

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 319**

**Tuesday, November 10, 2020**

**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, November 10, 2020. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 p.m. in ISC 130 and via Zoom.

**Members Present**

Gwen Beattie, Smyth County  
Catherine Brillhart, 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  
Joe Straten, Washington County

**Members Absent**

Donald Bowman, City of Bristol  
Beth Rhinehart, City of Bristol

**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 Pam Hill made the motion to approve the July 14, 2020 Minutes No. 317. Board Member Catherine Brillhart seconded, and the motion carried by acclamation.

**Public Comments**

There were no Public Comments.

## Board Chair Address

Board Chair John Lentz began his address to the Board by welcoming two new Board members: Gwen Beattie of Smyth County and Dr. Brian Ratliff of Washington County. Dr. Lentz also expressed his appreciation for the informative orientation this morning.

## 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 certain committees. The vote is to approve the entire list. Board Member Joe Straten made a motion to approve the entire 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 handout. Currently our overall enrollment is down 7.74%. Our regular FTE is down 5.06%. Dual Enrollment is down 16.16%. Dr. Thomas stated that Dr. Hutchison has formed an Enrollment Management Task Force on campus to address enrollment challenges. Dr. Hutchison reminded everyone that regular FTE enrollment affects the Tuition Revenue.

### Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared that his division is operating at about 50% enrollment capacity due to social distancing requirements. To combat that, instructors will offer programs twice in the Spring. The Nurse Aid instructors have faced many challenges trying to get their cohorts completed through the program.

The Commercial Driver's License (CDL) Program has been paused due to our partner trucking company missing a state deadline for being considered a third-party training provider. Mr. Phillips has been serving on a CDL RFP selection committee for the past 16 months. He is optimistic that we will continue CDL training at the beginning of the year.

Mr. Phillips is submitting applications for five new Fast Forward programs for approval that will potentially be offered later in the Spring. He also shared some grant opportunities for students that have been negatively impacted by COVID-19.

### Institutional Advancement and Educational Foundation

Vice President Laura Pennington began her address to the Board by providing updates in her division. Scholarships totaling \$350,000 have been awarded for the academic year. The two-year AIMS

scholarship funded by the Tobacco Commission is coming to an end with the existing parameters. We have repurposed a new scholarship program called the Highlands Scholars. We still anticipate some funds from the Tobacco Commission.

Ms. Pennington also reported we are still accepting donations for the Phil Station food pantry and clothes closet. Her division now has a new Development Specialist, Debbie Aylor.

The new building, named the Advanced Technology Center, has been redesigned based on our current budget and needs. The building location has moved closer to campus for cost savings. It will be 18,000 square feet and will cost \$4.25-\$4.5 million to build. The current balance of funds is \$3.6 million. Ms. Pennington presented new interior and exterior drawings from BurWil. Plans are to break ground in the Spring and will take 12-14 months to build.

### Finance and Administrative Services

Vice President Christine Fields asked for Board approval to adopt the 2020 VHCC Emergency Operations Plan. We are required every four years to have the College Board adopt the resolution. Board Member Catherine Brillhart made the motion to adopt the Plan (with proposed minor edits). Board Member Joe Straten seconded the motion, and it carried by acclamation.

Ms. Fields also presented the 2020-2021 Vending Commission and Student Activity Fee Budget. Board Member Pam Hill made the motion to approve the budget. Board Member Catherine Brillhart seconded the motion, and it carried by acclamation.

Ms. Fields also shared updates in her division. The cell tower is being constructed on campus. We have negotiated directly with the cell tower company and will now receive commission. Verizon will be the first carrier added on and other carriers will follow. Ms. Fields has just received building permits for the parking lot renovation and the sidewalk repair project. Both are scheduled to be bid in December with a construction start date of early Spring.

Finance Manager Mary Snead asked the Board for approval of the 2021-2022 Localities Appropriation Fund Budget Request. These requests will be sent to the localities in January/February. Compared to last year, Smyth County increased their funding this year, City of Bristol decreased their funding, and Washington County stayed the same. Board Member Gwen Beattie made the motion to approve the request. Board Member Joe Straten seconded the motion, and it carried by acclamation.

Ms. Snead also shared the 2019-2020 and the 2020-2021 Budget Updates as information items.

### **President's Report**

President Dr. Hutchison informed the Board that the Special Session of the Virginia General Assembly that just ended did not cut the budget to community colleges. He also reported that the CARES (Coronavirus Aid, Relief, and Economic Security) Act funding that VHCC was awarded earlier this year

totaling almost \$1.4 million has been spent. Spring semester will operate the same as Fall semester – social distancing, sanitizing spaces, and 75% of classes online.

Dr. Hutchison asked for Board approval of the VHCC Named Building and Spaces Report that will be submitted to the State Board. He provided the Board with a list of the existing named buildings and spaces at VHCC. For clarification, the State Board approves college names, and local boards approve names for campus buildings and spaces. Board Member Tony Miller made the motion to approve the Report. Board Member Brian Ratliff seconded the motion, and it carried by acclamation.

Dr. Hutchison also pointed out that this is Catherine Brillhart’s last Board meeting. Her term expires December 31, 2020. She will be receiving a plaque for her years as a dedicated Board member and chair.

The next regular Board meeting will be on Tuesday, March 9, 2021.

Adjourned at 2:35 p.m.

Submitted By:   
Dr. Adam Hutchison, President

Approved By:  3-9-21  
Dr. John Lentz, Chair Date