

Approved by Board March 15, 2021

PATRICK HENRY COMMUNITY COLLEGE
College Board Meeting
12:00 p.m.—January 25, 2021

Minutes

The Patrick Henry Community College Board held its regular meeting at noon on Monday, January 25, 2021, 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/QIJJdaEC1H8ByCBtsdzurcNjEeeCKX4IUjLIAwG5IPL_53RfAc7m7XK81u1IzsVW.6Ado0D3rSOTwIZms?startTime=1611593052000 (Meeting begins at approximately the 18 minute mark.)

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

ATTENDANCE ROLL CALL

Board Members by Roll Call		
Present	Janet	Copenhaver, Chair
Present	Dr. Dennis	Casey
Present	Gary	Collins
Present	Paul	Geib
Absent	Robert	Haley
Present	Monica	Hatchett
Absent	Roger	Hayden
Present	Barry	Helmstutler
Present	George	Hippisley
Present	Dr. DelShana	LeGrant
Present	Dr. John	McCraw
Present	Wayne	Moore
Present	Bill	O'Brien
Present	Robert	Vogler
Present	Wren	Williams

College Staff present

Dr. Angeline Godwin
 Amanda Broome
 Ronnie Carter
 Sharon Claggett
 David Deal
 Meghan Eggleston
 Sue Ann Ehmann
 Dr. Colin Ferguson

Randy Ferguson
 Jack Hanbury
 Brian Henderson
 Dr. Greg Hodges
 Rhonda Hodges
 Dr. Virginia Jones
 Letitia Pulliam
 Matthew Ratliff

Belinda Stockton
 Christy Tilley
 Tiffani Underwood
 Amy Webster
 Roberta Wright
 Terry Young

Others Present

Holly Kozelsky, Martinsville Bulletin

APPROVAL OF MINUTES FOR THE NOVEMBER 16, 2020 MEETING

Motion - Dr. John McCraw made a motion to approve the Minutes for the November 16, 2020 meeting. Dr. Denny Casey seconded the motion. The motion passed by a roll call vote, and the minutes were approved as recorded.

Board Members' Vote by Roll Call		
Yes	Janet	Copenhaver
Yes	Dr. Dennis	Casey
Yes	Gary	Collins
Yes	Paul	Geib
Absent	Robert	Haley
Yes	Monica	Hatchett
Absent	Roger	Hayden
Yes	Barry	Helmstutler
Yes	George	Hippisley
Yes	Dr. DelShana	LeGrant
Yes	Dr. John	McCraw
Yes	Wayne	Moore
Yes	Bill	O'Brien
Yes	Robert	Vogler
Yes	Wren	Williams

APPROVAL OF MINUTES FOR THE DECEMBER 14, 2020 SPECIAL-CALLED MEETING

Motion - Dr. John McCraw made a motion to approve the Minutes for the December 14, 2020 Special-Called meeting. Bill O'Brien seconded the motion. The motion passed by a roll call vote, and the minutes were approved as recorded.

Board Members' Vote by Roll Call		
Yes	Janet	Copenhaver
Yes	Dr. Dennis	Casey
Yes	Gary	Collins
Yes	Paul	Geib
Absent	Robert	Haley
Yes	Monica	Hatchett
Absent	Roger	Hayden
Yes	Barry	Helmstutler
Yes	George	Hippisley
Yes	Dr. DelShana	LeGrant
Yes	Dr. John	McCraw
Yes	Wayne	Moore
Yes	Bill	O'Brien
Yes	Robert	Vogler
Yes	Wren	Williams

PRESIDENT'S REPORT

Dr. Angeline Godwin shared the following informational items:

- We are continuing with the strategy we began in March of 2020 to balance instruction and training with the health and safety of our faculty, staff, and students. The protocols we put in place for our fall semester, and the Virginia Department of Health guidelines, in keeping with the Virginia Community College System, continue to be followed. Masks are still required by all on campus. We remain 100% remote on Fridays to allow for deep cleaning on campus. Classes remain on a hybrid system of face-to-face and remote instruction.
- Due to a recent surge of COVID-19 cases in our community we have moved back to a modified Phase 2 protocol established by our COVID Task Force. This phase provides for

