

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 329**

**Tuesday, February 7, 2023**

**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, February 7, 2023. Lunch was at noon, and the business portion of the meeting immediately followed at 1:05 p.m. in the ADM Boardroom.

**Members Present**

Dr. Doug Arnold, Washington County  
Don Ashley, City of Bristol  
Gwen Beattie, Smyth County  
Donald Bowman, City of Bristol  
Charlie Fugate, Washington County  
Tony Miller, Washington County  
Dr. Brian Ratliff, Washington County  
Beth Rhinehart, City of Bristol

**Members Absent**

Pamela Hill, Smyth 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  
Cindy Fields, Director of Small Business Development Center  
Laura Pennington, Vice President of Institutional Advancement  
Dr. Stacy Thomas, Vice President of Instruction and Student Services

**Call to Order**

Gwen Beattie, Chair, called the meeting to order.

**Approval of Minutes**

Board Member Don Ashley made the motion to approve the minutes for November 15, 2022 Minutes No. 328. Board Member Doug Arnold seconded the motion, 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 by providing an enrollment update. The Spring semester enrollment is 10% down, which continues to be a nationwide trend. The percentages in the attachment are being compared to last year's VHCC free tuition enrollment. Dr. Hutchison reminded everyone that Workforce Development non-credit classes are not reflected in these enrollment reports from the VCCS.

### Institutional Advancement and Educational Foundation

Laura Pennington, Vice President of Institutional Advancement, began her address to the Board by providing updates in her division. The Giving Tuesday campaign was a success, raising more than \$6000. The Foundation partnered with the Community Services Committee to donate over 200 care packages for residents at long-term care facilities. VHCC also participated in four local holiday parades in December.

### Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, provided campus projects updates as listed in the attachment. The only new project since the last meeting is upgrading the campus Wi-Fi. Ms. Fields also shared conceptual designs for creating a new outdoor patio space and renovating the ADM Boardroom. These two projects will begin late spring/early summer.

## President's Report

President Dr. Hutchison began by asking for approval for Emeritus nominations this year: Beth Page, Professor Emeritus and Nancy Hope, Classified Staff Emeritus. The nominations have already been reviewed and approved by Human Resources, the ad hoc committee, and Dr. Hutchison. They will now need Board approval. Board Member Tony Miller made a motion to approve the Emeritus nominations for Beth Page and Nancy Hope. Board Member Brian Ratliff seconded, and the motion carried by acclamation.

Dr. Hutchison stated that he has invited another VHCC teammate to share in this meeting's "Department Highlights". Cindy Fields, Director of Small Business Development Center (SBDC), will present to the group. Ms. Fields spoke of SBDC's funding model, working with local businesses, etc.

Dr. Hutchison also shared a quick update on legislative items. The General Assembly is currently in session, and they are hearing bills on the floor. Senator Pillion and Delegate Wampler both have submitted budget amendments for renovations to our Learning Resource Center (LRC) Building. Also, a tuition moderation amendment has been submitted, which would potentially cover the unfunded five percent raise for state employees, without having a tuition adjustment. Dr. Hutchison met last week with legislators serving our region to discuss some of these priorities.

**Board Chair Address**

Board Chair Gwen Beattie began her address by asking the Board to enter into closed session. Board Member Beth Rhinehart 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 Tony Miller seconded, and the motion carried by acclamation.

After reconvening to open session, Ms. Beattie 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.

Dr. Doug Arnold, Washington County  
Don Ashley, City of Bristol  
Gwen Beattie, Smyth County  
Donald Bowman, City of Bristol  
Tony Miller, Washington County  
Dr. Brian Ratliff, Washington County  
Beth Rhinehart, City of Bristol

Absent:  
Charlie Fugate, Washington County (left meeting early)  
Pamela Hill, Smyth County

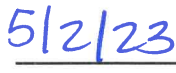
Ms. Beattie declared that the Board will asynchronously compile feedback in regards to the VHCC Presidential Evaluation.

**Adjournment**

Board Member Don Ashley made a motion to adjourn the meeting. Board Member Don Bowman seconded, and the Board unanimously approved adjournment at 3:05 p.m.

Submitted By:   
Dr. Adam Hutchison, President

Approved By:   
Gwen Beattie, Chair

  
Date