

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 330**

**Tuesday, May 2, 2023**

**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, May 2, 2023. Lunch was at noon, and the business portion of the meeting immediately followed at 1:00 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  
Pamela Hill, Smyth County  
Tony Miller, Washington County  
Dr. Brian Ratliff, Washington County  
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  
Barbara Manuel, Interim Vice President of Instruction and Student Services  
Laura Pennington, Vice President of Institutional Advancement  
Robert Phillips, Dean of Workforce Development

**Call to Order**

Gwen Beattie, Chair, called the meeting to order.

**Approval of Minutes**

Board Member Tony Miller made the motion to approve the minutes for February 7, 2023 Minutes No. 329. Board Member Don Bowman seconded the motion, and the motion carried by acclamation.

**Public Comments**

There were no public comments.

Department Updates

Instruction and Student Services

Barbara Manuel, Interim Vice President of Instruction and Student Services, began her address to the Board by asking for approval for a new Career Studies Certificate in Visual Arts. If approved, this certificate would be effective Fall 2023. Ms. Manuel commented that VHCC is hoping to revive our partnership with William King Museum of Art, with the combined efforts of this new certificate and with the hiring last year of our new Assistant Professor of Art, Marie Porterfield. After discussion, Board Member Brian Ratliff made a motion to approve the new Career Studies Certificate in Visual Arts. Board Member Doug Arnold seconded the motion, and it carried by acclamation.

Ms. Manuel also provided an enrollment update. The Spring semester enrollment is down 9.4% compared to last Spring, but we have to keep in mind the peak enrollment last year due to the “We’ve Got You Covered” funds. For Summer semester enrollment, we currently have a slight increase of 23 regular FTE.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. He provided a 2023 Workforce Credentials Grant (WCG) report showing enrollment and completions as compared to 2022. Mr. Phillips mentioned the New Fast Forward Credential Programs approved for VHCC: Fiber Optic Technician, EPA 608 (HVAC), (4) N.I.M.S. Machining. The programs submitted to the VCCS for approval are: NCCER Core, Carpentry, Plumbing, Heavy Equipment Operations (Level 1 & 2). Customized Training is also being delivered at several large companies.

Dr. Hutchison reported that VHCC recently received approval for funding for an additional position in the Workforce Development Office.

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 scholarship application deadline has been extended to May 15. The Federal COVID relief grants (HEERF) are coming to a close on June 30. A couple of interesting student stories are the VHCC band students who are in the Emory & Henry marching band will be traveling to France in December. Also, a VHCC alum who graduated in 2020 then transferred to Virginia Tech was recently named the undergraduate of the year at Virginia Tech. Ms. Pennington and Ms. Beattie recently returned from Richmond, where they honored Foundation Board Chair Virgil Wimmer at the Chancellor’s Philanthropy Luncheon.

Board Member Tony Miller suggested the idea that VHCC could possibly provide or assist with student sponsorships or mentorships to the community.

Ms. Pennington also gave a brief update of the Advanced Technology Center. Burwil has started phase 4 of construction and is working to assign a superintendent for the job.

#### Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, provided campus projects updates as listed in the attachment. We currently still have \$1.5 million on the books for capital projects. For the Collins Students Center, we have experienced some supply chain issues which have further delayed the project. The patio space and the Boardroom renovations are the next projects on the list. Ms. Fields is also trying to finalize projects using HEERF money before the June 30 deadline. Other projects taking place are Wi-Fi access points upgrades, security camera replacements, and classroom technology upgrades.

#### **President's Report**

President Dr. Hutchison began by stating that he has invited another VHCC teammate to share in this meeting's "Department Highlights". Barbara Manuel, Dean of the Arts and Sciences Division, will present to the group. Ms. Manuel spoke of the programs in her division, degrees offered, transfer courses, and transfer agreements.

Dr. Hutchison also gave details of the Smyth County Promise. It is a publicly funded promise program that applies to graduating seniors of Smyth County for last dollar financial aid at VHCC. It runs for five semesters and covers any program offered here. There is a "Party with a Promise" celebration cookout on May 4 at Smyth County Career and Technical Center.

Dr. Hutchison mentioned there is still no approved budget from the State yet. The current budget does not include resources to cover any pay increases for employees this year. There are a few proposals introduced in the General Assembly. The State Board has approved a tuition increase range of 0 – 4.7%, depending on what the General Assembly decides.

VHCC is currently undergoing a Vice President of Instruction and Student Services search, with Dr. Stacy Thomas recently retiring. We held two interviews this past Friday and will hold two more interviews this coming Friday. Our goal is to decide as quickly as possible, in order to have someone in place by early to mid-July.

Dr. Hutchison reminded the Board of our 2023 Graduation activities next week. Our five Nursing pinning ceremonies will be held on Thursday, May 11 at the Southwest Virginia Higher Education Center (SVHEC). We will send an email with details. The three Commencement ceremonies are on Friday, May 12, also at the SVHEC.

To conclude, Dr. Hutchison informed the Board that this is the last meeting for Board Member Tony Miller and thanked him for his service for the past eleven years. His term expires on June 30, 2023. We will need to fill this vacancy for Washington County.

**Board Chair Address**

Board Chair Gwen Beattie began her address by mentioning that she has been fortunate to attend a few events on behalf of the VHCC Board. She joined Dr. Hutchison at the Smyth County Board of Supervisors meeting to discuss the Smyth County Promise. She, along with Beth Rhinehart, Doug Arnold, and Tony Miller came to campus during Chancellor Dore’s visit. She also traveled to Richmond with Laura Pennington to honor Virgil Wimmer at the Chancellor’s Philanthropy Luncheon.

**Adjournment**

Board Member Tony Miller made a motion to adjourn the meeting. Board Member Doug Arnold seconded, and the Board unanimously approved adjournment at 2:57 p.m.

Submitted By:   
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Dr. Adam Hutchison, President

Approved By:   
\_\_\_\_\_

Gwen Beattie, Chair

  
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Date