

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 320

MARCH 9, 2021

Meeting number three hundred twenty of the Tidewater Community College Board was held on Tuesday, March 9, 2021 via Zoom.

Members Present: Dr. Barry C. Brown
Jerome A. Bynum
William (Bill) W. Crow
Cynthia (Cindy) S. Free
James (Jay) N. Lucado
John D. Padgett
Lynn B. Clements
Dr. Marcia Conston
Paulette D. Franklin-Jenkins
Mark Hugel
Kim R. McCallum

Members Absent: Delceno C. Miles, Charles A. Tysinger

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Kim Bovee, Director of Planning and Accountability
Karen Campbell, Interim Vice President for Student Affairs
Sarah DiCalogero, Faculty Senate
Kelly Gillerlain, Professor of Business Administration
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather Hardiman, Interim Vice President for Finance
Stan Turbeville, Vice President for Institutional Advancement
Tamara S. Williams, Interim Vice President for Workforce Solutions
Richie Windley, Chair of President's Advisory & Planning Council
Michelle W. Woodhouse, Interim Vice President for Academic Affairs & Chief Academic Officer

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m., and welcomed guests.

2. **Program Highlight**

Dr. Conston invited Dr. Bovee to present the program highlight featuring the Strategic Plan. Dr. Bovee chronicled the process and timeline of the Strategic Plan. She shared the revised mission, vision, and core values for TCC. She also noted that it includes six strategic directions:

Strategic Direction 1: Enrollment Growth - Build awareness, expand access, increase affordability, and optimize student services to promote.

Strategic Direction 2: Student Progression, Retention, and Completion – Support student learning and achievement through meaningful academic programs, comprehensive and accessible support services, and co-curricular activities.

Strategic Direction 3: Innovation to Support Teaching and Learning – Provide quality teaching and learning through high impact practices, technology integration, and continuous development for faculty and students.

Strategic Direction 4: Community Partnerships and Workforce Development – Engage with and take actions to support the economic development and public good of our service region.

Strategic Direction 5: Diversity, Equity, & Inclusion – Create an environment 1) in which policies, practices, and beliefs are grounded in the principle of fairness; 2) that acknowledges structural racism, gender disparities, and systemic poverty while honoring the diversity of humanity; and 3) that prioritizes the success of all students to ensure they have the necessary resources to fulfill their college and career goals.

Strategic Direction 6: Organizational Resilience and Sustainability – Meet the needs of our students and employees through responsive and equitable resource management, transparency, and communication.

To ensure full implementation of the Strategic Plan, a Strategic Planning Management and Coordination Committee will be formed. The committee will be charged to develop and oversee a comprehensive project management timeline, develop and implement a multi-modal communication plan, and create an executive-level annual report. After some discussion, the College Board approved the college's new strategic plan.

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. Hugel, seconded by Ms. Clements, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a through 4c of the meeting packet, the board approved meeting minutes #319 for January 12, 2021; proposal for new Career Studies Certificates (CSC in Mechatronics Trainee and Mechatronics Technician, and discontinuance of current CSC in Mechatronics, and discontinuance of the Career Studies Certificate in Landscape Design).

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

- a. **Academic Affairs Update** – Dr. Woodhouse provided an update on a few initiatives for Academic Affairs. The Learning Institute, a premier professional development program, was held January 5-7 with a total of 618 participants. The theme was “Diversity, Equity and Inclusion in Our Courses”. The college started a new Mini-Mester initiative. These three-week classes were offered exclusively online to include art, communications, economics, English, history, math, political science, and psychology. A total of 184 students enrolled. The college is expanding more compressed session courses in the fall 2021.

TCC distributed document cameras, headsets, iPads, monitors, webcams, and whiteboards to assist faculty with remote teaching. The college anticipates filling full-time faculty positions in several disciplines. More information and details can be found on the college's website.

- b. **Student Affairs Update** – Students received tuition only scholarships through the Re-Employing Virginians (REV) Program. During the Spring semester, the college enrolled 992 students, disbursed over \$1.5 million, and provided textbook assistance. The program remains available for students through the Summer and Fall. Ms. Williams noted that Workforce provided students with short-term training and workshops to prepare them for a profession. In partnership with the Foodbank of Southeastern Virginia and the Eastern Shore, TCC's Community Feed provided more than 21,000 meals to students facing food insecurity. The college assisted 371 households with 4 pop-up pantries. A grand opening will be held at the Portsmouth campus. TCC's Student Resource and Empowerment Center is the first higher education institution in South Hampton Roads and among one of the first community colleges in the Commonwealth of Virginia to launch Single Stop, which is a support network that connects students to community resources.
- c. **Workforce Update** - Ms. Williams highlighted the Skilled Trades Academy and program expansion. Renovations are underway at the Skilled Trades Academy to serve more students. They are scheduled to be completed by the end of March and will allow programs to be centralized at one location. The expansion will include four new classrooms, outfitting for program labs, and 22 welding booths. TCC received a Go-Virginia Grant to assist with outfitting this space. The college is moving its pipe-fitting and coding programs to the Skilled Trades Academy. In addition, new programs will include plumbing, solar, construction, HVAC, and electrical. Increasing the capacity at the Skilled Trades Academy will certainly benefit students. Ms. Williams also shared that the college has established a partnership with Tesla. The first cohort of students will participate in the Tesla Energy Start Program at the end of March 2021.

