

APPROVED BY BOARD SEPTEMBER 21, 2020

**PATRICK HENRY COMMUNITY COLLEGE
College Board Meeting
12:00 p.m.—July 20, 2020**

Minutes

The Patrick Henry Community College Board held its regular meeting at noon on Monday, July 20, 2020, with Janet Copenhaver, 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.

Link to recording of meeting: https://vccs.zoom.us/rec/share/tJRtdfbd_DlIeo31xBvwBlx9H5X0aaa81Sgd-fNbmEggqXBX_5Dmil121oXDi24F?startTime=1595261081000

Janet Copenhaver, 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>	Monica Hatchett
<u>Present</u>	Roger Hayden
<u>Present</u>	Barry Helmstutler
<u>Present</u>	George Hippisley
<u>Present</u>	Dr. DelShana LeGrant
<u>Present</u>	Dr. John McCraw
<u>Present</u>	Wayne Moore
<u>Present</u>	Bill O'Brien
<u>Present</u>	Robert Vogler
<u>Present</u>	Wren Williams

College Staff

Amanda Broome	Dr. Angeline Godwin	Matthew Ratliff
Jessica Carter	Jack Hanbury	Belinda Stockton
David Deal	Brian Henderson	Tiffani Underwood
Meghan Eggleston	Dr. Greg Hodges	Amy Webster
Sue-Ann Ehmann	Rhonda Hodges	Roberta Wright
Dr. Colin Ferguson	Dr. Virginia Jones	Terry Young
Randy Ferguson	Shannon Peters	Michelle Zollars
Jencie Gibson	Letitia Pulliam	

Others Present

Holly Kozelsky, *Martinsville Bulletin*

Kaicey Baylor, WSET-ABC 13 News

Janet Copenhaver introduced the following new Board members:

- Monica Hatchett, Henry County
- Wayne Moore, Henry County
- Robert Vogler, City of Martinsville
- Dr. DelShana LeGrant, City of Martinsville
- William O'Brien, Franklin County

Ms. Copenhaver welcomed all the new Board members, and noted that this is the first time in a while that we have had a full Board.

Approval of Minutes of the May 18, 2020 Meeting

Ms. Copenhaver called for a motion to accept the minutes of the May 18 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>	Dr. 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>	Monica Hatchett
<u>Yes</u>	Roger Hayden
<u>Yes</u>	Barry Helmstutler
<u>Yes</u>	George Hippisley
<u>Yes</u>	Dr. DelShana LeGrant
<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Wayne Moore
<u>Yes</u>	Bill O'Brien
<u>Yes</u>	Robert Vogler
<u>Yes</u>	Wren Williams

President's Report

Dr. Angeline Godwin welcomed the new Board members, and thanked them for their willingness to serve not just the college, but the community. Dr. Godwin said she is very proud and pleased with how the college community mobilized itself to deal with the COVID-19 situation. We had to move quickly to remote instruction, and the faculty and staff exceeded all expectations. By the time the Governor gave the order to discontinue any in-person instruction, PHCC was ready and responding to the order. As complex and challenging as the situation is, our goal has been simple: to balance the health and safety of our faculty, staff, and students concurrently with our ability as a college to continue education and training. PHCC has instituted a New Reality Task Force, made up of six teams, which has been completely engaged and immersed in dealing with this challenge. The entire task force usually meets weekly, and most of the teams

also meet weekly. There has also been a great deal of collaboration from team to team. Four of the teams will report today.

