

Approved by Board on November 16, 2020

PATRICK HENRY COMMUNITY COLLEGE  
College Board Meeting  
12:00 p.m.—September 21, 2020

Minutes

The Patrick Henry Community College Board held its regular meeting at noon on Monday, September 21, 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/iE96k13Zwi8WIWsL0nRe8AeU0IcaFaYju2L3ovAOypgGZzlf7VkvvTg6AE mZLGwe.NFzJUpej8haBppwF?startTime=1600702076000>

Dr. Angeline Godwin, President, introduced Sue-Ann Ehmann, who will be assuming duties in the President's Office and with the Board following Jencie Gibson's retirement on January 1. Sue-Ann currently works in the office of the Vice President for Financial & Administrative Services, and will be supporting both offices.

Janet Copenhaver, Chair, called the meeting to order. Attendance was checked by roll call.

**ROLL CALL**

**Board Members**

<u>Present</u>	Dr. Denny Casey
<u>Present</u>	Gary Collins
<u>Present</u>	Janet Copenhaver
<u>Present</u>	Paul Geib
<u>Present</u>	Robert Haley
<u>Absent</u>	Monica Hatchett
<u>*</u>	Roger Hayden *Shown to be present on the monitor, but could not be heard.
<u>Present</u>	Barry Helmstutler
<u>Present</u>	George Hippisley
<u>Present</u>	Dr. DelShana LeGrant
<u>Present **</u>	Dr. John McCraw **Joined the meeting after the roll call.
<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	Randy Ferguson	Dr. Greg Hodges	Matthew Ratliff
Jessica Carter	Jencie Gibson	Rhonda Hodges	Belinda Stockton
Ronnie Carter	Dr. Angeline Godwin	Dr. Virginia Jones	Tiffani Underwood
Sharon Claggett	Jack Hanbury	Shannon Peters	Roberta Wright
David Deal	Brian Henderson	Letitia Pulliam	Terry Young

**Others Present**Holly Kozelsky, *Martinsville Bulletin***Approval of Minutes of the July 20, 2020 Meeting**

Ms. Copenhaver called for a motion to accept the minutes of the July 10 meeting. Barry Helmstutler made a motion that they be approved. Dr. Denny 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>	George Hippisley
<u>Yes</u>	Gary Collins	<u>Yes</u>	Dr. DelShana LeGrant
<u>Yes</u>	Janet Copenhaver	<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Paul Geib	<u>Yes</u>	Wayne Moore
<u>Yes</u>	Robert Haley	<u>Yes</u>	Bill O'Brien
<u>Absent</u>	Monica Hatchett	<u>Yes</u>	Robert Vogler
<u>No audio</u>	Roger Hayden	<u>Yes</u>	Wren Williams
<u>Yes</u>	Barry Helmstutler		

**President's Report**

Dr. Angeline Godwin thanked everyone for participating, and for being a part of the work of PHCC. She expressed appreciation to the college employees who have dedicated themselves above and beyond the call of duty to move the college forward during the global pandemic. Dr. Godwin shared the following informational items:

- It was announced in the past week that PHCC is one of only 79 colleges in the United States to be named one of the "Great Colleges to Work For." This is a national survey and recognition, with a very thorough selection process, and it is a great honor to be named. The Board and community are also part of this through the work they do. Dr. Godwin thanked Belinda Stockton and Teddy Martin in the Human Resources department for leading the process, Dr. Chris Wikstrom and Lisa Finley for providing data, and all those who participated in the process.
- The New Reality Task Force is continuing its work, with the six teams meeting on a regular basis. This group has done extraordinary work since its beginning in the spring, and has developed many new strategies to engage students, meet instructional and training needs, and provide life services to enable students to continue their education. Many of the process will also be helpful to the college in the long term.
- The Virginia Department of Emergency Services held a tabletop exercise on campus last week to review PHCC's COVID-19 plan, which they found to be a good plan. PHCC's police chief, Gary Dove, worked with the department to set up the exercise, and Dr. Godwin thanked him for his work. The college leadership team feels that the plan is working, but it is also a living document and continues to evolve. The goal of the plan is to achieve a balance of protecting our students, employees, and community while moving forward with instruction and training.
- The VCCS Chancellor announced that spring semester 2021 will mirror the fall. There may be some modifications, and these will be reported when the information is available. We anticipate that we will proceed with very limited access to campus, and it is likely than Board meetings will continue to be remote at least through the spring of 2021.
- College faculty and staff continue to support the local Board in the naming review process. The review teams, made up of Board members, faculty, and staff, met last week and will continue

meeting as we move through the process. Many feedback tools will be used, and we appreciate the process we have in place to do a thorough, thoughtful, and meaningful review.

