

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 327**

**Tuesday, August 9, 2022**

**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, August 9, 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  
Tony Miller, Washington County  
Dr. Brian Ratliff, Washington County  
Beth Rhinehart, City of Bristol

**Staff Present**

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

**Call to Order**

Dr. Hutchison called the meeting to order.

**Approval of Minutes**

Upon review, Board Member Dr. Brian Ratliff made the motion to approve the minutes for May 3, 2022 Minutes No. 326. Board Member Tony Miller seconded the motion, and the motion carried by acclamation.

**Public Comments**

There were no Public Comments.

**Board Organization**

Dr. Hutchison stated that the Board currently has two vacancies for Washington County representatives. We are in the process of appointing these new members. Dr. Hutchison also

informed the group that the time had come to elect the new Chair and Vice Chair for the 2022-2023 year. Board Member Pam Hill made the motion to elect Board Member Gwen Beattie for the position of Chair. Board Member Dr. Ratliff seconded, and the motion carried by acclamation. Board Member Beth Rhinehart made the motion to appoint Board Member Don Bowman in the position of Vice Chair. Board Member Don Ashley seconded, and the vote carried by acclamation.

Dr. Hutchison shared with the group that Board Meeting dates for the new year are: November 1, 2022; February 7, 2023; May 2, 2023.

## 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 Citizens Advisory Committee membership requests for the new academic year. The list was provided in the Board packet. Board Member Tony Miller made a motion to approve the new member for the Citizens Advisory Committee membership. Board Member Pam Hill seconded the motion, and it carried by acclamation.

Dr. Thomas also provided an enrollment update. VHCC is at 1,105 total FTE and down from last year, due to the free tuition that was offered last year. Since this attached enrollment report was printed last week, we have added 116 FTE. Dr. Thomas predicted we could be close to 1,500 FTE. The past two years are considered anomalies (due to COVID in 2020 and free tuition in 2021), and this year should be compared more with Fall 2019.

### Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. Customized non-credit training and open enrollment non-credit training is still not at the desired numbers, but is up from last year. The CDL program continues to grow, with a second instructor added in June and a second truck added in July. Mr. Phillips is also currently submitting applications to the VCCS for FastForward Program approvals.

### Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing a handout of updates in her division. Her division is wrapping up the award process for 2022-23 scholarship applications. They have also awarded almost \$50,000 in student emergency assistance funds. The annual Golf Tournament has been scheduled for October 14 at Glenrochie. Other updates that Ms. Pennington shared are that they continue to update the Program Pathways information and the completion of the newly redesigned College website.

Ms. Pennington also mentioned that the new Advanced Technology Center building is progressing. Burwil is putting together a proposal for the next phase of construction. The Genan Foundation has generously donated \$600,000 to be dedicated to the new building.

Finance and Administrative Services

Vice President Christine Fields asked for approval for the 2022-2023 Vending Commission and Student Activity Fee Budget, as listed in the attachment. Board Member Don Ashley made the motion to approve the budget. Board Member Beth Rhinehart seconded the motion, and it carried by acclamation.

Ms. Fields also asked the Board to approve the transfer of 2021-2022 Bookstore Income and transfer of Parking Fee Revenue. The first transfer would take \$45,314 from the Bookstore Commissions and move \$15,000 into the President's Discretionary Fund and \$30,314 into the Campus Improvements – Clearing Fund. She also requested that the Parking Fee revenue of \$47,220 be transferred into the Parking Auxiliary Capital Outlay Fund. Board Member Dr. Brian Ratliff made the motion to approve the two transfers. Board Member Pam Hill seconded the motion, and it carried by acclamation.

Ms. Fields also provided campus projects updates. Lead times have been an issue for some of these improvements. The lead time for the Collins Student Center is now 12-18 weeks and has been pushed to begin in December. The outside patio and Radiography Lab are still slowly progressing. Several other projects and furniture upgrades are being done in division offices and classrooms.

Lastly, Ms. Fields shared a brief update on the FY23 budget, including the validated resources distribution. For the localities appropriation, the City of Bristol and Smyth County honored our requests 100%. Washington County gave \$25,000 more than last year. She also shared with the Board VHCC's operating expenses.

**President's Report**

President Dr. Hutchison stated he would like to begin having "Department Highlights" at each Board meeting, where he will invite a department head to share information with the Board. At this meeting, Ken Fairbanks, Director of Learning Resources, will present to the group. Mr. Fairbanks spoke of all the areas in his division: Library, Testing Center, MARC Mentoring, IT Services, Help Desk, and Online Learning and Instructional Technology.

Dr. Hutchison also provided a few campus updates. We have hired a new Human Resources Director, Tiffany VanBuren. VHCC is also working on a new Strategic Plan in the coming months. Dr. Hutchison would like to get feedback from Board members for the Strategic Plan, and possibly organize a retreat to accomplish this.

**Board Chair Address**

Board Chair Gwen Beattie began her address by expressing her thanks for serving as the new Board Chair. She looks forward to closely working with everyone in the coming year.

Board member Pam Hill made a motion to adjourn the meeting. Board member Tony Miller seconded, and the Board unanimously approved adjournment at 2:37 p.m.

Submitted By:   
Dr. Adam Hutchison, President

Approved By:   
Gwen Beattie, Chair

11/15/22  
Date