

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 317

Tuesday, July 14, 2020

Location: ISC 130/Zoom Meeting

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, July 14, 2020 in ISC 130 and via Zoom.

Members Present

Donald Bowman, City of Bristol *(via Zoom)*
Catherine Brillhart, City of Bristol *(via Zoom)*
Pamela Hill, Smyth County *(via Zoom)*
John Lentz, Washington County
Tony Miller, Washington County
Becky Pennington, Smyth County *(via Zoom)*
Beth Rhinehart, City of Bristol
Joe Straten, Washington County *(via Zoom)*

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, Workforce Development Coordinator *(via Zoom)*
Mary Snead, Finance Manager
Dr. Stacy Thomas, Vice President of Instruction and Student Services

Call to Order

Catherine Brillhart, Chair, presided and called the meeting to order.

Approval of Minutes

Upon review, Board Member Becky Pennington made the motion to approve the May 5, 2020 Minutes No. 316. Board Member Don Bowman seconded, and the motion carried by acclamation.

Public Comments

There were no Public Comments.

2020-2021 Board Organization

Board Chair Brillhart informed the group that the time had come to elect the new Chair and Vice Chair for the 2020-2021 year. Board Member Tony Miller made the motion to elect Board Member John Lentz in the position of Board Chair. Board Member Joe Straten seconded, and the motion carried by acclamation.

Board Member Joe Straten made the motion to appoint Board Member Pam Hill in the position of Vice Chair. Board Member John Lentz seconded, and the vote carried by acclamation.

For the appointment of VHCC College Board Representative to VHCC Educational Foundation Board as Ex-Officio Board Member, Board Member Joe Straten made the motion to appoint Board Member John Lentz to this position. Board Member Tony Miller seconded, and the vote carried by acclamation.

Ms. Brillhart also mentioned that we have two board appointments that need to be filled, one from Washington County and one from Smyth County. Becky Pennington has agreed to join us today as a voting member until we are able to appoint a new board member from Smyth County (as allowed in the Bylaws). Dr. Hutchison spoke with the County Administrator in Washington County and discussed the process of appointing a new member. The College Board can recommend viable candidates to the Board of Supervisors, and the Board of Supervisors will then add it to their meeting agenda. Two people were named as potential candidates.

The Executive Committee members will now be John Lentz (Washington County), Beth Rhinehart (City of Bristol), and Pam Hill (Smyth County).

Board Chair Address

Board Chair Catherine Brillhart began her address to the Board by presenting the proposed bylaws and asking for comments and further revisions. The Executive Committee from the past year (Catherine Brillhart, John Lentz, and Becky Pennington) met to make these suggested changes.

The following revisions were also suggested during the meeting:

- Section 1.7 Regular Meetings – remove the specific months mentioned and only indicate quarterly meetings to allow flexibility.
- Section 1.10 Quorum – remove “Five members” and replace with “A simple majority”.
- Section 3.6 Naming Buildings – identify the VHCC Policy in the bylaws.
- Leave “chairman” as is throughout the document.
- Section 1.5 F. – regarding annual presidential evaluations, add evaluation letter will be discussed at a regularly scheduled meeting under closed session.
- Section 3.5 Public Comments – remove “five days in advance” and replace with visitors will sign-up prior to meeting.

Board Member John Lentz made the motion to approve the revisions made by the Executive Committee to the VHCC Board Bylaws, along with the suggested revisions listed above. Board Member Becky Pennington seconded, and the vote carried by acclamation.

Department Updates

Instruction and Student Services

Dr. Stacy Thomas, Vice President of Instruction and Student Services, began his address to the Board by sharing an enrollment update. Fall enrollment is currently down 9%, but could improve. Our major concern is dual enrollment. The Elite Learning Program is down 50%. Dr. Thomas is predicting a 15-30% decrease in dual enrollment for Fall. Summer enrollment is up 15%.