- **Safe Welcome Back Team:** This group had a heavy lift and an aggressive timeline in putting together a re-opening plan while trying to follow CDC, federal, and Virginia Department of Health guidelines. Our plan had to be submitted for approval to the Virginia Community College System, and then to SCHEV. The plan has been approved by the VCCS, and is now being reviewed by SCHEV. The work of this team will be ongoing, as changes will have to be made to deal with different scenarios as they arise.
- **360 Degree Student Services Team:** This team is focusing on understanding all the resources we have to totally wrap around our students and get them through the global pandemic, while trying to get an education and move on to a career or transfer to a four-year college.
- **PHCC Experience Team:** This team is looking into the classroom, both academic and workforce, to examine the experience that students, faculty, and staff have had so far and to see what needs they may have for the future.
- **Equity Alliance Response Team:** This team was started to focus on COVID, and to make sure that we were paying attention to equity issues as they related to COVID. However, we soon found that this group also brings strategic value to the college, and quickly expanded the scope of the team to be an ongoing strategic initiative to deal with equity issues.
- **Communications Team:** This team has been front and center, providing information via social media and other methods, and we have been very pleased with their work.
- **Student Engagement Team:** This team will report at a later date about how we are connecting to students even though we have been predominantly remote from them.

New Reality Task Force Team Reports:

Safe Welcome Back Team

Roberta Wright, Chair of the Safe Welcome Back Team, reported on the PHCC Reopening Plan. A copy of the presentation slides is attached to these minutes. and the entire plan may be found on the PHCC website (the direct link is <https://www.patrickhenry.edu/covid-19/PHCCreopeningPlanCOVID-19.pdf>).

- PHCC is committed to doing everything possible to mitigate the risks of COVID-19 for our community; faculty, staff, and students are required to comply with these precautions in accordance with state and college safety policy. Those who do not comply may be asked to leave the work area, classroom, or building. Our goal is to develop new campus standards to slow the spread of COVID-19. We do understand that there are some members of our community who may be exempt from these precautions due to legitimate health issues.
- Faculty, staff, and students will be required to sign health safety agreements for the fall semester, to ensure that they understand their obligations in maintaining a safe environment when on campus.
- Faculty who are at high risk due to age or medical vulnerability will be given an option to teach in-person courses in the fall or to teach virtually.
- PHCC's precautions include conducting self-assessment screening for symptoms, modifying instruction and work routines to reduce exposures, implementing physical distancing measures in all campus environments, mandating the use of face coverings, increasing cleaning of college spaces, posting health and safety signage throughout the college, and developing COVID-19 case tracing plans and procedures.
- The college will communicate information on campus conditions, access to facilities, and instructional delivery changes if an illness develops. We will also communicate prevention and control messages, including information about outbreaks, steps to take if an illness develops, promotion of flu vaccinations, and information about COVID-19 vaccinations if and when they become available.

- Routine campus cleaning services will be enhanced with additional cleaning and disinfecting activities in all areas. Spaces with a higher level of use or occupancy will be cleaned more frequently. All members of the PHCC community will share the responsibility for cleaning and disinfecting their own personal spaces, such as offices.
- Signs about health and safety precautions that must be observed, as well as new occupancy limits for classrooms, work areas, and common spaces will be posted throughout the campus.
- Floor markings will be provided to indicate where people should stand in front of desks or in a line.
- Classrooms and labs have been restructured for maximum seating while following social distancing guidelines.
- Faculty are encouraged to review and discuss health and safety precautions with students at the start of the semester, and this information will also be covered in student orientation and published in Canvas.
- PHCC is working with the Virginia Department of Health and local health departments concerning procedures for notifying individuals if they are exposed to COVID-19 on campus. If notified of a suspected or confirmed COVID-19 case on campus, the college will notify the Department of Health or local health department, and the appropriate public health agency will conduct the contact tracing process. PHCC departments, faculty, and staff should not share any information about suspected or confirmed cases. All occupants of buildings or work areas will not be notified of positive cases; individuals should be notified on a case-by-case basis based on the contact tracing team's risk assessment. College spaces may be closed temporarily to allow for additional cleaning if the risk assessment determines that this is necessary.
- Adjustments will be made to the plans and procedures as necessary if conditions change on campus or in our region. The college leadership is monitoring the situation; which is very fluid, and the most current information can be found on the college website.

