

VIRGINIA HIGHLANDS COMMUNITY COLLEGE BOARD
Thursday, March 13, 2014

The regular scheduled meeting (No. 280) of the Virginia Highlands Community College Board was held on Thursday, March 13, 2014. Lunch at noon in NEB 120 followed by the business portion of the meeting at 1:00 p.m. in the College Boardroom.

During the luncheon, David Matlock, Vice President of Institutional Advancement, shared success stories of VHCC nursing alumni that went on to obtain a B.S.N. and additional degrees and are now working in local healthcare organizations and hospitals as nurses and nurse practitioners.

Members Present

Tom Hicok, Washington County
Ronald Morgan, City of Bristol
Susan Long, City of Bristol
Jamey Rector, City of Bristol
Virgil Wimmer, Washington County
Joe Straten, Washington County
Bill Rush, Smyth County

Members Absent

Tony Miller, Washington County
Kimberly Clark, Smyth County

Staff Present

Dr. Ron Proffitt, President and Secretary to the Board
Melinda Leland, Vice President of Workforce Training and Continuing Education
Christine Fields, Vice President Finance & Administration Services
Mary Snead, Accountant
Dawn Jessee, Administrative Assistant to President
David Matlock, Vice President of Institutional Advancement

Staff Absent

Dr. Hara Charlier, Vice President Instruction and Student Services

Attendee

Joyce Brooks, Representative of Southwest VA Higher Education Center

Call to Order

Jamey Rector, Chair, presided and called the meeting to order.

Approval of Minutes

Upon motion of Virgil Wimmer and seconded by Susan Long, ***the Board unanimously approved minutes of November 14, 2013 (No. 279).***

Public Comments

There were no public comments presented.

New Business

Dr. Ron Proffitt reported the following:

The January VHCC student Legislative Visit was successful in providing students an inside look at the legislative process and how it works. VHCC students met with local legislators/representatives in Richmond. The second student Legislative Visit scheduled for February was cancelled due to weather.

Virginia Highlands Community College and Wytheville Community College shared partnership consolidation of Workforce Divisions has occurred with Melinda Leland, Vice President of Workforce Training and Continuing Education leading the effort to combine services to better serve both service regions.

The Washington County Public Library has approached the college with the possibility of relocating the public library to VHCC campus and partnering with college to share resources. A consulting firm is currently conducting feasibility study and should report with findings within the next 30 days. This is a good opportunity to achieve synergy with locality by sharing space and cost savings.

Upon motion of Ron Morgan and seconded by Susan Long, the Board unanimously approved for VHCC to continue to pursue this project.

Heartwood has requested the use of two parking lot spaces in the upper "gravel" parking lot to erect a wayside exhibit. Dr. Proffitt presented the board with a proposed drawing of exhibit and photos of parking lot location for review and discussion. **Ron Morgan made the motion to approve this request and Susan Long seconded. Bill Rush made a motion to amend to put a mechanism in place to insure future development of that parking lot would not be hindered by exhibit. Motion and amendment were approved by majority vote.**

Virginia Highlands and Wytheville Community College are reviewing plans to partner with the Town of Marion to occupy one entire floor of the newly developed Wayne Henderson School of Appalachian Music and Arts. A Tobacco Indemnification Commission (TIC) grant will assist with funding to furnish this combined college site in Marion. The establishment of this location will insure that the Marion service

region is fully served by both colleges. **Susan Long made the motion to continue to pursue this endeavor. Virgil Wimmer seconded. Motion was approved by majority vote. Bill Rush abstained from voting.**

Bill Rush, on behalf of Distinguished Service Committee and Chairman, recommended Senator Bill Carrico as recipient of VHCC 's 2014 Distinguished Service Award. He is a VHCC alumni and has always support been a big supporter of the college. **Bill Rush made a motion to approve, seconded by Ron Morgan and unanimously approved by the Board.**

Upon motion of Virgil Wimmer and seconded by Susan Long, **the Board unanimously approved the recommendation of Professor Emeritus to Gary Aday and Classified Staff Emeritus to Joyce Crusenberry and Cecil Holmes.**

Department Updates

Spring Enrollment 2014

Melinda Leland, on behalf of Dr. Hara Charlier reported that spring enrollment was down by approximately 5%. This is due to several factors including, On-ramp students not returning due to completion of program and funding, specific program numbers are down, dual enrollment is down due to lack of faculty with master's degrees in public schools and overall state-wide enrollment is down.