- PHCC has received a grant from the U.S. Economic Development Administration (EDA) in the amount of \$300,000. This funding will be used to add capacity to the Dalton IDEA Center, which is our hub for innovation and entrepreneurship, and to expand similar programming in Patrick County.
- Our work continues, even though we are mostly remote. We do have a good number of classes operating in a hybrid format. Dr. Greg Hodges will give enrollment details at the November Board meeting. Because we have more eight-week sessions this semester than usual, enrollment figures should be more accurate and finalized at that time.
- PHCC's staff did extraordinary work with in-person advising in the gym for fall semester. Safety procedures were followed, including social distancing, masks, shields, and temperature checks. Students were very appreciative of being able to meet in person with advisors in a safe environment.
- Eastman contributed some additional computers to help students with remote access. We continue to collect technology resources to help bridge the access gap during this time.
- Our goal is to continue the fall semester as safely as we can, and to keep everyone moving toward their instructional and training goals while holding COVID at bay enough to allow us to move forward.

## **BUDGET & FINANCE**

### **Report on Local Funds Expenditures**

Barry Helmstutler said that the Budget & Finance Committee met prior to the meeting and asked Jack Hanbury, Vice President for Financial & Administrative Services, to discuss the agenda items.

#### Report on Local Funds Expenditures as of June 30, 2021 (Year-End Report)

Mr. Hanbury said that PHCC's local funds accountant passed away in June, during the year-end financial wrap-up, which caused a delay in preparing the reports and FY 2021 Local Funds budget. The year-end report shows a combined net increase of \$104,524. The main reason for the increase is that two projects planned and budgeted for FY 2020 were not completed and paid for during that period: the access lighting to the Walker building and the sidewalk repairs. Locality Funds show a significant surplus because the Walker lighting project was budgeted there. Auxiliary Funds had a small surplus, due primarily to increased bookstore and vending commissions and keeping expenses in line. Auxiliary Fund Investments showed a small loss for the year, but considering the decline due to COVID-19, most of the loss had been made up June 30. Student Activities revenues were higher than projected. This is a little misleading, because normally the parking fees are carved out of student activity fees. This was not done in FY 2020 because the sidewalk project was not completed in time and we wanted to use those funds to support student activities instead. Expenses of only \$8700 were incurred in parking funds, so we only carved out \$8700 from student parking fees and retained the rest to support student activities.

#### Report on Local Funds Expenditures as of August 31, 2021

Local Funds revenues are front-end loaded, so we are showing a substantial gain in net income because we have not incurred many expenses so far. There have been virtually no expenses from Locality Funds, which show a surplus of \$28,433. There is a deficit in Auxiliary Funds because of a transfer from auxiliary funds to student activity funds. This was a result of a decline in enrollment which led to a decline in student activity fee revenues. Since June 30, Investments are up 6%; overall, investments are up 23.8% and we are pleased with the return even in light of the COVID-19 market decline. Student Activities shows a \$37,500 transfer from auxiliary funds, and we do not anticipate finishing the year with a surplus. Parking Funds shows a deficit because last year's repairs were paid with this year's dollars, and the student parking fees have not yet

been allocated to this fund. While it currently shows a deficit, we anticipate finishing the year with a \$25,000 surplus in parking fees because we do not anticipate additional parking lot repairs for the rest of the current fiscal year.

Bill O’Brien asked Mr. Hanbury if he had any concerns about the budget, other than those already noted. Mr. Hanbury said the main concern is the effect of declining enrollment on student activity fees. We are trying to provide more activities with less money, and for that reason he is recommending in the FY 2021 budget that we increase the amount of auxiliary funds to be transferred to student activities. All the funds show surpluses, which we try to do so we have sufficient local funds to support bigger projects.

**Approval of Fiscal Year 2021 Local Funds Budget (Board Report #414)**

Mr. Hanbury said that we are proposing revenues to be flat for FY 2021. We requested a small increase from each of the localities, which we did not receive. The only major expense we anticipate at this time is \$61,000 for the Walker lighting project. The bids for this project were significantly more than we expected, but we have sufficient funds. Auxiliary Fund revenues are anticipated to be roughly the same as last year, although bookstore and vending commissions exceeded the budget last year and we don’t expect that to happen this year due to the enrollment decline. Student Activity fees have also declined due to the enrollment decline, and we are recommending an increase in the contribution from Auxiliary Funds to Student Activities. In the parking fund, \$24,000 is budgeted to complete the sidewalk repairs that were not completed in FY 2020. Barry Helmstutler said the Budget & Finance Committee met and unanimously approved the proposed budget and made a motion that that it be approved by the Board. The motion was seconded by Dr. Denny Casey and approved by a roll call vote.