Dr. Thomas stated that we will have some hands-on lab-related work that will take place on campus, such as Welding, Nursing, etc.

Workforce Development and Continuing Education

Robert Phillips, Workforce Development Coordinator, shared a FastForward Credentials attachment for fiscal year 2020. Mr. Phillips also reported that new equipment has arrived for the CNA lab, and CNA students will begin testing the end of this week. Customized training is up by 275% in fiscal year 2020, and open enrollment non-credit is down 35%.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board with providing a report of the Institutional Advancement Division and the Foundation. There are a few highlights Ms. Pennington wanted to review. Student scholarship applications have been accepted and will be reviewed soon. The Phil Station food pantry is still serving students. The CARES Act money designated for students has been awarded and disbursed. The new building project is moving forward, but at a slower pace. The carpet for the Library is in production and will be installed end of July or early August.

Ms. Pennington also mentioned that VHCC is receiving a Rural Horseshoe Grant from the VCCS Foundation Office to provide public resources for students in rural areas. Her division is also working on Salesforce and Full Measure, which are customer relationship management tools.

Finance and Administrative Services

Vice President Christine Fields presented the transfer of Bookstore Income and transfer of Parking Fee Revenue for approval. The first transfer would take \$44,239 from the Bookstore Commissions and put \$15,000 into the President's Discretionary Fund and \$29,239 into the Campus Improvements – Clearing Fund. She also requested that the Parking Fee revenue of \$45,402 be transferred into the Parking Auxiliary Capital Outlay Fund. Board Member Beth Rhinehart made the motion to approve the transfers. Board Member John Lentz seconded the motion, and it carried by acclamation.

Ms. Fields also shared updates in her division. She reported that the parking lot improvements that the Board voted on last year will still take place. Drawings have been submitted and are awaiting approval. Sidewalk repairs are also in-process, with those drawings awaiting approval as well. Our front-line employees (Buildings & Grounds and Campus Police) have been on campus everyday and working very hard to clean and make campus improvements. The cell tower on campus has received all approvals except for the building permit, then Apex Towers will be able to access the site.

Finance Manager Mary Snead informed the Board that the FY2021 requested funds from localities are as follows:

- Washington County – level funding
- City of Bristol – reduced 6.4%
- Smyth County – waiting on final amount

Ms. Snead also mentioned that going into the FY2021 budget, the College will carry forward a good balance from last year. We have to keep in mind potential budget cuts and future enrollment.

President's Report

President Dr. Hutchison began his address to the Board by providing some brief College updates. He spoke to those localities regarding our requests and indicated we can revisit the formula used to calculate the requests. Dr. Hutchison shared exciting news that VHCC offered a free online gardening class with over 200 students enrolled. Another success was turning our parking lots into wi-fi hotspots. We also have updated viewpieces and folders as new marketing materials.

Dr. Hutchison also wanted to share with the Board our Fall reopening plan. Currently, our College operations involve most employees teleworking from home, limited campus access, most summer classes online, and student services online or by appointment. The majority of our Fall classes will be online as well. Dr. Hutchison formed a task force on campus which is comprised of 14 faculty and staff members. This group was charged with making specific recommendations for campus operations.

VHCC submitted a "Transition to Campus: COVID19 Reopening Plan" to SCHEV (State Council of Higher Education for Virginia) that was also shared with you by email. We follow the latest guidelines from the Governor of Virginia and the Centers for Disease Control and Prevention. This Plan contains detailed sections:

- Repopulation of campus
- Monitoring health
- Containment
- Shutdown considerations

In closing, Dr. Hutchison stated that face coverings are required for all interactions indoors. Campus modifications are still taking place. The health and safety of everyone on campus continues to be our top priority.

The next regular Board meeting will be on Tuesday, November 10, 2020.

Adjourned at 2:45 p.m.

Submitted By: 
Dr. Adam Hutchison, President

Approved By: 
Dr. John Lentz, Chair


Date