

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**  
**Meeting Number 324**  
**Thursday November 2, 2021**  
**Location: ISC 130**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Thursday, November 2, 2021. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 p.m. in ISC 130.

**Members Present**

Don Ashley, City of Bristol  
Gwen Beattie, Smyth County  
Donald Bowman, City of Bristol  
Dr. John Lentz, Washington County  
Tony Miller, Washington County  
Dr. Brian Ratliff, Washington County  
Beth Rhinehart, City of Bristol  
Joe Straten, Washington County

**Members Absent**

Pamela Hill, Smyth County

**Staff Present**

Dr. Adam Hutchison, President and Secretary to the Board  
Jessie O'Quinn, Executive Assistant to the President  
Christine Fields, Vice President of Finance and Administration  
Laura Pennington, Vice President of Institutional Advancement  
Robert Phillips, Dean of Workforce Development  
Mary Snead, Finance Manager  
Dr. Stacy Thomas, Vice President of Instruction and Student Services

**Call to Order**

Dr. John Lentz, Chair, presided and called the meeting to order.

**Approval of Minutes**

Upon review, Board Member Dr. Brian Ratliff made the motion to approve the minutes for August 12, 2021 Minutes No. 323. Board Member Beth Rhinehart seconded, and the motion carried by acclamation.

**Public Comments**

There were no Public Comments.

Department Updates

Instruction and Student Services

Dr. Stacy Thomas, Vice President of Instruction and Student Services, began his address to the Board by asking for approval of a new Citizens Advisory Committee Membership request for the Nursing Advisory Committee. Board Member Gwen Beattie made a motion to approve the new member for the Citizens Advisory Committee membership. Board Member Beth Rhinehart seconded the motion, and it carried by acclamation.

Dr. Thomas also provided an enrollment update. The VCCS System as a whole is down 6% in FTE. VHCC is the only college to have an increase in enrollment, with an increase of 17% in regular FTE. Dr. Thomas stated it has made a difference with having in-person instruction.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report handout. They will soon be advertising for the truck driving program. FastForward enrollment about same as last year. Open enrollment non-credit is up 143%. Mr. Phillips also suggested reading the article “Demographic Drought” concerning labor market trends. He will be visiting local businesses to assess their workforce needs.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing updates in her division. The COVID Relief grants will have a third round given directly to students in November. Ms. Pennington also shared photos of the new building construction site. The Groundbreaking Ceremony will be held on November 9 at 2:00pm. Her team is also planning for a VHCC website redesign with the help of Access in Roanoke.

Finance and Administrative Services

Vice President Christine Fields provided a list of complete and in-progress campus improvements. The main issue with the slow-moving projects is getting the necessary materials. Ms. Fields also showed renovation design plans for the Collins Student Center. Kwik Kafe, who operated the hot bar, will not be returning to campus.

Finance Manager Mary Snead asked the Board for approval of the 2022-2023 Localities Appropriation Fund Budget Request. These requests will be sent to the localities in January/February. The requests are similar from last year using the same formula. Board Member Tony Miller made the motion to approve the request as proposed in attachment #7. Board Member Dr. Brian Ratliff seconded the motion, and it carried by acclamation.

**President's Report**

President Dr. Hutchison shared a presentation of Fall enrollment demographics with the Board, which includes G3 funded students and the "We've Got You Covered" opportunity for students. Dr. Hutchison also presented the Project Blueprint report, which discusses in detail the strategies moving forward of the enrollment management plan.

Dr. Hutchison also mentioned several events in the near future:

November 9 – Advanced Technology Center Groundbreaking Ceremony

November 11 – Chancellor's Visit

December 16 – VHCC Christmas Party

**Board Chair Address**

Board Chair Dr. John Lentz began his address by encouraging the Board members to continue reaching out to community members and telling the VHCC story. The next Board meeting will be in early February.

Board member Dr. Brian Ratliff made a motion to adjourn the meeting. Board member Gwen Beattie seconded, and the Board unanimously approved adjournment at 2:35 p.m.

Submitted By:

  
\_\_\_\_\_  
Dr. Adam Hutchison, President

Approved By:

  
\_\_\_\_\_  
Dr. John Lentz, Chair

2-1-22  
Date