Mr. Bill O'Brien complimented the presentation, and asked the following questions, which were answered by Roberta Wright:

1. It was mentioned that students would be asked to leave if they do not comply with safety policies. Would college staff discuss with them before asking them to leave? Answer: It would absolutely be discussed with them first.
2. Is there a question on the self-assessment that asks about travel to a "hot spot" area? Answer: Yes.
3. Will information be given about how to maintain and clean face masks? Answer: Yes
4. Is there any advice on greetings, such as avoiding shaking hands? Answer: We can make suggestions, but have noticed that a lot of people are just doing a fist or elbow bump.

Dr. Godwin noted that we will be providing face shields for individuals who cannot wear a mask for health reasons, and that some individuals may find it preferable to wear both a mask and a shield. Our Thomas P. Dalton IDEA Center is manufacturing those face shields for us, following National Institute of Health specifications; they are the same model that we made for SOVAH Health.

360 Degree Student Services Team

Dr. Greg Hodges, Vice President for Academic & Student Success Services, said that we recognize that when we bring students back to our campus, we need to give them extensive amounts of support. We are nationally recognized for the "wraparound" services we provide on campus, but we want to ensure that students have a single place where they can go to access those resources. This team is compiling that documentation to be shared with students, and we are also putting together a community resource tracker. Martinsville and Henry, Patrick, and Franklin counties provide many services, but it is important for our students to have the information in one consolidated framework. This is another living document that will be continually updated. This information will be available to students in hard-copy and electronic versions so they can access it readily on or off campus.

PHCC Experience Team

Rhonda Hodges, Vice President for Workforce, Community & Economic Development, said that we want everyone who comes to PHCC to have a wonderful experience, but that experience will be very different this fall than it has been previously. To help us find out what our students, faculty, and staff need to have a valuable experience this fall, the PHCC Experience Team sent separate surveys to faculty and staff to ask about their experience with remote instruction, what resources would have been helpful, and what they think will be helpful as we resume classes. The results are being gathered, and we will begin to review them to make recommendations for resources and training we may be able to provide. This team has also worked with the Information Technology department concerning technology that will be helpful in the classrooms.

Dr. Godwin said that PHCC's laptop loaner program, which was already in place, has been invaluable and we are planning to expand that program to be able to provide even more laptops in the fall.

Equity Alliance Response Team

Brian Henderson, Chair of the Equity Alliance Response Team, said that this team seeks to work with PHCC students, faculty, and staff to address equity, diversity, and inclusion, and to make sure that every member of the PHCC family is heard. During the first meeting, the members all agreed that this should be a response, not a reaction. The team has surveyed the entire New Reality Task Force, with questions designed to gauge how we all work together. A high percentage of those surveys were returned, and results are still being calculated. Another planned activity is a book club. One thing mentioned in the survey results was that people sometimes have difficulty discussing issues because they don't know how to begin the conversation. Our hope is that by reading and discussing a book together, it will help to promote open dialogue. The committee has also had a good discussion about the pros and cons of changing or not changing names associated with the college. It is the committee's feeling that we all came to PHCC to work for Patrick Henry Community College, not to work for Patrick Henry, who was a slave owner in his time. Instead of putting finances and energy into changing a name, they feel these resources could be better used to move away from negative ideals from the past and move forward into the positive future. This committee has many other things to discuss, and is focusing on the "PHamily" motto and working together to build the college.

Dr. Godwin thanked everyone for their reports, and stated that we are open to questions, suggestions, feedback, and insight. Our goal is to be open and transparent, and to gather all the best information that we can. Even though we are in a challenging situation and a challenging time, there is no reason why we cannot have growth and understanding and a positive path forward for the college and community.

College Naming Review

Janet Copenhaver, Chair, reported that on Thursday, July 16, the State Board for Community Colleges passed a resolution (copy attached to these minutes) that charges local college boards with two major tasks that both require review and analysis:

1. To review and analyze for "appropriateness" the names of buildings and facilities at Patrick Henry Community College main campus and all teaching sites and to take action, as delegated by the State Board of Community Colleges, to change, remove, and/or modify names as the local board deems necessary; and
2. To review and analyze for "appropriateness" the name of Patrick Henry Community College and to develop and submit a recommendation to the State Board of Community Colleges as to whether or not the name should be changed. In addition, though not specified in the resolution, a local college board, if recommending that the name of the college be changed, may suggest a new name with appropriate justification.