- fewer people to be on campus at any one time. We continue to encourage everyone to wear a mask, wash hands, and socially distance. She also added her recommendation to take Vitamin C, drink lots of water, rest, and when it is available, get the COVID vaccine.
- Spring Break (March 29 – April 2) the college will be completely closed. This will allow housekeeping and maintenance to do work they cannot do otherwise. After Spring Break we will return to campus on another modified phase of operation and finish the year.
 - In-person advising for spring semester was done by appointment in the gym. Brian Henderson helped with the use of the gym in order that students could be advised while observing the social distancing requirements. In addition, students who had not completed their registration were called in order to address any complications they may have encountered.
 - The deadline for utilizing REV dollars has been extended past the original December date. We should know by the March meeting what resources we will have and how they can be used.
 - Now that the minutes from the December Special-Called meeting have been approved, we will assemble a packet to be submitted to the State Board that will include extractions of those minutes as relates to the Patrick Henry Community College Naming Review; notes and accumulated information; as well as the process and procedures that each team used during this review.
 - Regarding our enrollment, Dr. Greg Hodges reported that we continue to remain solid and above the national trend. Dr. Godwin responded that PHCC went above and beyond to put a remote plan into place in a matter of only four days. “We know the value of remote education in a global pandemic,” she said. At the same time, we are offering our students in-person interaction in a safe environment, while also addressing the technology connectivity problems many of them encounter.
 - Our Fast-Forward Workforce short-term training programs have had several additions this semester, according to Rhonda Hodges. Heavy Equipment Operator, Plumbing, a revised Billing and Coding Specialist program, as well as Pharmacy Technician programs, have all been added. Thanks to the funding available through REV and Virginia Ready, Fast-Forward enrollments are higher than last year. Brenell Thomas has been invaluable in creating several Professional Development programs and courses. These virtual courses include Leadership, and How to Manage and Lead in a Virtual World. Scholarship funding has been made available through Tiffany Underwood and the PHCC Foundation, so employers can “buy one, get one free” if they want their employees to participate.

BUDGET & FINANCE

Report on Local Funds Expenditures – Period ending December 31, 2020

Jack Hanbury, Vice President for Financial & Administrative Services, reported:

- For the fall semester we budgeted for a 13% decline in enrollment, but we were only down 9.7%. For spring we budgeted for a 10% decline, but our enrollment was down 8.9%. In

this challenging COVID environment, thanks to the efforts of our staff, we were able to exceed our budgeted numbers.

- Local Funds Summary indicates an increase of \$230,065. Expenditures were down due to COVID, and investment performance was positive.
- In the Locality Fund Budget most revenues are accounted for, with very few expenditures. The Walker Lighting project will need to be paid from this fund, and that work should be completed in the next few months.
- Auxiliary Funds shows a deficit mainly due to the \$37,500 previously moved to support Student Activities, and reduced Vending commissions. With fewer students on campus due to COVID, vending will not make the number that was budgeted prior to the onset of COVID. The year will probably end with a minor operating deficit for Local Funds, but with a substantial investment gain.
- Auxiliary Funds Investments had a 2.6% increase for December and a 12.5% increase for the fiscal year. We are very pleased with our investments at this mid-point of the fiscal year.
- Student Activities shows a substantial surplus. Student Activity fees were above budget. Expenses have been significantly below budget due to COVID restricting or preventing many student activities and athletic events.
- Parking Funds revenues are ahead of what we budgeted. Most expenses have already been incurred, resulting in a small surplus in the Parking budget.

Bill O'Brien expressed appreciation to Jack for his clear explanation of the Local Funds Expenditures.

ACADEMIC AND STUDENT AFFAIRS

David Deal, Dean of Technology, presented the Division of Technology Annual Report for 2019-2020. Key points were:

- PHCC won the Governor's Technology Award 2019 for the "Innovative Use of Technology in Education" category with our Anatomage Tables in the Biology Classrooms. These tables provide 3D human anatomy training for our Health and Science students to prepare for the Nursing entrance exam and completion of the Nursing program.
- The IT department provided the fiber connection and network infrastructure for the new Patrick County Advanced Manufacturing Building Project in Stuart, VA, providing Internet access to students who did not have Internet access at home.
- Built and configured wireless infrastructure for Parking Lot Wi-Fi project by installing five external access points on Main campus, MET, and at our Patrick County site.
- Worked with the VCCS System Office to implement the AssureSign eSignature solution, which provides employees working from home the ability to sign electronic documents remotely.

- Expanded our college's Laptop Loaner Program to over 200 laptops for students who are in need of laptops for remote learning. Eighty six were donated from the Harvest Seed program, and sixty from Eastman.
- Provided additional webcams for the Student Laptop Loaner Program so faculty can have ZOOM meetings. We installed webcams in 50 classrooms and instructor PCs. Now all of our student-loan laptops have webcams, and classrooms are all equipped for Zoom access and remote learning.
- New Reality Taskforce. Our Safe Welcome Back Team assured that our library, Testing Center, classrooms, and computer labs were set up to comply with safe distancing and cleaning of work stations, etc.
- Due to COVID-19, the Educational Technologist created tracking programs to see where students have been on campus; created online forms to access remotely; modified over 150 web pages to quickly and effectively deliver news, bulletins, and updates relative to the closure and handling of necessary daily activities.
- A Library Welcome Video was created and posted to the library information webpage and on the library LibGuides, to inform students how they can use the library remotely as well as when they are on campus.
- The library purchased the EBSCO Nursing Reference Center database with video content from Allied Health, and the Gale Interactive: Human Anatomy database that will aid the Physical Therapy Assistant program as well as A & P students and other nursing programs.
- Testing Center - Created an online tracking system to sign people in when they enter the building and to record the location visited and what computer or table was used.
- Testing Center - Added several webcams from IT to have in case a student needs to do Zoom tutoring, Zoom class, or Respondus Monitor tests if they do not have access from home.