Motion	<u>Barry Helmstutler</u>		
Second	<u>Dr. Denny Casey</u>		
<u>Yes</u>	Dr. Dennis Casey	<u>Yes</u>	George Hippiisley
<u>Yes</u>	Gary Collins	<u>Yes</u>	Dr. DelShana LeGrant
<u>Yes</u>	Janet Copenhaver	<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Paul Geib	<u>Yes</u>	Wayne Moore
<u>Yes</u>	Robert Haley	<u>Yes</u>	Bill O’Brien
<u>Absent</u>	Monica Hatchett	<u>Yes</u>	Robert Vogler
<u>No audio</u>	Roger Hayden	<u>Yes</u>	Wren Williams
<u>Yes</u>	Barry Helmstutler		

**Approval to Amend Sexual Harassment Policy (Board Report #415)**

Jack Hanbury reported that in May the U.S. Department of Education added many new regulations governing Title IX procedures for colleges and universities that receive federal funding. A major change was to provide a mechanism for a formal complaint process, including a live hearing with cross examination of witnesses by representatives of the party. The VCCS legal department prepared an entirely new sexual harassment policy that governs this procedure. It requires training of various college representatives, including hearing officers, advisors for student or employee litigants, facilitators for the information resolution of the complaints, and the Title IX Coordinator. The college must also post information about the training on its website.

Bill O’Brien asked several questions about the new procedures, which were answered by Jack Hanbury.

1. Question: Is there an organizational chart or flowchart, which might be helpful in understanding the process?  
Answer: The policy was just approved by the State Board for Community Colleges this month. The legal department had previously prepared a Title IX handbook, and will be updating that handbook,

which will include a flowchart to help handle the procedure, which is complicated.

2. Question: Is there any kind of publicity campaign being planned?

Answer: We are required to provide training with new employees and students as to rights, responsibilities, and obligations concerning the new act.

3. Question: It's stated that the Title IX officer selects the appeals panel. Are there guidelines and criteria for selecting people, and will there be a rotating pool for selection?

Answer: Once the policy is approved, he will convene the Title IX committee to assign people to their new roles. Hearing officers will be critical, and will have a huge amount of responsibility, but there will also be a need for trained advisors, facilitators, and investigators. The training is expensive, and the VCCS legal department has made arrangements with NYU's Student Conduct Institute to access their training for around \$4000 per year for each college. People selected for various rolls will complete this training, and hearing officers will probably be rotated. PHCC only averages about 1-2 title IX cases per year, and most are resolved informally. We anticipate that more cases will be informally resolved because of the complexities of the new procedures.

4. Question: One step in the process is referring the complainant to various resources. Should the employee assistance program be mentioned for employees, and should the clergy be included as a resource?

Answer: There is a separate document that lists all available campus resources. We are required to notify victims and alleged perpetrators of these resources and have them sign a form stating that they have received the information.

5. Question: The policy talks about a conflict of interest. Should it include avoiding perceived conflict of interest as well as actual conflict of interest.

Answer: Even if there is not an actual conflict of interest, a perceived conflict must also be avoided. However, we do not have the liberty of changing the language of the policy, which has been adopted by the VCCS. Dr. Godwin stated that she served on the VCCS Human Resources Committee for a number of years, and it has been consistently interpreted by the VCCS that perceived conflicts of interest are de facto conflicts of interest. They make no distinction between the two because the ruling has been that if it is perceived, it is, in fact, a conflict of interest.

Dr. Denny Casey made a motion to accept the policy as written. The motion was seconded by Dr. John McCraw and approved by a roll call vote.

Motion	<u>Dr. Denny Casey</u>		
Second	<u>Dr. John McCraw</u>		
<u>Yes</u>	Dr. Dennis Casey	<u>Yes</u>	George Hippiisley
<u>Yes</u>	Gary Collins	<u>Yes</u>	Dr. DelShana LeGrant
<u>Yes</u>	Janet Copenhaver	<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Paul Geib	<u>Yes</u>	Wayne Moore
<u>Yes</u>	Robert Haley	<u>Yes</u>	Bill O'Brien
<u>Absent</u>	Monica Hatchett	<u>Yes</u>	Robert Vogler
<u>No audio</u>	Roger Hayden	<u>Yes</u>	Wren Williams
<u>Yes</u>	Barry Helmstutler		

**FACILITIES****Approval of Student Housing Site Survey (Board Report #416)**

Jack Hanbury said the State Board for Community Colleges approved for the VCCS to conduct studies for the feasibility of student housing on various community college campuses. PHCC has been looking at this for our campus to help meet the needs of students and local residents as they transition into the workforce, and have looked at possible locations on the campus. We received a \$20,000 grant from the Virginia Housing Development Authority to conduct a feasibility study to locate sites that might be suitable for housing, and we were advised that we would need local Board approval for the study. The Chancellor has now requested that this program be paused during the COVID-19 situation, but since we had already included it as an agenda item we decided to go ahead and recommend approval so we could move forward when the pause is lifted. The cost of the study is significantly within the grant budget, so there is no cost to the college. Dr. John McCraw made a motion that the recommendation be approved. The motion was seconded by Dr. Denny Casey and approved by a roll call vote.