Proposed Curricular Changes

Melinda Leland reviewed proposed curricular changes per memorandum dated February 28, 2014 as submitted in board packet under Tab 4 (attached and made part of these minutes). These changes are a result of suggestions as reported by faculty and approved by the Academic Programs Committee.

- **Virgil Wimmer made the motion to approve changes as outlined in Section 1A for new curricula and Section 1B for discontinued curricula. Tom Hicok seconded and the board unanimously approved.**
- **Bill Rush made the motion to approve renamed curricula as outlined in Section 1C. Tom Hicok seconded and the board unanimously approved.**
- **Virgil Wimmer made the motion to approve the new curricula for EMT career studies certificate as proposed in Section IIA. Susan Long seconded and the board unanimously approved.**

Workforce Training and Continuing Education

Melinda Leland reported that she was working both VHCC and WCC with non-credit training and workforce training. Jim Kroll is serving as Assistant Dean of Workforce Training and providing oversight of the technical training. Future plans for the fall include focusing on serving Marion and Smyth Counties. Board member, Bill Rush offered the town of Marion's facilities and services if needed. VHCC is partnering with Southwest Virginia Advanced Manufacturing (SVAM) in an RFP to the Tobacco Indemnification Commission (TIC) for the establishment of a Center of Excellence. SVAM is taking the

lead on this request. Dr. Proffitt reiterated that a Center of Excellence provided “advanced” training and does not provide competition with college programs.

Institutional Advancement
Educational Foundation

David Matlock reviewed the Institutional Advancement division report. Doug Blevins, is the recipient of the American Association of Community Colleges (AACC) 2014 Outstanding Alumni Award. He was nominated by the VHCC Alumni Association Board. This is the second VHCC alumni to receive this award within the past four years. Previous winner was Richard Leigh in 2011. The Annual VHCC Golf Tournament will be held on April 28, 2014. This event has raised over \$200,000 in the past several years. A post card that will be mailed out to potential participants was distributed to all board members present. This year’s Richard Leigh Songwriters Festival will be held on May 23 and 24 with several events held at Heartwood. A new addition to the line-up this year is bluegrass performer, James King. A new sponsor this year is Eastman Credit Union. Their slogan is ECU beside you—now it is also ECU beside foster care. Everyone is encouraged to promote this event.

Finance and Administrative Services

Personnel Report

Christine Fields reviewed the personnel report and the newly amended VHCC Smoking Policy as approved by the President’s Advisory Council (PAC) on February 20, 2014. This update includes electronic cigarettes and vapors.

*2013-2014 Budget Status and
Status of 2013-14 Localities Appropriation Funds Budget*

Mary Snead provided the Board with the status of the 2013-2014 Operating Budgets and the Localities Appropriation Funds budget. Enrollment is down but the budget is balanced due to planning. All localities are on schedule for payment. The 2014-16 Biennium Auxiliary Reserve Plan for College Parking Facilities (Tab 11) was reviewed for approval. State funding cannot be used for the maintenance of college parking lots; therefore, VHCC must provide a documented plan for reserving these funds. **Ron Morgan made the motion to approve the 2014-16 VHCC Biennium Plan for College Parking Facilities. Susan Long seconded. The Board voted unanimously to approve.** Ron Morgan commended VHCC Accountant, Mary Snead for her excellent work.

Old Business

Dr. Proffitt reviewed the future timeline for the presidential selection process. Candidates for VHCC campus interviews will be selected on March 26 and 27 by the Presidential Selection Committee with visits occurring at the end of April. Board members should review VCCS sample questions and provide top ten questions and/or input to Dawn Jessee for consolidation by the end March.

Updates presented by President

Dr. Proffitt commended Melinda Leland and her Workforce Training and Continuing Education department for a job well done for achieving a “no recommendations” during a safety audit of high risk programs. VHCC was the only one out of seven schools to receive this ranking.

Adjourn

Virgil Wimmer made the motion to adjourn. Joe Straten seconded and the board unanimously approved adjournment at 2:25 p.m.