salary bonus.

7. Advocacy Committee Report – Mr. Jerome Bynum, Chair

- a. General Assembly Visit. In the absence of Mr. Bynum, Ms. Free invited Ms. Anderfuren to provide the advocacy committee report. The General Assembly visit was very successful. Dr. Conston, board members, an Educational Foundation board member, TCC staff, and students attended. The students spoke eloquently about TCC and their support of G3. The president and TCC staff met with several delegates. Ms. Anderfuren shared photos from the visit.

8. Education Foundation Liaison Report – Ms. Delceno Miles

At the invitation of Ms. Free, Ms. Miles provided an update for the Education Foundation. She stated that she restructured the development committee. Ambassadors are now focused on specific areas—scholarships, the Perry Center, CDL Program. Don Winchester, PNC Bank, is working with Mr. Jones on the Perry Center. A fundraising event is scheduled for March 26 with key leaders in the culinary and hospitality community. Something similar will be done for scholarships to help with retention and enrollment.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett reported that the Real Estate Foundation discussed the mission and strategies of the board at the February meeting. Development and cleanup of the Suffolk property is continuing. Mr. Padgett stated the board had some discussions on the Perry Center—status of the project, fundraising, etc. Overall, it was a good meeting.

10. Discussion & Approval of Action Item(s) Removed from the Consent Agenda

- a. Nothing to report.

11. President’s Report

- a. Proposed 2019-20 Emeritus Appointment Resolutions. Directing the board’s attention to Tab 11a of the meeting packet, Dr. Conston appointed faculty and staff to emeritus status, respectively, and namely:

Teaching Faculty:

- Susan Dozier, Professor of Information Systems Technology
- Albert Koon, Associate Professor of Electronics
- Nita Wood, Associate Professor of English
- David Wright, Professor of Physics

Classified Staff:

- Patsy Alexander, Education Support Specialist III
- Reyne Buchholz, Financial Services Manager II
- Robin Moore, Procurement Manager III
- Lori Wheeler, Programmer Analyst II

The appointments were vetted through the college's formal policies and procedures governing emeritus status. Dr. Conston endorsed the appointments. On a motion by Ms. Miles, seconded by Mr. Crow, the board approved the appointments as presented.

President's Updates

- Dr. Conston noted the college was planning for commencement. She offered the board an opportunity to submit recommendations for a commencement speaker.
- Dr. Conston established an Enrollment Task Force, consisting of 10-12 persons including faculty and staff. They meet bi-weekly to examine issues that impact enrollment from an internal perspective. As a result, they provide a report with proposed recommendations to the President's Cabinet to move the college forward.
- The president continues to meet with the cabinet to closely monitor and discuss concerns regarding COVID-19. She noted the college is following guidelines from the Centers for Disease Control and Prevention, the Virginia Department of Health, and the Virginia Community College System to ensure that we take expedient and appropriate actions as necessary. Dr. Conston sent two announcements college-wide to keep the TCC community informed. In addition, the cabinet is reviewing and updating the college's continuity plan. As information continues to evolve, Dr. Conston will keep the TCC community informed.
- The college hosted Governor Northam last week at the Virginia Beach Campus. He spent time with faculty, staff, and students to explore TCC's Health Careers program.

12. Chair's Report & Announcements

- a. Update on Presidential Transition Plan. Ms. Free updated the board on the presidential transition plan. The committee met to start planning the president's inauguration, which is tentatively scheduled for October 23 at 1:00 PM—the location has not been determined. Events will be held throughout the week of October 19. Dr. McCray reported that the transition team continues to look at the process in helping Dr. Conston transition in her role as president.
- b. Appointment of Board Nominating Committee. Ms. Free named Ms. Miles as chair, Ms. Clements, Mr. Crow, Ms. Franklin-Jenkins, and Mr. Tysinger to serve on the nominating committee. She charged them to nominate officers as board chair and board vice chair for the period of 2020-22. The committee will reference section 2.1 of the board's *Policies and Procedures Manual-College w/By-Laws* in nominating candidates and to present their report at the May meeting.

13. Adjournment

Announcements

- For planning purposes, Ms. Free informed the board that the college's next commencement is scheduled for Monday, May 11th, at 6:00 p.m. in the Chartway Arena.
- The next board meeting is May 12th at 4:00 PM in the Student Center at the Portsmouth Campus.

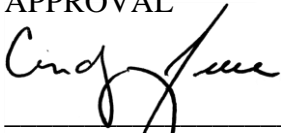
There being no further business to come before the board, Ms. Free adjourned the meeting at 5:30p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL



Cynthia (Cindy) S. Free
Chair