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

- a. **Local Fund Financial Statements for Month Ending January 31, 2021.** At the invitation of Mr. Lucado and referring to Tab 6a of the meeting packet, Ms. Hardiman provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted expenditures for the student activities budget (58%), institutional auxiliary budget (48%), student center budget (74%), and auxiliary services budget (23%). FY20-21 local investments and contributions from each city remained as expected. Investments of \$49.7 million earned \$222,916 since July 1.
- b. **Mid-Year Report on 2020-21 State Operating Budget.** Ms. Hardiman reviewed the mid-year report on the 2020-21 state operating budget. In cooperation with the Governor's mandate, the college closed the student centers in March 2020 due to the pandemic. Additional cleaning and sanitation were and remain needed at occupied buildings throughout the college. The college has redirected the custodial staff to other buildings within the college. As such, the salaries of these staff have been paid using state funds and not local funds.

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

- a. Committee Report. Mr. Bynum reported on the committee’s activities relating to G3 at TCC and the continued need for more advising funding. He also discussed the need to advocate for prioritizing higher education faculty and staff for the COVID-19 vaccine. Ms. Lunde shared that the college has expressed interest in serving as a vaccination site but has not been selected at this point. Mr. Bynum shared that members of the committee are planning to participate in the State of the City series and he encouraged all board members to do so.

8. Educational Foundation Liaison Report – Ms. Delceno Miles

In the absence of Ms. Miles, Dr. Turbeville provided an update for the Educational Foundation Board. He reported that the donor’s relationships are positive and strong. The Educational Foundation Development Committee is moving forward with its strategy to meet the needs in each identified focus area.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett reported that the Real Estate Foundation met on February 11. The board discussed a few action items to include: 1) adopting the 2021 budget; 2) a grant for the Skilled Trades Academy; and 3) pursuing space at the Harbor Heights building. Development and cleanup of the Suffolk property is continuing.

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

- a. Nothing to report.

11. President’s Report

- a. Proposed 2020-2021 Emeritus Appointment Resolutions. Directing the board’s attention to Tab 11a of the meeting packet, Dr. Conston appointed faculty to emeritus status, respectively, and namely:

Teaching Faculty:

- Susan Boland, Associate Professor of English as a Second Language
- Robyn Browder, Associate Professor of English

Administrative Faculty:

- William Clement, Pathway Dean—Computer Science and Information Technology Pathway
- Greg Frank, Discipline Dean—Engineering, Science, and Math Pathway
- Phyllis Milloy, Vice President for Finance

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

- b. Spring Enrollment Update - Mr. Aasen reported that the 2020-21 FTE is down -12.7% and -14.1% student headcount (Spring). The average student course credit load is +0.14. Last Spring, the college was down -13% for First-Time-in-College (FTIC) students. However,

there is some improvement for Spring 2021 at -7.5%. Re-Employing Virginians (REV) has made a significant contribution to enrollment this Spring with 825 students, generating 528 FTE enrollments. This accounts for nearly 7% of regular FTE enrollment with students in 79 academic programs. Workforce enrolled 170 students through REV.

12. Chair's Report & Announcements

- a. Initiation of President's Evaluation Process. Ms. Free discussed the president's evaluation process. Per section 2.15.4 of the College Board Policies and Procedures Manual, Dr. Conston will submit her self-evaluation to the board chair by March 15th. Ms. Free will distribute the self-evaluation electronically to the full board and receive feedback and input by April 15th. By May 1st, the board's Executive Committee will meet with Dr. Conston to discuss her performance. Subsequent to the meeting, a signed letter will be forwarded to Chancellor DuBois.
- b. Update on Suffolk Board Representation. Ms. Free is still working to get Suffolk representation on the College Board.

13. Adjournment

Announcements:

- The college's next virtual commencement is scheduled for Monday, May 10th, at 6:00 p.m.
- The next board meeting is May 11th at 4:30 PM via Zoom.

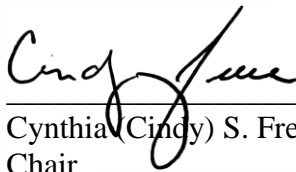
There being no further business to come before the board, Ms. Free adjourned the meeting at 6:06 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL



Cynthia (Cindy) S. Free
Chair