

The Patrick Henry Community College Board held its regular meeting at noon on Monday, May 18, 2020. The Board Academic & Student Affairs Committee met at 11:30 a.m., and the Board Budget & Finance Committee and the Board Facilities Committee met jointly at 11:30 a.m.

Due to the current situation with the COVID-19 virus, all of these meetings were held electronically via Zoom in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.

This document contains minutes of the full Board meeting as well as minutes for the committee meetings.

A copy of the Zoom transcripts for all the meetings is included following the minutes.

Recordings of the Zoom meetings may also be found at the following links:

Full Board Meeting:

<https://vccs.zoom.us/rec/share/99B0Eb773z9JQIH21mLmdvQ4MJznT6a82yII-PFfzUqqZi1gH74qyihQiBmNSHNY>

Academic & Student Affairs Committee Meeting:

<https://vccs.zoom.us/rec/share/xddrf7Dd80FIUrfLxGruefMRDovdX6a81nUYq6BeykhMQs7va3fZzNDuDoq7ohLY>

Budget & Finance Committee and Facilities Committee Joint Meeting:

https://us02web.zoom.us/rec/share/_cZydZ_sx01IcKv0wxDGWZUqG67FT6a8gHQb-EPyxxaNurWNLI0HB-_66hwToD7

APPROVED BY BOARD JULY 20, 2020

**PATRICK HENRY COMMUNITY COLLEGE
College Board Meeting
12:00 p.m.—May 18, 2020**

Minutes

The Patrick Henry Community College Board held its regular meeting at noon on Monday, May 18, 2020, with Barry Helmstutler, Chair, presiding.

Due to the current situation with the COVID-19 virus, the meeting was held electronically via Zoom in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.

Barry Helmstutler, Chair, called the meeting to order and stated that attendance of Board members and all votes must be done by roll call to satisfy the state requirements for electronic meetings.

ROLL CALL

Board Members

<u>Present</u>	Dr. Dennis Casey
<u>Present</u>	Gary Collins
<u>Present</u>	Janet Copenhaver
<u>Present</u>	Paul Geib
<u>Present</u>	Robert Haley
<u>Present</u>	Roger Hayden
<u>Present</u>	Barry Helmstutler
<u>Present</u>	George Hippisley
<u>Present</u>	Barry Jarrett
<u>Present</u>	Becky Lovell
<u>Present</u>	Dr. John McCraw
<u>Present</u>	Bill O'Brien
<u>Present</u>	Wren Williams

College Staff

Amanda Broome, Jencie Gibson, Dr. Angeline Godwin, Jack Hanbury, Brian Henderson, Dr. Greg Hodges, Dr. Virginia Jones, Letitia Pulliam, Matthew Ratliff, Belinda Stockton, Tiffani Underwood, Roberta Wright, Michelle Zollars

Others

Holly Kozelsky, *Martinsville Bulletin*

Barry Helmstutler welcomed Bill O'Brien, a new Board member representing Franklin County. Mr. O'Brien was appointed prior to the scheduled March meeting, which was canceled, so this is his first meeting. He has been asked to serve on the Academic & Student Affairs Committee.

Mr. Helmstutler commended the staff at PHCC for putting together a good presentation for the virtual graduation ceremony on May 16. The ceremony went very well, and was really interesting. It is now available for viewing on both Facebook and YouTube.

Mr. Helmstutler also recognized Holly Kozelsky, from the *Martinsville Bulletin*, and thanked her for participating in the meeting.

Approval of Minutes of the January 27, 2020 Meeting

Mr. Helmstutler called for a motion to accept the minutes of the January 27 meeting. Dr. John McCraw made a motion that they be approved. Dr. Dennis Casey seconded the motion, and the minutes were approved by a roll call vote.

Motion	<u>Dr. John McCraw</u>
Second	<u>Dr. Dennis Casey</u>
<u>Yes</u>	Dennis Casey
<u>Yes</u>	Gary Collins
<u>Yes</u>	Janet Copenhaver
<u>Yes</u>	Paul Geib
<u>Yes</u>	Robert Haley
<u>Yes</u>	Roger Hayden
<u>Yes</u>	Barry Helmstutler
<u>Yes</u>	George Hippisley
<u>Yes</u>	Barry Jarrett
<u>Yes</u>	Becky Lovell
<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Bill O'Brien
<u>Yes</u>	Wren Williams

BUDGET & FINANCE

Approval of 2020-2022 Biennial Parking Plan (Board Report #410)

Barry Jarrett, Chair of the Budget & Finance Committee, reported that the committee met prior to the full Board meeting to discuss this item. Jack Hanbury, Vice President for Financial & Administrative Services, said that the college plans to continue the process of systematically making sidewalk repairs and have budgeted \$25,000 for this in 2020-2021, plus \$20,000 for lighting improvements on the sidewalk entrance of the Walker Fine Arts Building. For 2021-2022, \$50,000 is being set aside for additional sidewalk repairs.

