

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 318

Tuesday, November 10, 2020

Location: ISC 130/Zoom Meeting

<https://vccs.zoom.us/j/2761972650?pwd=MUdTanBzYVdLMG1YbUlmWFRvK2pwZz09>

The Virginia Highlands Community College Board convened for a Board orientation at 10:00 a.m. on Tuesday, November 10, 2020.

Members Present

Gwen Beattie, Smyth County
Catherine Brillhart, City of Bristol (*via Zoom*)
Pamela Hill, Smyth County
Dr. John Lentz, Washington County
Dr. Brian Ratliff, Washington County

Members Absent

Donald Bowman, City of Bristol
Tony Miller, 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
Ken Fairbanks, Director of Learning Resources Division
Christine Fields, Vice President of Finance and Administration
Robert May, Director of Institutional Research and Effectiveness
Laura McClellan, Human Resource Manager
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

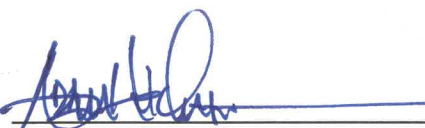
Board Orientation

Dr. Adam Hutchison began the Board Orientation. The orientation followed the outline below:

- I. Policy/Governance (Dr. Hutchison)
 - a. History of the College
 - b. State Law

- c. VCCS
- d. VHCC Board bylaws
- e. Legal
 - i. Conflicts of Interest (Laura McClellan)
 - ii. Open Meetings
- f. Accreditation
- II. Demographics (Robert May)
 - a. Students
 - i. Unduplicated headcount
 - ii. FTE
 - iii. Trend
 - iv. Age/Sex/Race
 - b. Employee (Robert May)
 - i. FT/PT
 - ii. Faculty/Staff/Admin
 - c. Organizational Structure
- III. Instruction & Student Services (Dr. Stacy Thomas)
 - a. Program
 - i. By Dean
 - ii. Headcount
 - b. Dual Enrollment
 - c. Workforce (Robert Phillips)
 - d. Student Services
 - e. Learning Resources Division (Ken Fairbanks)
- IV. Finance & Administration (Chris Fields)
 - a. VCCS Allocation
 - b. Local Funds
 - c. Campus Overview
- V. Institutional Advancement/VHCC Foundation (Laura Pennington)
- VI. Campus Tour (Laura Pennington)
- VII. Board Pictures

Adjourned at 11:25 a.m.

Submitted By: 
Dr. Adam Hutchison, President

Approved By: 
Dr. John Lentz, Chair

3-9-21
Date