

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 326

Tuesday, May 3, 2022

Location: ADM Boardroom

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, May 3, 2022. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 p.m. in the ADM Boardroom.

Members Present

Don Ashley, City of Bristol
Gwen Beattie, Smyth County
Donald Bowman, City of Bristol
Pamela Hill, Smyth County
Dr. John Lentz, Washington County
Tony Miller, Washington County
Dr. Brian Ratliff, Washington County
Beth Rhinehart, City of Bristol
Joe Straten, Washington 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
Michael McBride, Dean of Enrollment Management and Student Services
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 February 1, 2022 Minutes No. 325. Board Member Pam Hill seconded the motion. Board Member Beth Rhinehart abstained due to not being present at the meeting. The remainder of the Board were all in favor.

Public Comments

There were no Public Comments.

Department Updates

Instruction and Student Services

Dr. Stacy Thomas, Vice President of Instruction and Student Services, introduced to the Board Michael McBride, Dean of Enrollment Management and Student Services. Michael reported that currently, VHCC is up 5.7% in FTE this Spring. The VCCS as a whole is down 5.74%. For Summer, VHCC is down by 19.55% in FTE. This is mainly due to the difference in Dual Enrollment FTE compared to last Summer. Michael's team has been utilizing the SalesForce tool to do some strategic outreach to students. Fall semester data shows we are currently up 19%. We will end this academic year with 1,529 FTE, as compared to 1,455 FTE in 2020 (pre-pandemic).

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. His division's classes are no longer down, with activity picking up in the last three weeks. Mr. Phillips also mentioned the CDL classes are full and will possibly add another instructor. Board member Tony Miller suggested we should look into heavy equipment operators as there is a shortage in the region.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing a handout of updates in her division. The scholarship application process for 2022-23 has a deadline of May 1, 2022. For the Advanced Technology Center, Burwil Construction is preparing a proposal for the next construction phase. Also, the Foundation has secured a \$250,000 gift towards the building. Ms. Pennington also reported that her division is currently hiring for three positions.

Finance and Administrative Services

Vice President Christine Fields provided updates in her division. The VHCC operating budget is currently at 71% for this fiscal year. VHCC has been able to complete some major projects this year due to HEERF money, totaling more than \$190,000. Ms. Fields also shared the Improvement Project Status list.

President's Report

President Dr. Hutchison spoke briefly about a legislative update. Currently, no state budget has been approved yet for the 2022-23 fiscal year. The introduced budget also included pay increases for employees. Our Learning Resource Center (LRC) building has been number one on the list of remodeling projects. This year, it was included in the budget to be fully funded. However, it has been moved from "funded" to "planning", which is a step down.

Dr. Hutchison also shared that two VHCC students, Levi Phipps and Haylee Gomez, were recently recognized at the Phi Theta Kappa All-Virginia Academic Team Ceremony in Richmond. Levi was also named in the Top 10.

Dr. Hutchison informed the Board that this is the last meeting for Dr. John Lentz and Joe Straten. Their terms expire on June 30, 2022. We will need to fill these two vacancies for Washington County.

Board Chair Address

Board Chair Dr. John Lentz addressed the Board by sharing that the College Board Executive Committee met on April 1, 2022 to recertify the parking fee proposal for 2022-2023. The Board had previously approved the increase at the March 2020 meeting, but due to COVID, the VCCS did not allow any of the community colleges to increase fees. VHCC recently received notification from the VCCS that it was time to submit for State Board approval on fee increase requests. The proposal is to increase the parking fees by \$0.50 per credit hour beginning Fall 2022. Currently, the parking fee is \$1.00 per credit hour.

Dr. Lentz also asked the Board to enter into closed session. Board Member Joe Straten made a motion to enter into closed session for the purpose of evaluating the performance of the president, pursuant to Section 3.15.2 of the Virginia Community College Policy Manual, Subject: Presidential Evaluation Procedure, and in accordance with the personnel exemption at Section 2.2-3711(A)(1) of the Code of Virginia. Board Member Tony Miller seconded, and the motion carried by acclamation.

Board Member Beth Rhinehart made the motion to reconvene after a short break. Board Member Gwen Beattie seconded, and the motion carried by acclamation.

After reconvening to open session, Dr. Lentz took a roll call vote certifying that to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.


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

Board Member Joe Straten made the motion to submit the presidential evaluation as discussed during closed session. Board Member Tony Miller seconded, and the motion carried by acclamation.

Board member Beth Rhinehart made a motion to adjourn the meeting. Board member Dr. Brian Ratliff seconded, and the Board unanimously approved adjournment at 2:50 p.m.

Submitted By: 
Dr. Adam Hutchison, President

Approved By: 
Gwen Beattie, Chair


Date