

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 321

Tuesday, March 9, 2021

Location: Boardroom/Zoom Meeting

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

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, March 9, 2021. Lunch was at noon, and the business portion of the meeting immediately followed at 12:30 p.m. in the ADM Boardroom and via Zoom.

Due to the Governor's Declared State of Emergency due to COVID-19, it is impracticable and unsafe for the Board of Virginia Highlands Community College to assemble in a single location, so the Board meeting and public hearing will be held electronically, by video conference and telephone options, pursuant to 2020 Amendments to the 2020 Appropriation Act. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the College and the discharge of its lawful purposes, duties, and responsibilities. The public is welcome to use the link and phone number options made available by staff to attend the meeting electronically. The College will make available a recording or transcript of the meeting on its website in accordance with the timeframes established in Sections 2.2-3707 and 2.2-3701.1 of the Code of Virginia.

Members Present

Don Ashley, City of Bristol (via Zoom)
Gwen Beattie, Smyth County
Pamela Hill, Smyth County (via Zoom)
Dr. John Lentz, Washington County
Tony Miller, Washington County (via Zoom)
Dr. Brian Ratliff, Washington County
Beth Rhinehart, City of Bristol (via Zoom)

Members Absent

Donald Bowman, 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
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:

Board Orientation November 10, 2020 Minutes No. 318

Regular Board Meeting November 10, 2020 Minutes No. 319

Special Board Meeting February 4, 2021 Minutes No. 320

Board Member Pam Hill seconded, and the motion carried by acclamation.

Public Comments

There were no Public Comments.

Board Chair Address

Board Chair Dr. John Lentz began his address to the Board by mentioning the revised dates for future Board meetings: May 4, 2021; August 3, 2021; November 2, 2021; February 1, 2022.

Dr. Lentz also discussed the Presidential evaluation plan. He sent an email with the presidential evaluation information to the Board members this morning. He is asking the Board members to review and submit comments to him by April 15. He will then summarize and send to the Chancellor by May 1, as stated in VCCS Policy. Dr. Hutchison further explained that as a part of the evaluation process, the VCCS sent out a presidential survey to employees to review their specific president. This data for VHCC will be collected by the VCCS and then shared with Dr. Lentz as a part of the overall evaluation document.

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 new Citizens Advisory Committee Membership requests. Dr. Thomas provided a list of people in the community that have shown interest in serving on the Transfer/Dual Enrollment Advisory Committee. Board Member Dr. Brian Ratliff made a motion to approve the list of names for the Citizens Advisory Committee memberships. Board Member Pam Hill seconded the motion, and it carried by acclamation.

Dr. Thomas also provided an enrollment update. Currently our overall enrollment for Spring is down by 2.2%. Our total FTE is 1208, which is 27 FTE down as compared to last year. Regular FTE, which excludes dual enrollment, is down 1.9%. The VCCS as a whole is down almost 6% in total FTE and down almost 8% in regular FTE.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development update and a Small Business Development Center update. The CDL program is progressing, and VHCC will be partnering with Ancora Corporate Training to provide this training for us. Six Sigma Green Belt training for Hapco employees will be offered in March, which is the first customized training course we have done since March 2020. He also shared that they are partnering with the Workforce Investment Board and Ballad Health to offer a nationally certified peer recovery support specialist training program. FastForward Training has been discussed as training for high school students state-wide. It has already been taking place in eastern and northern Virginia.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing updates in her division. They have implemented a private scholarship application process and matching system. Students can apply online April 1 – May 1. Also, students have received over \$12,000 in student emergency or assistance funds since July. The second round of federal relief funding, CRRSA, is expected to be the same amount of money for students as the first round: \$699,385.

Ms. Pennington also shared that we will have another virtual Graduation this year. The cruise-thru is scheduled for April 16 from 3:00-6:00 p.m. We will have five pinning ceremonies on May 13. The entire Graduation video will be premiered on May 14.

The VHCC Golf Tournament will be held on June 4 at Glenrochie.

Finance and Administrative Services

Vice President Christine Fields delivered some brief campus and facilities updates. In the Special Board Meeting last month, additional funds were approved for the parking lot renovations. The parking lot pre-construction meeting with King Construction will be this week. The sidewalk project pre-construction meeting is also this week. Ms. Fields is also having a meeting on Friday with Burwil for the new building. They have been working on final drawings, and Burwil can begin to bid out portions of the project. Buildings & Grounds will begin to prepare the campus for students returning Fall semester, ensuring spaces are sanitized and safe.

Finance Manager Mary Snead shared a 2020-2021 Operating Budgets handout. We are 66.67% complete with this fiscal year and spent almost 60% of state funds. We have had some cost savings due to no travel, not being fully operational, etc. We have spent 43% of the Localities Appropriation funds and 44% of student activity fee funds. We are on track for a good budget year.

President's Report


President Dr. Hutchison asked for approval for a Professor Emeritus nomination this year: Sara Combs, Associate Professor of History. The nomination form and VHCC policy for Professor Emeritus

were included in the agenda packet. The nomination has already been reviewed and approved by Human Resources, the ad hoc committee, and Dr. Hutchison. It will now need Board approval. Board Member Tony Miller made a motion to approve the Professor Emeritus nomination for Sara Combs. Board Member Beth Rhinehart seconded, and the motion carried by acclamation.

Dr. Hutchison mentioned several College updates to the Board. We have been very fiscally conservative this year. In the past year with two rounds of funding, we have invested in remote learning technology, equipment on campus, cleaning, etc. This funding also included almost \$1.4 million in student aid. The Governor’s budget includes proceeding with G3 funding. Our Enrollment Management Team has been focusing on building a strategic plan around enrollment. We have seen significant success because of their efforts and subsequently launched a broader project called Project Blueprint. This new project is a “blueprint” of how we will manage enrollment in the future.

Dr. Hutchison also provided updates of our Fall reopening plan. We plan to be open as much as possible and continue to follow CDC guidelines. There are no state requirements for vaccinations for returning employees. We are moving towards an on-campus class schedule, with online and hybrid classes as needed. Employee teleworking will end in early summer.

Dr. Brian Ratliff made a motion to adjourn the meeting. Don Ashley seconded and the Board unanimously approved adjournment at 1:55 p.m.

Submitted By: 
Dr. Adam Hutchison, President

Approved By: 
Dr. John Lentz, Chair

5/4/2021
Date