Barry Jarrett made a motion that the Board approve the 2020-2022 Biennial Parking Plan. The motion was seconded by Rebecca Lovell and approved by a roll call vote.

Motion	<u>Barry Jarrett</u>
Second	<u>Rebecca Lovell</u>
<u>Yes</u>	Dennis Casey
<u>Yes</u>	Gary Collins
<u>Yes</u>	Janet Copenhaver
<u>Yes</u>	Paul Geib
<u>Yes</u>	Robert Haley
<u>Yes</u>	Roger Hayden
<u>Yes</u>	Barry Helmstutler
<u>Yes</u>	George Hippisley
<u>Yes</u>	Barry Jarrett

Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien
Yes Wren Williams

Approval of Local Funds Infusion for Renovation of PHCC Manufacturing & Engineering Technology Complex (“the MET”) (Board Report #411)

Barry Jarrett reported that the Budget & Finance Committee also reviewed this item prior to the full Board meeting. Jack Hanbury said that the original cost estimate for the MET II renovation was \$3.8 million, based on the conceptual design. We secured a \$3.2 million grant from the Harvest Foundation and \$600,000 from the Tobacco Commission to fully fund the project. After the preliminary design phase of the project, we received updated cost estimates from the A&E firm and an independent cost estimator, both of which were a little higher than the original \$3.8 million. At the time the Board report was prepared, we were looking to infuse as much as \$500,000 into the project. However, after several sessions in value engineering that brought the cost down, it appears that we will actually probably need around \$275,000 in additional funding. To allow some flexibility, we would probably make that \$325,000. We are requesting that the Board approve up to \$500,000. The current Local Funds balance is approximately \$1.8 million, excluding student activities and parking funds.

Barry Jarrett made a motion to approve the infusion of up to \$500,000 to complete the MET II renovation project. The motion was seconded by Dr. John McCraw and approved by a roll call vote.

Motion Barry Jarrett
 Second Dr. John McCraw
Yes Dennis Casey
Yes Gary Collins
Yes Janet Copenhaver
Yes Paul Geib
Yes Robert Haley
Yes Roger Hayden
Yes Barry Helmstutler
Yes George Hippisley
Yes Barry Jarrett
Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien
Yes Wren Williams

Approval of New Career studies Certificate: Advanced Racecar Setup (Board Report #412)

Janet Copenhaver, Chair of the Academic & Student Affairs Committee, reported that the committee met prior to the full Board meeting to discuss this item. Dr. Greg Hodges, Vice President for Academic & Student Success Services, said that the new Career Studies Certificate (CSC) is related to the Governor's G3 initiative. Although the funding for G3 has been paused as the state works through its revised budget, the work surrounding the G3 initiative is continuing. This is a Level 2 Career Studies Certificate for our motorsports racing program. The Board has already approved the Level 1 CSC, and Level 2 is simply a repackaging of the courses into a stackable credential. Level 3 is the full Associate's degree.

Janet Copenhaver made a motion that the new Career Studies Certificate: Advanced Racecar Setup, be approved. The motion was seconded by Robert Haley and approved by a roll call vote.

Motion Janet Copenhaver
 Second Robert Haley
Yes Dennis Casey
Yes Gary Collins
Yes Janet Copenhaver
Yes Paul Geib
Yes Robert Haley
Yes Roger Hayden
Yes Barry Helmstutler
Yes George Hippisley
Yes Barry Jarrett
Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien
Yes Wren Williams

Approval of Preliminary Design for Renovation of PHCC Manufacturing & Engineering Technology Complex ("the MET") (Board Report #413)

Dr. John McCraw, a member of the Facilities Committee, reported on behalf of the Chair, Roger Hayden, due to some intermittent audio problems from Mr. Hayden's location. Dr. McCraw stated that the committee met prior to the full Board meeting to discuss this item. Jack Hanbury noted that drawings of the design concept were included in the agenda packets. The original concept would have increased our welding capacity from 16 booths to 32 booths, but due to some design efficiencies we were able to increase that to 44 booths, which will nearly triple the capacity to accommodate the people on the waiting list for welding courses.

Dr. John McCraw made a motion that the preliminary design be approved. The motion was seconded by Dr. Dennis Casey and approved by a roll call vote.

