

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 331**

**Tuesday, August 15, 2023**

**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, August 15, 2023. Lunch was at noon, and the business portion of the meeting immediately followed at 1:07 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  
Beth Rhinehart, City of Bristol

**Members Absent**

Dr. Brian Ratliff, 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  
Robert Phillips, 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**

Gwen Beattie, Chair, called the meeting to order.

**Approval of Minutes**

Board Member Doug Arnold made the motion to approve the minutes for May 2, 2023 Minutes No. 330. Board Member Don Ashley seconded the motion, and the motion carried by acclamation.

## Public Comments

There were no public comments.

## Board Organization

Ms. Beattie stated that the time has come to elect the new Chair and Vice Chair for the 2023-2024 year. Board Member Don Bowman made the motion to elect Board Member Gwen Beattie for the position of Chair for her second year. Board Member Don Ashley seconded, and the motion carried by acclamation. Board Member Don Ashley made the motion to appoint Board Member Don Bowman in the position of Vice Chair for his second year. Board Member Beth Rhinehart seconded, and the vote carried by acclamation.

Ms. Beattie shared with the group that Board Meeting dates for the new year are: November 7, 2023; February 6, 2024; May 7, 2024.

## 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. Board Member Pam Hill made a motion to approve the new member for the Citizens Advisory Committee membership. Board Member Doug Arnold seconded the motion, and it carried by acclamation.

Dr. Whisman also provided an enrollment update. With the most recent numbers for Summer semester, enrollment is up by 4.7% in total FTE as compared to last year. For Fall Semester, enrollment is down by 6.85% in total FTE as of now, but many students continue to enroll. The Smyth Promise program has shown a remarkable increase in enrollment from Smyth County.

### Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. The FastForward enrollments at VHCC are up by almost 36% since last year. New programs have been approved by the VCCS: NCCER Core, Carpentry, Plumbing, and Heavy Equipment Operations (Level 1 & 2). The Fiber Optic Technician program that was recently approved began in June.

Mr. Phillips also announced that VHCC has received a new CAT Heavy Equipment Simulator, which will be installed at the end of August.

### Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, asked the Board to approve the transfer of 2022-2023 Bookstore Income and transfer of Parking Fee Revenue. The first transfer

would take \$33,866 from the Bookstore Commissions and move \$15,000 into the President's Discretionary Fund and \$18,866 into the Campus Improvements – Clearing Fund. She also requested that the Parking Fee revenue of \$60,070 be transferred into the Parking Auxiliary Capital Outlay Fund. Board Member Don Bowman made the motion to approve the two transfers. Board Member Beth Rhinehart seconded the motion, and it carried by acclamation.

Ms. Fields also provided campus projects updates as listed in the attachment. We are in the final stages of remodeling the Collins Student Center, as furniture and other items are being delivered today. The ribbon cutting is scheduled for August 28. The Wolf Grounds Coffee Shop is relocating inside the Student Center.

Lastly, Ms. Fields shared a brief update on the FY24 budget, including the validated resources distribution for general fund revenues and non-general fund revenues. The information she provided does not include the recent tuition increase. Dr. Hutchison briefly shared that the State Board for Community Colleges approved a tuition increase of 3%, which is \$4.61 per credit. The General Assembly approved the 5% salary increase for employees and a 2.8% increase in healthcare, however, the State did not receive any funds to assist with these increases. This leaves a \$14 million deficit across the State. Dr. Hutchison said that we plan to maximize our carry-forward money as much as possible. More information will be shared in the November Board Meeting.

### President's Report

President Dr. Hutchison began by giving each Board member a copy of the book "The Great Upheaval: Higher Education's Past, Present, and Uncertain Future" by Arthur Levine and Scott Van Pelt. Dr. Hutchison mentioned that this book will provide a better understanding of how higher education is evolving and how we can adapt.

Dr. Hutchison also asked for approval for Board Resolution of Support for an application to the Tobacco Region Revitalization Commission (TRRC) Competitive Education Grant. The Tobacco Commission wants assurances that the College Board is supportive of the College pursuing grants related to eligible projects from the TRRC. Board Member Pam Hill made the motion to approve the Board Resolution as provided in the attachment. Board Member Don Bowman seconded the motion, and it carried by acclamation.

Dr. Hutchison shared some calendar items:

- Fall In-Service begins tomorrow, August 16
- Campus Picnic August 21
- New Student Welcome Back Days August 22 & 24
- Fall classes begin August 28
- Collins Student Center Ribbon Cutting August 28
- Community College Days at the Capitol TBD

Board Chair Address


Board Chair Gwen Beattie began her address by mentioning that she was able to join VHCC for the signing event on August 10 between William King Museum of Art and VHCC. The agreement will provide Graphic Arts classes. Ms. Beattie also shared that she and Dr. Arnold attended the Annual Meeting of the Boards and Chancellor’s Retreat last week. They described their experience of the conference as engaging and informative. Dr. Arnold also expanded on Dr. Dore’s vision for the community colleges’ role in the workforce, statistics of citizens in Virginia, and State funding.

Adjournment

Board Member Charlie Fugate made a motion to adjourn the meeting. Board Member Don Ashley seconded, and the Board unanimously approved adjournment at 2:58 p.m.

Submitted By:   
Dr. Adam Hutchison, President

Approved By:   
Gwen Beattie, Chair

  
Date