Bill O'Brien asked if there were shell requirements that had to be followed. David replied that he does follow Service Level Agreements.

Bill O'Brien pointed out that at the beginning of the full report future plans were mentioned but not listed. He then asked for the reason behind the installation of SSD drives. David replied that the VCCS requires a standard workstation configuration for students, faculty, and staff. The SSD drives replaced hard drives on older PCs and all new computers will have SSD drives.

Dr. Godwin pointed out that in the VCCS there is a hierarchy of multiple levels of technology decisions that come to all the colleges. Those decisions/requirements are included in our strategic planning as well as our SACSCOC accreditation work. We are governed by the technology operations of the VCCS.

David Deal added that the items included in the report are a result of governance from the VCCS and from SACSCOC.

Bill O'Brien complimented the section of the report relating to the Library.

David expressed his willingness to address any questions Mr. O'Brien might want to share with him via email.

Barry Helmstutler asked if the Anatomage tables, referenced at the beginning of the report, were the ones that are housed at the hospital. David answered that those six tables are in two of our biology labs here on campus. Dr. Hodges elaborated that those tables as well as the two at the hospital Sim Lab were all part of the Harvest Sow-to-Reap grant, and all have proved enormously helpful to our nursing program.

Mr. Helmstutler expressed regret that the planned tour of the Sim Lab at the hospital had to be postponed when COVID hit.

FACILITIES

No report.

MISCELLANEOUS

Update Report on Institutional Advancement

Tiffani Underwood, Director of Development and the PHCC Foundation, reported the following:

- We received \$12,500 from the Gene Haas Foundation for scholarships to our Motor Sports and Precision Machining students. This is the fifth year we have received this funding.
- We have partnered with the organizers of the N'Jada C. Joyce Memorial Scholarship Fund to offer an Early Childhood Education scholarship.
- She expressed appreciation to all who donated to the Foundation's annual year-end campaign. Donations are still accepted and help in our effort to respond to the needs of students, especially as COVID lingers on.

Update Report on Athletic Activities

Brian Henderson, Athletic Director, reported:

- We currently have about 130 student athletes and 25 have already committed to attend next year.
- Many of our sophomores can still play here next year while continuing their studies.
- We currently have basketball going. Baseball, softball, and volleyball start next week. Men's Soccer will begin in April.
- He expressed thanks to Roberta Wright, Facilities Director, and our maintenance and housekeeping departments, for assuring our facilities remain a safe place for our athletes to play.

Bill O'Brien asked if there were any sports that had been completely shut down due to COVID.

Mr. Henderson responded that it has definitely impacted our ability to recruit every sport, especially our Women's Soccer team. We had to adjust our wrestling program because of the face-to-face aspect of the sport.

Spring Semester Update Report from Dr. Godwin

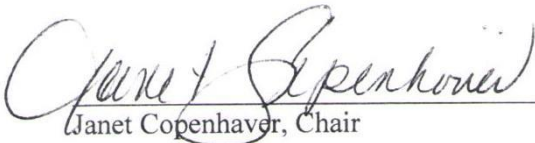
Dr. Angeline Godwin announced that, after serving Patrick Henry Community College for nine years, she will officially retire on July 1, 2021. The Chancellor asked her to reconsider, but she stated that the time was right for her, and for her family. They will move back to Mississippi where she will pursue fulfilling her "bucket list", as well as do some teaching, consulting, and coaching. She expressed her appreciation to the Board for their dedication to the college. "Patrick Henry Community College is the real deal," she said. According to our strategic plan, Patrick Henry Community College IS student success. Every day, with every decision, every new program, every new initiative, every new grant, our college takes into consideration what is in the best interest of our students, and our community. For this reason, Patrick Henry Community College is sometimes better known around the country than in our own community. She asked that everyone continue to champion our college, which has been a cornerstone of our community since 1962. She came here with a 10 point "wish list" and accomplished nine of them, along with a couple extras. After working full-time and/or going to school full-time since she was 16 years old, the idea of retirement is novel. Quoting

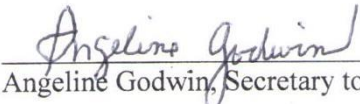
1 Samuel 12:24, "Only fear the LORD, and serve him in truth with all your heart: for consider how great things he hath done for you," her plans are to first serve God in every way, with no apologies or explanations. She said she has been blessed beyond measure and plans to move forward one step at a time. She expressed her appreciation of this Board, and this community, and hopes that Patrick Henry Community College will continue to be part of the journey our students are on to becoming wonderful employees and leaders in this community. She complimented her administrative team as being one of the best that has ever worked for her in 42 years, and she thanked Janet Copenhaver for the extraordinary job she has done as the Board's Chair. "I love this college and I love this community."

Janet Copenhaver thanked Dr. Godwin for her leadership of the college and for all she has done for this community and our students. She leaves big shoes to fill.

Adjournment

With no further discussion or comments brought forth, Janet Copenhaver, Chair, adjourned the meeting at 12:52 pm. The next meeting will be March 15, 2021.


Janet Copenhaver, Chair


Angeline Godwin, Secretary to the Board