Motion Dr. John McCraw
 Second Dr. Dennis Casey
Yes Dennis Casey
Yes Gary Collins
Yes Janet Copenhaver
Yes Paul Geib
Yes Robert Haley
Yes Roger Hayden
Yes Barry Helmstutler
Yes George Hippisley
Yes Barry Jarrett
Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien
Yes Wren Williams

Election of Board Officers for 2020-2022

Barry Helmstutler reported that the Nominating Committee has submitted the name of Janet Copenhaver to serve as Board Chair for a two-year term effective July 1. There were no further nominations from the floor. Dr. John McCraw made a motion that the nomination be accepted. The motion was seconded by Dr. Dennis Casey and approved by a roll call vote.

Motion Dr. John McCraw
 Second Dr. Dennis Casey
Yes Dennis Casey
Yes Gary Collins
Abstained Janet Copenhaver
Yes Paul Geib
Yes Robert Haley
Yes Roger Hayden
Yes Barry Helmstutler
Yes George Hippiisley
Yes Barry Jarrett
Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien

Mr. Helmstutler reported that the Nominating Committee also submitted the name of Dr. Dennis Casey as Board Vice Chair for a two-year term effective July 1. There were no further nominations from the floor. Janet Copenhaver made a motion that the nomination be accepted. The motion was seconded by Barry Jarrett and approved by a roll call vote.

Motion Janet Copenhaver
 Second Barry Jarrett
Abstained Dennis Casey
Yes Gary Collins
Yes Janet Copenhaver
Yes Paul Geib
Yes Robert Haley
Yes Roger Hayden
Yes Barry Helmstutler
Yes George Hippiisley
Yes Barry Jarrett
Yes Becky Lovell
Yes Dr. John McCraw
Yes Bill O'Brien
Yes Wren Williams

Recognition of Members Rotating Off the Board

Barry Helmstutler stated that this is last Board meeting for two members who are rotating off the Board on June 30. Barry Jarrett and Rebecca Lovell have each served for eight years, and both have served as Chair of the Board within that time. Mr. Helmstutler thanked Mr. Jarrett and Ms. Lovell for their service and for being willing to serve terms as Chair, and wished them the best in the future.

President's Remarks

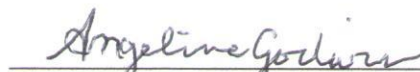
Dr. Angeline Godwin reported the following:

- We just made history for the college with our first virtual Board meeting.
- She thanked Barry Jarrett and Rebecca Lovell for their service on the Board, and said she hopes they will remain a part of the college. She also welcomed Bill O'Brien as a new member.
- Dr. Godwin commended the faculty and staff for the work they have done since the college transitioned to a remote environment in response to the COVID-19 pandemic. We developed a strategy several weeks before the transitioning started, and she thought it would take about two weeks to transition to 90-95% online instruction, but our faculty actually stood up a 99% virtual remote college in about four days. We maintained that position at 1% with welding, until the Governor's Executive Order 55 for no face-to-face instruction, under which we are still operating. We anticipate that we will be a part of a phased re-opening.
- The VCCS Chancellor has appointed a task force for what he calls the "New Normal," and that group meets via Zoom every Friday. Although Dr. Godwin is not a member of the task force, she does sit in on the meetings every week.
- PHCC will announce today our "New Reality Task Force," which will be a very broad-based representative task force with each representative from an area of responsibility or expertise at the college. This group will begin to plan and look at different strategies and how we might move forward. We are very focused on the state requirements, and also the VCCS requirements, and will be very sensitive to our local dynamics as well. We understand that we have a bifurcated goal of protecting the safety and health of our faculty, staff, students, and community, while concurrently continuing with education and training, which is the essential goal of PHCC.
- PHCC's first virtual graduation was extraordinary, and Dr. Godwin expressed appreciation to everyone who was involved. The students really enjoyed it, and there were some new elements that will probably be continued in the future.
- We have been doing many new things, but PHCC has always been a trailblazer, looking at how we can innovate, and staying focused on our students. Student success is our number one job, and we will use all the strategies that are possible and do the very best we can every day with the information we have that day.
- Dr. Godwin thanked Barry Helmstutler for his leadership and what he has done in supporting, and commended him for the great message he delivered at the virtual graduation.

Adjournment

There being no further business, the meeting adjourned at 12:40 p.m.


Barry Helmstutler, Chair


Angeline Godwin, Secretary to the Board

Academic & Student Affairs Committee Meeting
May 18, 2020

The PHCC Board Academic & Student Affairs Committee met on Monday, May 18, 2020, at 11:30 a.m.

Due to the current situation with the COVID-19 virus, the meeting was held electronically via Zoom in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.

ROLL CALL

Present Janet Copenhaver, Chair
Present Robert Haley
Present Rebecca Lovell
Present Bill O'Brien

College Staff Present

Present Dr. Greg Hodges, Vice President for Academic & Student Success Services
Present Shannon Peters, Administrative Assistant, Academic & Student Success Services

The meeting was called to order by Dr. Greg Hodges and Roll Call was confirmed. Dr. Hodges proposed the Career Studies Certificate in Advanced Racecar Setup to the Committee and explained how it would be a second-level (tier 2), consolidated credential in alignment with the G3 initiative. The credential would be embedded within the existing degree—Technical Studies Specialization: Motorsports Technology, AAS.

