

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Meeting Number 336

Tuesday, November 12, 2024

Location: SVHEC Room 240

The Virginia Highlands Community College Board convened at 2:00 p.m. on Tuesday, November 12, 2024. The business portion of the meeting began at 2:10 p.m., and dinner immediately followed at 6:10 p.m.

Members Present

Dr. Doug Arnold, Washington County
Gwen Beattie, Smyth County
Charlie Fugate, Washington County
Pamela Hill, Smyth County
Dan Smith, Washington County
Tonya Triplett, Washington County

Members Absent

Don Ashley, City of Bristol
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
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

Doug Arnold, Vice Chair, called the meeting to order.

Approval of Minutes

Board Member Dan Smith made the motion to approve the minutes for August 27, 2024 Minutes No. 335. Board Member Charlie Fugate seconded, and the motion carried with all in favor.

Public Comments

Joy Govertsen, Director of Strategic Initiatives at the Southwest Virginia Higher Education Center, was in attendance and wanted to thank all those involved in the implementation of the Washington County Promise Program.

College 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 additional Citizens Advisory Committee membership requests for the new academic year. The list was provided in the Board packet. Board Member Gwen Beattie made a motion to approve the new members for the Citizens Advisory Committee membership. Board Member Pam Hill seconded, and the motion carried with all in favor.

Dr. Whisman also provided an enrollment update. For Fall semester, VHCC is only down by seven FTE from this time last year, with a total of 1,225 FTE. At this time, it is too early to pull the numbers for Spring enrollment due to open enrollment just beginning last week. Dr. Whisman said the Promise Program information is circulating in the community, and he fully expects to see a jump in enrollment next Fall.

Workforce Development and Continuing Education

Robert Phillips, Dean of Workforce Development, shared a Workforce Development Report update. The FastForward enrollment is up 77% from last year. He attributes this spike to the timing of the classes, possibly because of a few classes beginning earlier this year. Mr. Phillips also shared the top eight most highly enrolled FastForward programs within the VCCS. Also, the Motorcycle Rider Safety Program resumed this October, with a large class.

Institutional Advancement and Educational Foundation

Vice President Laura Pennington provided updates in her division. The ribbon cutting for the Paramount Applied Technology Workforce Center has been pushed to Spring semester. Ms. Pennington also reported that VHCC has received two different emergency funds to assist students due to Hurricane Helene. The recent Golf Tournament was a great success, raising almost \$25,000 to support student scholarships. Upcoming activities include holiday meal boxes for students and the local holiday parades.

Finance and Administrative Services

Christine Fields, Vice President of Finance and Administration, began her address to the Board by asking for approval of the 2024-2025 Vending Commission and Student Activity Fee Budget based on a projected 1,300 FTE. Ms. Fields pointed out that our conservative estimates enable us to maintain a

flexible reserve fund. Board Member Dan Smith made the motion to approve the budget. Board Member Gwen Beattie seconded, and the motion carried with all in favor.

Ms. Fields also asked for approval of the 2025-2026 Localities Appropriation Fund Budget Request. She reminded everyone that typically the localities are not able to fund the full amount, however, we continue to ask for the listed amounts based on the funding formula. Dr. Hutchison mentioned this funding formula has been used by VHCC since 1967. While it is not a standardized formula across all VCCS colleges, it is commonly used by most of them. Board Member Pam Hill made the motion to approve the budget request. Board Member Charlie Fugate seconded, and the motion carried with all in favor.

Ms. Fields also provided campus projects updates as listed in the attachment.

President's Office

Dr. Hutchison began his report by sharing a document of the Washington County Promise Program details. To summarize, this is a last dollar scholarship for high school graduates residing in Washington County, Virginia for the next 13 years.

Dr. Hutchison also shared the VCCS Capital Outlay Plan Project Prioritization List for facilities for approval by the State Board for Community Colleges. The State Board, along with Dr. Doré, have expressed they will advocate for the top six projects to be included in the Governor's budget for General Assembly action. Fortunately for VHCC, we hold spot numbers #1 and #6. Our local legislators are advocating for these projects as well.

Master Planning with SFCS

A short recess was given. Upon return, the Board proceeded with the Master Planning session. Dr. Hutchison stated that about every ten years, most higher education institutions revisit their Master Plan. It has been almost 20 years since VHCC has done a comprehensive Master Plan to review our facilities and how best to use them. He introduced the guests from SFCS:

David Prevette, Project Manager, SFCS Roanoke
Dereck Aplin, Lead Planner, SFCS Roanoke
Donna Zalecky, Campus Planner, DMZ Planners
Scott Cramer, Civil Engineer, Hurt & Proffitt Engineering

The team gave a presentation on how they plan to help us navigate this process. They are asking the Board to engage in "big picture" conversation and think creatively about how to use our campus to better serve our student and community. The presentation described five phases of the Master Plan:

1. Listen & Understand (November 2024-March 2025)
2. Analyze & Envision (February-July 2025)
3. Evaluate & Strategize (May-August 2025)
4. Visualize & Document (June-November 2025)
5. Finalize & Implement (August-December 2025)

Adjournment

Board Member Dan Smith made a motion to adjourn the meeting. Board Member Pam Hill seconded, and the Board unanimously approved adjournment at 6:10 p.m.

Submitted By:



Dr. Adam Hutchison, President

Approved By:



Don Bowman, Chair

2/4/25

Date