Motion	<u>Dr. John McCraw</u>		
Second	<u>Dr. Denny Casey</u>		
<u>Yes</u>	Dr. Dennis Casey	<u>Yes</u>	George Hippisley
<u>Yes</u>	Gary Collins	<u>Yes</u>	Dr. DelShana LeGrant
<u>Yes</u>	Janet Copenhaver	<u>Yes</u>	Dr. John McCraw
<u>Yes</u>	Paul Geib	<u>Yes</u>	Wayne Moore
<u>Yes</u>	Robert Haley	<u>Yes</u>	Bill O'Brien
<u>Absent</u>	Monica Hatchett	<u>Yes</u>	Robert Vogler
<u>No audio</u>	Roger Hayden	<u>Yes</u>	Wren Williams
<u>Yes</u>	Barry Helmstutler		

**MISCELLANEOUS****Update Report on Institutional Advancement**

Tiffani Underwood, Director of Development and the PHCC Foundation, said that the Foundation is continuing its efforts to support the college.

Eastman donated 33 used laptop computers to the Foundation, and these were turned over to the college for its laptop loaner program, which has been a popular program for students in the remote learning situation. We have also received a \$5,000 donation to support the motorsports program, and \$5,800 to support the Patriot Pantry. Even though we are in a hybrid situation with our classes, we still have a number of students who rely on the Patriot Pantry as a resource.

Several local business people recently sponsored a golf tournament in memory of Tom Stone, an avid golfer who passed away unexpectedly. His wife, Debbie Stone donated over \$5,000 of the tournament profits to support the PHCC golf team.

PHCC received the Rural Virginia Horseshoe Initiative (RVHI) award, which has been renamed the Gerald Baliles RVHI Award, in the amount of \$60,000. Governor Baliles was a native of Patrick County and was very interested in making sure everyone had access to education.

The Patriot Players have not been able to hold their usual theater productions, but are trying to find innovative ways to bring theater to the college, possibly through drive-in or virtual opportunities.

The annual scholarship luncheon, usually held in the fall to recognize scholarship recipients and donors, will have to be postponed this year due to COVID-19 restrictions.

The Foundation audit was completed recently, and the annual report is being completely revised. Tiffani expressed appreciation to Amy Reed for working on the new report.

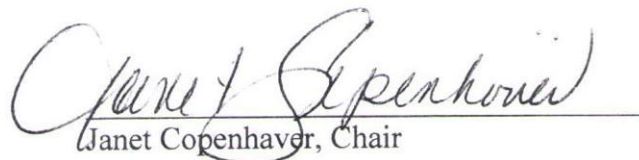
Information will be sent out soon concerning the Foundation's end-of-year donor request, and Ms. Underwood encouraged everyone to consider the Foundation in their giving plans.

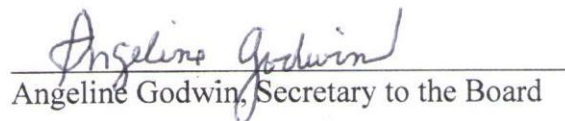
### **Update Report on Athletic Activities**

Brian Henderson, Athletic Director, reported that PHCC currently has around 160 student athletes, including 40-plus baseball players, 35 men's soccer players, and 25 softball players. Many schools decided not to have two-year college athletics right now, which has resulted on some of those students attending PHCC. We are dealing well with COVID-19, considering the large number of athletes coming in from different areas. Our success has come from a combination of working with PHCC COVID protocols and NJCAA recommendations to make sure our student athletes are in a safe environment. Because of COVID, each program has a window of 60 days for practice and limited competition for games. The only competition season this semester is cross-country; the NJCAA stated that this sport could be held safely because it is outdoors. Because of that, we are hosting our first invitational, which will have participants from some other community colleges and probably some high school teams and individuals as well. Because we are able to do that through partnership with the Smith River Sports Complex, we have also been named the Fall 2020 Region X Championship site. Mr. Henderson has received a call about being a district wrestling championship site when the COVID situation improves. PHCC is the only two-year college in Virginia with a wrestling program, so this could very big for our campus. We are currently working with our facilities department to complete the wrestling practice facility, and expect to see a boost in our wrestling student athletes when that facility is finished.

### **Adjournment**

There being no further business, Janet Copenhaver, Chair, adjourned the meeting at 1:10 p.m. The next meeting will be on November 16, 2020.

  
Janet Copenhaver, Chair

  
Angeline Godwin, Secretary to the Board