

VIRGINIA HIGHLANDS COMMUNITY COLLEGE
Meeting Number 338
Tuesday, May 13, 2025
Location: ADM Boardroom

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, May 13, 2025. 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
Donald Bowman, City of Bristol
Pamela Hill, Smyth County
Beth Rhinehart, City of Bristol
Dan Smith, Washington County

Members Absent

Gwen Beattie, Smyth County
Charlie Fugate, Washington County
Tonya Triplett, 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
Shannon Mutter, Dean of Workforce Development
Dr. Derek Whisman, Vice President of Instruction and Student Services

Staff Absent

Laura Pennington, Vice President of Institutional Advancement

Call to Order

Don Bowman, Chair, called the meeting to order.

Approval of Minutes

Board Member Dan Smith made the motion to approve the minutes for February 4, 2025 Minutes No. 337. Board Member Doug Arnold seconded, subject to one minor correction, and the motion carried with all in favor. The correction will be made before the Board Chair signs the minutes.

Public Comments

There were no public comments.

College Updates

Instruction and Student Services

Dr. Derek Whisman, Vice President of Instruction and Student Services, presented to the Board an enrollment update. For Summer semester, our most accurate numbers as of today indicate that VHCC is up by eight FTE compared to last summer. For Fall semester, our enrollment numbers have also increased. Dr. Whisman and his team continue to promote the Promise Program.

Institutional Advancement and Educational Foundation

In Vice President Laura Pennington's absence, Dr. Hutchison provided updates in her division. The Paramount Center ribbon cutting held on March 19 was a successful event, with special attendance by VCCS staff and community members. As a reminder, the Foundation owns the building, but ownership will eventually transfer to the College. We continue to work with Burwil on punch-list items, and further facility improvements are planned in the next few months.

Dr. Hutchison also shared that the Foundation and the College honored the Wellspring Foundation at the annual Chancellor's Leadership in Philanthropy event in Richmond. Lastly, there will be a continued marketing campaign push of the new Promise Program.

Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, gave a few brief updates of current campus projects, as outlined in the attachment. Over the next 18-24 months will be the most projects VHCC has undergone at once. A significant project set to begin soon is the asbestos abatement in the ISC, MEC, and NEB buildings that will last throughout the summer.

Closed Sessions

Board Chair Don Bowman began his address by asking the Board to enter into closed session. Board Member Dan Smith made a motion to enter into closed session for the purposes of:

- Discussion of legal issue, pursuant to the legal exemption of Section 2.2-3711(A)(7) of the Code of Virginia.
- 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 Doug Arnold seconded, and the motion carried with all in favor.

After reconvening to open session, Mr. Bowman 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, AYE
Don Ashley, AYE
Donald Bowman, AYE
Pam Hill, AYE
Beth Rhinehart, AYE
Dan Smith, AYE

Absent:
Gwen Beattie
Charlie Fugate
Tonya Triplett

[The public meeting continued with the remainder of the agenda.]

President’s Office

Dr. Hutchison began by introducing the new Dean of Workforce Development and Continuing Education, Shannon Mutter, and they provided the Workforce Development report. Ms. Mutter has been actively developing the CDL-B program, which is bus driver training. She has also been working closely with HAPCO to build a curriculum for aluminum welding and possibly provide this training for their employees. The trades programs of Carpentry Level 1 will begin this Fall semester, and the Plumbing Level 1 will begin next Spring.

Dr. Hutchison also discussed updates on Dual Enrollment. VHCC has continued to work with the VCCS and area superintendents on implementation.

Adjournment

Board Member Dan Smith made a motion to adjourn the meeting. Board Member Doug Arnold seconded, and the Board unanimously approved adjournment at 3:00 p.m.

Submitted By: _____
Dr. Adam Hutchison, President

Approved By: _____
Don Bowman, Chair Date _____