

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 323

Thursday August 12, 2021

Location: ISC 130

<https://vccs.zoom.us/j/2761972650?pwd=MUdTanBzYVdLMG1YbUlmWFRvK2pwZz09> (for viewing purposes)

The Virginia Highlands Community College Board convened at 12:00 p.m. on Thursday, August 12, 2021. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 p.m. in ISC 130.

Members Present

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

Members Absent

Gwen Beattie, Smyth County
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 May 4, 2021 Minutes No. 322. Board Member Pam Hill 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. We have 1,504 FTE as of today, which is an increase of 44% from last Fall. VHCC was the 19th largest college within the VCCS, now we are 12th largest.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report handout. He participated in a statewide Workforce meeting yesterday, and some things are still in neutral. He is hoping that training with local industry leaders will pick back up. Mr. Phillips also provided updates on the CDL Program and the RSVP Grant.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing updates in her division. She talked briefly about the three COVID Relief Grants that have been distributed. Also, VHCC has received the final design for the new building from Burwil. The Foundation Board has approved to proceed with Phase II of the building. Ms. Pennington also shared that our nominee for the Chancellor's Leadership in Philanthropy Award is the Washington County Loyal Order of the Moose.

Finance and Administrative Services

Vice President Christine Fields provided a list of complete and in-progress campus improvements. Some projects that are complete include the Library countertops and campus sidewalks. A few items that are in-progress are parking lots, ISC and LRC door replacements, and building signs.

Finance Manager Mary Snead asked for approval for the following:

- 2021-2022 Vending Commission and Student Activity Fee Budget
- Transfer of 2020-2021 Bookstore Income and transfer of Parking Fee Revenue The first transfer would take \$41,383 from the Bookstore Commissions and move \$15,000 into the President's Discretionary Fund and \$26,383 into the Campus Improvements – Clearing Fund. She also requested that the Parking Fee revenue of \$45,884 be transferred into the Parking Auxiliary Capital Outlay Fund.

Board Member Beth Rhinehart made the motion to approve the two items. Board Member Don Ashley seconded the motion, and it carried by acclamation.

President's Report

President Dr. Hutchison shared some College updates with the Board, beginning with budget items. For FY21, our focus was to reduce expenses not knowing the year to come. We were still able to add

student services personnel and make facility improvements. With COVID Relief funds and “We’ve Got You Covered”, the student debt forgiveness paid was \$96,164 and direct payments of \$1.4 million issued to enrolled students.

For FY22, a five percent state-implemented raise was given to employees. VHCC also decided to increase salary baselines and hire key positions. Additional COVID funds will come soon (CRRSA and ARP), with \$2.67 million in student aid and \$4.1 million in institutional aid.

Another mask requirement was mandated at VHCC on August 4, which applies to vaccinated and unvaccinated employees in indoor public spaces. The Governor’s Executive Directive 18 becomes effective September 1 and states the following requirements for employees and contractors:

- For vaccinated: proof and attestation of vaccination.
- For not fully vaccinated: evidence of testing submitted weekly to HR.

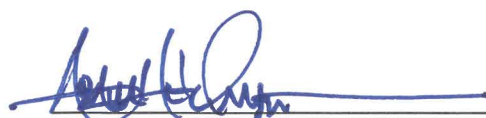
Board Chair Address

Board Chair Dr. John Lentz began his address by informing the group that the time had come to elect the new Chair and Vice Chair for the 2021-2022 year. Board Member Pam Hill made the motion to elect Board Member John Lentz in the position of Chair. Board Member Beth Rhinehart seconded, and the motion carried by acclamation. Board Member Brian Ratliff made the motion to appoint Board Member Gwen Beattie in the position of Vice Chair. Board Member Beth Rhinehart seconded, and the vote carried by acclamation.

Dr. Lentz also commented that he had recently returned from the VCCS Chancellor’s Retreat, with topics focusing on responsibilities of the board and student success. Diversity and equity evaluations of the college boards will be done soon. Dr. Lentz also asked the board members to think about future board meeting times (possibly evenings) and provide him feedback.

Board member Beth Rhinehart made a motion to adjourn the meeting. Board member Pam Hill seconded, and the Board unanimously approved adjournment at 2:20 p.m.

Submitted By:

 02NOV2021

Dr. Adam Hutchison, President

Approved By:



Dr. John Lentz, Chair

11/2/21
Date