

**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

**Meeting Number 334**

**Tuesday, May 14, 2024**

**Location: ADM Boardroom**

The Virginia Highlands Community College Board convened at 12:00 p.m. on Tuesday, May 14, 2024. 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  
Beth Rhinehart, City of Bristol  
Dan Smith, Washington County

**Members Absent**

Pamela Hill, Smyth County  
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  
Laura Pennington, Vice President of Institutional Advancement  
Robert Phillips, Dean of Workforce Development  
Dr. Derek Whisman, Vice President of Instruction and Student Services

**Call to Order**

Gwen Beattie, Chair, called the meeting to order.

**Approval of Minutes**

Board Member Dan Smith made the motion to approve the minutes for February 6, 2024 Minutes No. 333. Board Member Don Ashley 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 several program changes. The first is approval of the Office Management Associate of Applied Science degree updates and name change (previously Administrative Support Technology). The course changes and semester structure are listed in the attachment provided. Board Member Doug Arnold made a motion to approve the changes to the name and the courses. Board Member Beth Rhinehart seconded the motion, and it carried by acclamation.

Dr. Whisman also needs approval from the Board for discontinuing all three current Early Childhood Program degrees (one associate's degree and two certificates) that are not utilized often in their current form. Board Member Don Ashley made a motion to approve the discontinuation of the three current Early Childhood Program degrees. Board Member Doug Arnold seconded the motion, and it carried by acclamation. Additionally, Dr. Whisman asked for approval of two new career studies certificates, Early Childhood Development: Infant and Toddler Care and also Early Childhood Development: Special Needs, as listed in the attachment. These certificates will better suit the needs of VHCC students and our local employers. Board Member Dan Smith made a motion to approve the two new certificates. Board Member Beth Rhinehart seconded the motion, and it carried by acclamation.

Another change that will need approval is the Associate of Arts - Major in Theatre course updates/name change (previously Major in Communication Studies and Theatre). Some of the previous elective courses are now replaced with specific acting courses. Board Member Doug Arnold made a motion to approve the changes to the name and the courses. Board Member Dan Smith seconded the motion, and it carried by acclamation.

The final program change is the Criminal Justice name change (previously Administration of Justice) that will need approval from the Board. Board Member Beth Rhinehart made a motion to approve the name change to Criminal Justice. Board Member Charlie Fugate seconded the motion, and it carried by acclamation.

Dr. Whisman also mentioned a change of approach to VHCC advisory committees. He informed the Board that a policy is now in place regarding the structure of advisory committees. For example, a minimum of six members must be on each committee, and 50% of membership must be present to establish a meeting quorum. An idea for the Board to consider is when the time comes for them to approve the advisory committee membership lists, is it best to approve the role or position of an organization rather than the individual's name? This approach could be more straightforward given the personnel changes within the organizations/businesses.

Dr. Whisman also provided an enrollment update for the Summer and Fall semesters. For Summer, we are currently at 222 FTE, which is an increase of seven FTE, or 3.38%. Fall enrollment has slightly increased since last week's data provided in the attachment. We are now at 522 FTE, which is an increase of six FTE. There are still complications with the FAFSA applications, which is impacting college enrollments nationwide.

#### Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. He provided the FastForward enrollment data in the attachment. For customized training, March and April were the best two consecutive months post-Covid. Other noteworthy items Mr. Phillips shared are the VHCC Career Fair on April 24 was a success with 45 companies participating, and the CDL driving range will soon be coming to campus.

#### Institutional Advancement and Educational Foundation

Vice President Laura Pennington provided updates in her division. The new building is nearing completion, and a soft ribbon-cutting is planned for September. Fall classes for the welding and diesel programs will be in the new building. Ms. Pennington mentioned the 2024-25 private scholarship application cycle will close on May 15. Also, the 2024 Chancellor's Philanthropy Luncheon was held in Richmond on April 16, where we honored former Board Member and current Foundation Board member Tony Miller. She also shared that the annual Charity Golf Tournament is scheduled for October 4 at Glenrochie.

#### Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, began her address to the Board by providing campus projects updates as listed in the attachment. She and her team are in the process of completing a few remaining projects. The patio renovation design is complete and furniture has been ordered, with hopes of the project being complete by the end of Summer. A pre-bid meeting was held for the Campus Master Plan, and six firms have submitted proposals. The entire plan will take approximately 8-12 months. Ms. Fields also shared drawings of the interior of the new building. The move to the building will begin in July and will be quite a massive undertaking.

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

President Dr. Hutchison began by introducing another VHCC teammate to share in this meeting's "Department Highlights". Andy Olson, Director of Marketing and Communications, discussed how he develops and showcases marketing efforts to share the story of VHCC.

Dr. Hutchison continued with a few more updates. The Governor signed the budget bill this morning, which includes a 3% increase for state employees this Summer. The capital project for our LRC Building was not included. He also indicated that the Campus Master Plan that Ms. Fields mentioned

will need input from this Board. We will coordinate a discussion regarding the Master Plan with an upcoming Board Meeting and go into greater detail.

Dr. Hutchison informed everyone that this is Brian Ratliff's last Board Meeting. He will be rotating off, and we hope to have a replacement at the August Board Meeting. This will also be the last Board Meeting that Gwen Beattie will serve as Chair.

To conclude, Dr. Hutchison remarked that the State Board will discuss at their meeting on Thursday increasing tuition by 3-4% effective Fall semester. They will also discuss differential tuition for high demand or high expense programs.

**Board Chair Address**

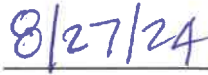
Board Chair Gwen Beattie made a few brief remarks. She commented that she was able to attend and give her speech at all three Graduation ceremonies, and the entire day was delightful. She expressed her appreciation for the service and support from everyone as Chair for the past two years.

**Adjournment**

Board Member Doug Arnold made a motion to adjourn the meeting. Board Member Beth Rhinehart seconded, and the Board unanimously approved adjournment at 2:47 p.m.

Submitted By:   
Dr. Adam Hutchison, President

Approved By:   
Gwen Beattie, Chair

  
Date