

Approved by Board May 17, 2021

**PATRICK HENRY COMMUNITY COLLEGE**  
**College Board Meeting**  
**12:00 p.m.—March 15, 2021**

**Minutes**

The Patrick Henry Community College Board held its regular meeting at noon on Monday, March 15, 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/Qbe42XwPtVbomrEHAcLQMjew9-J\\_t5NrS8FAqkJiKRY1aQoVT4HWNE9If6svS\\_d.uV5JIUcYV0sreCP-?startTime=1615822287000](https://vccs.zoom.us/rec/share/Qbe42XwPtVbomrEHAcLQMjew9-J_t5NrS8FAqkJiKRY1aQoVT4HWNE9If6svS_d.uV5JIUcYV0sreCP-?startTime=1615822287000)

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

**ROLL CALL and Confirmation of Quorum**

<b>Board Members by Roll Call</b>		
Present	Janet	Copenhaver, Chair
Present	Dr. Dennis	Casey
Present	Gary	Collins
Present	Paul	Geib
Present	Robert	Haley
Present	Monica	Hatchett
Present	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  
Meghan Eggleston  
Sue Ann Ehmann  
Randy Ferguson

Jack Hanbury  
Brian Henderson  
Dr. Greg Hodges  
Rhonda Hodges  
Dr. Virginia Jones  
Julie Meador  
Letitia Pulliam

Matthew Ratliff  
Belinda Stockton  
Christy Tilley  
Tiffany Underwood  
Amy Webster  
Roberta Wright  
Terry Young

**Others Present**

Holly Kozelsky, Martinsville Bulletin  
Chancellor Glenn DuBois  
Carla Kimbrough  
Jil Stoddard

**CHANCELLOR DUBOIS REVIEWS PROCESS FOR HIRING NEW PRESIDENT FOR PHCC**

Janet Copenhaver welcomed Carla Kimbrough and Jil Stoddard from the VCCS and introduced Chancellor DuBois who was in attendance to review the process for hiring a new president at PHCC.

Chancellor DuBois stated that we cannot replace Dr. Godwin, but we can find someone worthy to succeed her. The process began when Dr. Godwin announced her intention to retire. We then surveyed the college community to determine the priorities for the next three to five years, and what initiatives we have in place that should be continued. Jil Stoddard and Carla Kimbrough summarized the survey results and those results will be used in a national advertisement for the position. With this information we can search for the leader who can help us achieve those articulated priorities.

Virginia is a very desirable state for Community College executives. We advertise nationally and also reach out through other organizations to diversify our pool. Carla Kimbrough, Chief Diversity Officer at the VCCS will be working with the Search Committee and the College Board throughout this process. He expressed the wish that Janet Copenhaver and some other members of the board will serve on this Search Committee. The Search Committee Chair will be Dr. Thomas Wright, President of Southwest Virginia Community College, and Vice-Chair will be Dr. Marcia Conston, President of Tidewater Community College. We would like to have three members from the Local Board, and about seven from other colleges representing areas such as academic affairs, workforce, advancement, and finance. The committee may need to meet in Richmond several days.

The Search Committee will review each application and decide, mainly from the written work submitted, which candidates they would like to invite for a confidential interview. This could be 10 – 12 candidates. They will be asked to give a 10-minute presentation on something that is important in our business. They will each, individually, meet confidentially with the Search Committee, then they will interview with the Chancellor and his Cabinet (Senior Management team). A firm will be hired to fully vet each of those candidates as they are narrowed down to a final list of between 2 and 4 candidates.

Those 2 to 4 finalists and their spouses or significant others will visit the College for a day or day and a half. This will be a great opportunity to invite the press, K-12 leaders, business leaders, etc. to an open session to get to know each candidate. After individual interviews with the Board are concluded, surveys will be completed by each Board member and tabulated by the Chancellor's staff. The survey results will then be shared with the Board and with the Chancellor. The Chancellor will then meet with the Board in closed session to discuss each candidate and take into consideration the results of the survey. He would then make a decision on a candidate and make a contract offer.

The Chancellor mentioned that the VCCS is working hard to diversify our leadership ranks concerning women and minorities. He suggested that faculty, staff, and leadership should reflect the community they serve.

He felt confident that we would have a new president named by early summer and on board by September, but in the meantime, he will appoint an interim president for the few months in between. He then welcomed questions.

Question: Bill O'Brien asked how the Chair and Co-Chair of the Search Committee are chosen.

Answer: Chancellor Dubois responded that he selects one of our more experienced Presidents as Chair, and as Vice-Chair a recently named President who has gone through the process within a year or two. Mr. O'Brien then confirmed that the Chancellor himself appoints the Chair and Vice-Chair.

Question: Bill O'Brien asked to whom the finalists gave their 10-minute presentations.

Answer: Chancellor Dubois responded that the semi-finalists give presentations to the Search Committee. He went on to say that when the actual finalists are chosen and come to the campus for interviews with the Local Board, it would be up to the Board to ask them to make another presentation to them if they chose. The purpose of the presentations is to evaluate their skills in not only giving a presentation but to shed light on what they know about a given topic. In general, those interviews are formal, but with planning can be coupled with some social time with them and their spouse or significant other.

Additionally, when they come to campus for the formal interview with the Board, the spouse or significant other will be shown around the community with the focus being particularly on things of interest to them. We want to be sure our community is a good fit for both of them.

Question: Bill O'Brien asked how the firm that vets the candidates is selected.

Answer: Chancellor DuBois asked Jack Hanbury to check with Craig Herndon regarding the specifics of which firm we use, and to get back to Mr. O'Brien.

Question: Roger Haden asked the name of the vetting firm.