The local boards must complete this review, take its actions, and make recommendation before the March 2021 meeting of the State Community College board.

Ms. Copenhaver outlined the following naming review process for PHCC, which evolved from discussions among herself, Dr. Angeline Godwin, Dr. Dennis Casey (Board Vice Chair) and Barry Helmstutler (immediate past Board Chair):

1. The review process will include an historic review, a cultural review, a public feedback component, a philanthropic impact review, and a financial analysis.
2. A review committee will consist of board members, college faculty and staff, members of the college Equity Alliance Response Team, subject-matter experts, and research and support services personnel.
3. The review committee will be composed of five (5) teams, each with a specific focus and purpose:
 - A. College Name Review Team: this team will research, analyze, and review the name of the college, Patrick Henry Community College. This team's work will provide the basis for the local college board's recommendation to the State Board of Community Colleges. This team will be chaired by Janet Copenhaver, the local board chair.
 - B. Building Names Review Team: this team will research, analyze, and review the names of six (6) buildings that currently bear the names of individuals. These include:
 1. Francis T. West Hall
 2. William F. Stone Hall
 3. A. L. Philpott Hall
 4. Walker Fine Arts/Student Center
 5. J. Burness Frith Economic Development Building
 6. Thomas P. Dalton IDEA Center

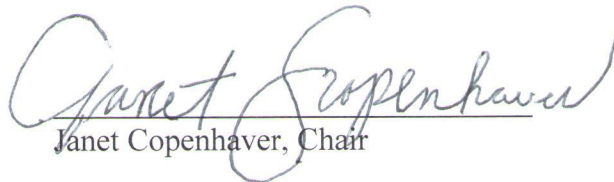
In addition, this team will review the proposed naming of a facility as a part of a recent grant award. This team will be chaired by Dr. Denny Casey, the local board vice chair.
 - C. Facility Names Review Team: this team will research, analyze, and review the names of all facilities that bear the names of individuals. Facilities include classrooms, conference rooms, and all indoor and outdoor areas and spaces.
 - D. Mascot Name Review Team: this team will research, analyze, and review the name of the Patriot mascot and derivative names, such as The Patriots, The Pats, and The Lady Pats.
 - E. Financial Analysis Review Team: this team will research, analyze, and review the financial impact of name changes, removals, and/or renamings. In addition, this team will review the philanthropic impact, present and future. This team will be chaired by Barry Helmstutler, the immediate past board chair.
4. Two (2) local college board members will serve per team. If a board member is interested in serving on a particular team, please notify Mrs. Gibson in writing at jgibson@patrickhenry.edu no later than July 27th. She will share those as received with the board chair and vice chair. In addition to board interest and consideration of representation and diversity, the officers will make team selections.

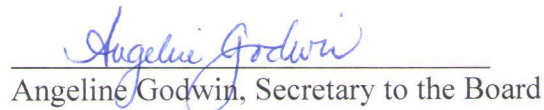
5. Please note that the review work of each team will be reported back to the full board in complete compliance with the public meetings act. All reports, actions, and recommendations will be considered and approved by the full board.
6. We are requesting that all questions by the media and the community be directed to the college's public information officers, Amanda Broome and Randy Ferguson. We will then respond appropriately and promptly.
7. A survey will be developed by the college's office of institutional research to gather public feedback, including but not limited to community and business leaders, alumni, current and prospective students, and area citizens.
8. Our top priority is the success of our students and our community. Our goals is to conduct this review with a commitment to mutual respect, integrity, transparency, and professionalism.

Dr. Greg Hodges stated that an email address specifically for feedback on this issue and the process has been established. The address is feedback@patrickhenry.edu.

Adjournment

There being no further business, the meeting adjourned at 2:00 p.m.


Janet Copenhaver, Chair


Angeline Godwin, Secretary to the Board