

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 322

Tuesday, May 4, 2021

Location: ISC 130/Zoom Meeting

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

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, May 4, 2021. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 p.m. in ISC 130 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
Donald Bowman, City of Bristol
Pamela Hill, Smyth County
Dr. John Lentz, Washington County
Tony Miller, Washington County
Dr. Brian Ratliff, Washington County (via Zoom)
Beth Rhinehart, City of Bristol (via Zoom)
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 Tony Miller made the motion to approve the minutes for March 9, 2021 Minutes No. 321. Board Member Joe Straten seconded, and the motion carried by acclamation.

Public Comments

There were no Public Comments.

Department Updates

Instruction and Student Services

Dr. Stacy Thomas, Vice President of Instruction and Student Services, began his address to the Board providing an enrollment update. Summer enrollment is currently up 19%. This is mainly due to our Summer Dual Enrollment Academy which now has 182 students. With the announcement of our student grant opportunity, Fall enrollment is up 33% as of yesterday. The divisions are monitoring enrollment and adding sections to Fall as needed.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development update. His division is picking back up on credentials earned. The CDL program is waiting on DMV to issue a training license and approve the driving range. His division is continuing with customized training for companies. They are proceeding with working on their partnership with Ballad Health for the Peer Recovery Specialist certification. VHCC is offering training programs through the Road to Success in Virginia Program (RSVP) Grant provided by the Department of Social Services.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing updates in her division. The 2021-22 scholarship application process has closed, and applications are being reviewed using the new system. The federal relief funding has been rolled out in three separate rounds with the third coming later: CARES, CRRSA, and HEERF. The CRRSA funding is the source we are using for the *We've Got You Covered* tuition grant.

Ms. Pennington also provided updates regarding the Advanced Technology Center – construction estimate was \$6 million, with \$3.1 million on hand and now \$2.8 million to go with current costs.

The Graduation cruise-thru on April 16 was a success with about 135 students attending. The Medical Pinning ceremonies will be held on May 13. Our new VHCC wolf logo was released with new SWAG being purchased. The Golf tournament is June 4, with registration closing June 1. Money raised by this will be used for student scholarships. The VHCC Night baseball game is July 2 at Boyce Cox Field.

Finance and Administrative Services

Vice President Christine Fields provided a list of complete and in-progress campus improvements. The parking lots and sidewalks are major projects that are currently in-progress. The door handle replacements in multiple buildings are ADA compliance fixes.

Finance Manager Mary Snead shared a 2020-2021 Operating Budgets handout. We are currently 83% complete with the year.

President's Report

President Dr. Hutchison shared some college updates with the Board. He stated that we expect to have a carry forward balance. He shared updates about Project Blueprint. We have received help from an outside firm, Ruffalo Noel Levitz. Two main steps are data review (enrollment projections, program evaluations) and action planning. The final plan should be available this Fall.

The student grant from COVID funds will support student tuition this Fall up to 12 credit hours. G3 funding is still a committed plan that helps make this grant work. Financial Aid will have to be processed manually.

Dr. Hutchison also provided updates for our Fall reopening plan. Employees will be returning to campus as follows:

- June 14 – Administrative and Professional faculty, all non-faculty supervisors, and all Student Services employees
- June 28 – All other non-faculty employees (9-month faculty will return to campus in August as usual)

The work study program will resume in July. The majority of classes will be on campus in-person this Fall. Vaccines are not a requirement, but face masks are still required indoors in public areas. Maximum occupancy is 100 people in a room currently. All of this is subject to change based on the Governor's Executive Order and CDC guidelines.

Board Chair Address

Board Chair Dr. John Lentz began his address by asking 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 Pam Hill 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.

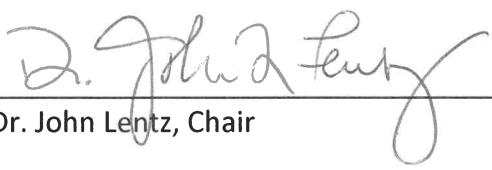
- Don Ashley, City of Bristol
- Gwen Beattie, Smyth County
- Don Bowman, City of Bristol
- Pamela Hill, Smyth County
- Dr. John Lentz, Washington County
- Tony Miller, Washington County
- Dr. Brian Ratliff, Washington County
- Beth Rhinehart, City of Bristol
- Joe Straten, Washington County

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

Dr. Lentz also mentioned that the next Board meeting has been changed to Thursday, August 12.

Dr. Lentz made a motion to adjourn the meeting. Board member Joe Straten seconded, and the Board unanimously approved adjournment at 2:25 p.m.

Submitted By: 
Dr. Adam Hutchison, President

Approved By: 
Dr. John Lentz, Chair

8-12-21
Date