

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**  
**Meeting Number 335**  
**Tuesday, August 27, 2024**  
**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, August 27, 2024. Lunch was at noon, and the business portion of the meeting immediately followed at 1:10 p.m. in the ADM Boardroom.

**Members Present**

Dr. Doug Arnold, Washington County  
Don Ashley, City of Bristol  
Gwen Beattie, Smyth County  
Charlie Fugate, Washington County  
Pamela Hill, Smyth County  
Dan Smith, Washington County  
Tonya Triplett, 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  
Laura Pennington, Vice President of Institutional Advancement  
Dr. Derek Whisman, Vice President of Instruction and Student Services

**Staff Absent**

Christine Fields, Vice President of Finance and Administration  
Robert Phillips, Dean of Workforce Development

**Call to Order**

Gwen Beattie, Chair, called the meeting to order. Ms. Beattie introduced new Board member, Tonya Triplett.

**Approval of Minutes**

Board Member Dan Smith made the motion to approve the minutes for May 14, 2024 Minutes No. 334. 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. Derek Whisman, Vice President of Instruction and Student Services, began his address to the Board by asking for approval of the Citizens Advisory Committee membership requests for the new academic year. The list was provided in the Board packet. As a reminder, to simplify things some of the memberships listed refer to company positions rather than individual names. Board Member Don Ashley made a motion to approve the new members for the Citizens Advisory Committee membership. Board Member Pam Hill seconded the motion, and it carried by acclamation.

Dr. Whisman shared a list of updated G3 (state aid) programs, which includes 19 new programs. This is great news for students enrolled in these programs, as it will provide them with additional funding and resources.

Dr. Whisman also provided an enrollment update. The spreadsheet in the packet is from almost two weeks ago, and a new update was provided Monday. For Fall semester, we currently have a slight increase with 1,315 FTE and 2,062 unique headcount. Dr. Whisman commented that with 40 new students joining the education pathway, the addition of a full-time faculty member has proven to be highly beneficial. We are also experiencing great success with the students enrolled in our Art and Psychology programs.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington provided updates in her division. The new building is very close to completing construction. We are anticipating holding classes in the new building on September 9. An official ribbon cutting will be scheduled late this semester or early next semester. The Foundation will transfer ownership to the College very soon.

Ms. Pennington also spoke of the recent launching of the 2024-25 scholarship award program, as well as providing additional support from student emergency funding. Other updates that Ms. Pennington shared is that former Local Board member and current Foundation Board member Tony Miller has been appointed to the State Board. The VHCC Charity Golf Tournament will be held on October 4. Contact Debbie McCroskey if you would like to volunteer.

Finance and Administrative Services

Dr. Hutchison spoke on behalf of Christine Fields, Vice President of Finance and Administration, and asked the Board to approve the transfer of 2023-2024 Bookstore Income and transfer of Parking Fee Revenue. The first transfer would take \$43,167 from the Bookstore Commissions and move \$18,000 into the President's Discretionary Fund and \$25,167 into the Campus Improvements – Clearing Fund.

He also requested that the Parking Fee revenue of \$59,085 be transferred into the Parking Auxiliary Capital Outlay Fund. Board Member Dan Smith made the motion to approve the two transfers. Board Member Tonya Triplett seconded the motion, and it carried by acclamation.

Dr. Hutchison also provided campus projects update as listed in the attachment. The patio furniture arrived last week as a part of the patio renovation. A company has been selected and a contract is under negotiation for the Comprehensive Campus Master Plan, with work to begin this September. The VHCC/SVHEC marquee sign at the campus entrance will be upgraded this Fall, with new technology and signage.

### President's Report

Dr. Hutchison began his report by mentioning that, with the Board's permission, he would like the information item of the VCCS Student Conduct Policy on the agenda to be moved to an action item, and this request was granted by the Board.

Dr. Hutchison continued with asking for approval for proposed changes to the Board bylaws as listed in the attachment. The VCCS System Counsel sent changes regarding remote participation for Board meetings. These changes most notably include the number of times a public body can hold an all-virtual public meeting, and when using audio-visual technology to attend a meeting, the Board member must be visible on camera. Board Member Pam Hill made the motion to approve the proposed changes to the bylaws as presented. Board Member Doug Arnold seconded the motion, and it carried by acclamation.

Dr. Hutchison also asked for approval of the *VCCS Student Code of Conduct Addendum and Facility Use Provisions*, which is the handout provided today. The Governor's Office issued directives to public higher education institutions to clarify student conduct policy, and the Chancellor has asked that each local board approve these changes. These changes have been inserted in the VHCC Student Handbook effective Fall semester. The items noted are Disruptive Acts, Masking to Conceal Identity, and Encampments. Exceptions can be made with permission from the VCCS. Don Ashley made a motion to approve the changes to the Student Code of Conduct. Board Member Doug Arnold seconded the motion, and it carried by acclamation. Subsequently, the VHCC Facility Usage Policy, which is a separate internal document, will be updated to reflect these changes.

Dr. Hutchison continued with a few more updates. The updated 2024-2030 VCCS Strategic Plan provided in the packet has been approved by the State Board and includes five broad objectives. Dr. Hutchison welcomes any input from the Board for this plan. Dr. Hutchison shared with the group that Board Meeting dates for the new year are: November 12, 2024; February 4, 2025; May 6, 2025. The next Board Meeting on November 12 will include a discussion of the Campus Master Plan, and the planning team (engineers, architects) will join us. Lastly, Dr. Hutchison discussed the VCCS Presidential Evaluation Plan. The VCCS would like for all colleges to develop a consistent instrument to evaluate their president. Therefore, Chancellor Doré is developing a standardized instrument for feedback for all the colleges. Dr. Hutchison will provide more information as it becomes available.

## Board Organization

Ms. Beattie stated that the time has come to elect the new Chair and Vice Chair for the 2024-2025 year. Board Member Don Ashley made the motion to elect Board Member Don Bowman for the position of Chair. Board Member Charlie Fugate seconded, and the motion carried by acclamation. Board Member Charlie Fugate made the motion to appoint Board Member Doug Arnold in the position of Vice Chair. Board Member Dan Smith seconded, and the vote carried by acclamation.

## Board Chair Address

Board Chair Gwen Beattie made a few brief remarks. She thanked to Board for the honor of serving as Chair for the past two years. Ms. Beattie also mentioned that she and Don Bowman were able to attend the Chancellor's Retreat in Roanoke a couple of weeks ago. The retreat was centered around the statewide Strategic Plan.

## Adjournment

Board Member Doug Arnold made a motion to adjourn the meeting. Board Member Dan Smith seconded, and the Board unanimously approved adjournment at 2:32 p.m.

Submitted By:

  
Dr. Adam Hutchison, President

Approved By:

  
Don Bowman, Chair

11.12.2024  
Date

DOUGLAS ARNOLD, VICE-CHAIR