Bill O'Brien requested report 412 that was referenced in the meeting agenda. Dr. Hodges assisted in locating the report in the agenda documents.

Rebecca Lovell made a motion that Board Report #412 be approved. Robert Haley seconded the motion. The motion was approved unanimously by roll call vote.

ROLL CALL

Yes Janet Copenhaver, Chair
Yes Robert Haley
Yes Rebecca Lovell
Yes Bill O'Brien
Yes Dr. Greg Hodges


Janet Copenhaver, Chair

Budget & Finance and Facilities Committee Meeting
May 18, 2020

The PHCC Board Budget & Finance and Facilities Committees met jointly on Monday, May 18, 2020, at 11:30 a.m.

Due to the current situation with the COVID-19 virus, the meeting was held electronically via Zoom in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.

Barry Jarrett, Chair of the Budget & Finance Committee, called the meeting to order. The meeting opened with a roll call of committee members and others present.

Budget & Finance Committee

Present Barry Jarrett, Chair
Present Dr. Dennis Casey
Present Gary Collins
Present George Hippisley
Present Wren Williams

Facilities Committee

Present Roger Hayden, Chair
Present Paul Geib
Present Dr. John McCraw

Others

Present Barry Helmstutler, Board Chair
Present Dr. Angeline Godwin, President, PHCC
Present Jack Hanbury, VP for Financial/Administrative Services, PHCC
Present Jencie Gibson, Administrative Assistant, President's Office, PHCC

Board Report #410, Approval of 2020-2022 Biennial Parking Plan: Jack Hanbury, Vice President for Financial & Administrative Services, reported that the college is required to submit a parking plan to the VCCS every biennium. For 2020-2021, the plan includes \$25,000 to repair portions of the sidewalks and \$20,000 for lighting improvements on the sidewalk entrance to the Walker Fine Arts Building. For 2021-2022, the plan includes \$50,000 for additional sidewalk and parking repairs. George Hippisley asked how the revenue projection was developed. Mr. Hanbury said that it was based on projected enrollment multiplied by the per credit hour fee for parking. Mr. Hippisley asked if the fees are still collected when classes are held online rather than on campus. Mr. Hanbury said that they are for now. This parking plan was developed pre-COVID, and thus far we have not heard anything from the System Office about not charging mandatory fees.

Barry Jarrett made a motion that the 2020-2022 Biennial Parking Plan be approved. The motion was seconded by Dr. Dennis Casey and approved by roll call vote.

Budget & Finance Committee

Motion Barry Jarrett
Second Dennis Casey
yes Barry Jarrett, Chair
yes Dennis Casey
yes Gary Collins
yes George Hippisley
yes Wren Williams

Board Report #411, Approval of Local Funds Infusion for Renovation of PHCC Manufacturing & Engineering Technology Complex ("the MET"): Jack Hanbury stated that the original cost estimate for this project was \$3.8 million. The college secured a \$3.2 million grant from the Harvest Foundation and a \$600,000 Grant from the Tobacco Commission to pay the construction costs. After value engineering, the cost was projected to be more than the original estimate, which will need to be paid from Local Funds if other third-party funding sources are not found. It is necessary to have the full construction cost on deposit in a state account before beginning the project in order not to hold up construction. The college administration recommends infusing up to \$500,000 from Local Funds for the project. The current Local Funds balance is approximately \$1.85 million.

Dr. Dennis Casey made a motion that the infusion of Local Funds into the MET II renovation project be approved. The motion was seconded by Gary Collins and approved by roll call vote.

Budget & Finance Committee

Motion Dennis Casey

Second Gary Collins

yes Barry Jarrett, Chair

yes Dennis Casey

yes Gary Collins

yes George Hippiusley

yes Wren Williams

Board Report #413, Approval of Preliminary Design for Renovation of PHCC Manufacturing & Engineering Technology Complex ("the MET"): Jack Hanbury said that Board Report #413 requests approval of the preliminary design for the MET II renovation. The original plan was to double the welding booths from 16 to 32, and through some design efficiencies we will actually be able to increase that to 44 welding booths, which will be filled with students the day the facility opens.

Dr. John McCraw made a motion that the preliminary design be approved. The motion was seconded by Paul Geib and approved by roll call vote.

Facilities Committee

Motion John McCraw

Second Paul Geib


yes Roger Hayden, Chair

yes Paul Geib

yes Dr. John McCraw



Barry Jarrett, Chair
Budget & Finance Committee



Roger Hayden, Chair
Facilities Committee