Answer: Jack Hanbury will find that out.

Janet Copenhaver thanked the Chancellor for his explanation of the search process. She reiterated his sentiment that Dr. Godwin cannot be replaced, but is confident that the best candidate possible will be found.

Chancellor DuBois told the Board that this will be the most important responsibility they will undertake. He will do everything he can to find someone worthy of succeeding Dr. Godwin. He asked Janet Copenhaver if she knew yet which three Board members would serve on the Search Committee. She replied that in addition to herself, Wayne Moore and Barry Helmstutler would serve.

Janet then gave an update on what the Search Committee has done thus far.

- They sent out the survey, compiled the priorities from the survey, and shared that document with the Board.
- Next they will review applications that are selected by the Search Committee, narrowing them down to the final three.
- At that point the full Board will become part of the process.

### **APPROVAL OF MINUTES OF THE JANUARY 25, 2021 MEETING**

Ms. Copenhaver called for a motion to accept the minutes of the January 25, 2021 meeting. Dr. John McCraw made a motion that they be approved. Dr. Shana LeGrant seconded the motion, and the minutes were approved by a roll call vote.

<b>Board Members' Vote by Roll Call</b>		
Yes	Janet	Copenhaver
Yes	Dr. Dennis	Casey
Yes	Gary	Collins
Yes	Paul	Geib
Yes	Robert	Haley
Yes	Monica	Hatchett
Yes	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:

- Following up on the Presidential search process the Chancellor outlined, she stated that, of the many search events she has been a part of, the Virginia Community College System's Presidential search process is well above any others. It is thorough, fair, professional, well organized, with no pre-conceived notions of who our next President will be.
- The firm that does the vetting of the candidates is under a state contract with the VCCS and they do an extremely thorough job. From her personal experience, every one of her references was contacted by this firm and thoroughly interviewed.
- She asked the Board, during their search for a new president, to seriously consider two things:
  1. What does Patrick Henry Community College mean for our community, for the region, and for our students?
  2. What would the lives of many in our community be like but for Patrick Henry Community College?
- In many ways our national reputation exceeds our local reputation. We have been nationally recognized many, many times. PHCC is more sophisticated than many realize. We are truly a game changer, with equity and access very much our priority.
- We will have a virtual graduation this year as we did, quite successfully, last year.
- We continue to be diligent with our COVID protocols. When it becomes possible, we hope to have a vaccine clinic on campus, much like our Flu-Shot clinic. Amy Webster and her nursing students as well as many PHCC volunteers have already helped with several community vaccine clinics.
- We have kept the college open while balancing instruction and training with the health and safety of our faculty, staff, and students.
- PHCC will be completely closed for Spring Break the week of March 29<sup>th</sup> allowing for a deep clean of our facilities. When we return we hope to gradually become less and less remote.
- Our COVID Task Force and all of Roberta Wright's maintenance, housekeeping, and security staff have done an extraordinary job.
- The State Board Naming Committee will be meeting this week regarding the naming recommendations for the College. Our overview executive summary has been submitted to them. After that the State Board will meet and will probably look at more detailed documentation of the processes we went through with our teams and committees. In May they will vote on the naming recommendations.

- Between now and June 30<sup>th</sup> she will have to travel to Mississippi a few times to facilitate her move, but will otherwise be here.
- She reiterated that she has enjoyed being the President of PHCC, and being on this Board. She appreciates the Board for all they do and for being ambassadors and champions for our community.

Question: Gary Collins asked if the State Board was aware of the national successes we have earned.

Answer: Dr. Godwin answered that as we are one of the smaller colleges in a rather remote area, that our success is not known well enough. This is something the Board members on the Search Committee should encourage with any candidates for the presidency. And the full Board should encourage it with any finalists who come to the college. We need to make sure that the VCCS fully understands the breadth and scope of PHCC. We need someone who will be able to keep the VCCS apprised of our trajectory. We are a leader nationally in our equity reform, with the NJCAA, Achieving the Dream, NC3 Workforce Certificate, the Center for Excellence, etc. etc. She encouraged the Board to take this on in evaluating potential candidates.

## **BUDGET & FINANCE**

### **Report on Local Funds Expenditures – Period ending February 28, 2021**

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

- Local Funds Summary indicates we are up \$218,264. This is good because we will be contributing about \$350,000 to the MET renovation project.
- Locality Funds have all been collected. Patrick County is showing a shortage of \$241. All planned expenses have been incurred for the year leaving us \$32,721 to the positive.
- Auxiliary Funds shows reduced Bookstore and Vending commissions because of fewer students on campus due to COVID. The good news is that we will be able to reimburse ourselves from the Coronavirus Relief Act funds as soon as we get the spending appropriation. With this reimbursement we will not show a deficit after all.
- Auxiliary Funds Investments continue to perform well. Our initial investment of \$600,000 has grown to over \$800,000.
- Student Activities shows a substantial surplus primarily due to having fewer students on campus because of COVID, and because athletics were not in operation during the fall semester.
- Details of the Student Activities Funds shows very little expenses for individual clubs, other than athletics, due to COVID.
- Parking Funds has incurred all the budgeted expenses we had planned for this year leaving us with a surplus of \$24,000.

Question: Bill O'Brien asked about the Bank Interest variance shown on the Locality Fund report.

Answer: Jack responded that he would look into that and get back to him.

Question: Bill O'Brien asked what "CRRSAA" stood for.

- Answer: Jack replied that it stood for Coronavirus Response and Relief Supplemental Appropriations Act.
- Question: Bill O'Brien asked to confirm that club receipts were down for the same reason Student Activity fees were down – lack of students.
- Answer: Jack confirmed that other than Campus Life and Athletics, club expenses were basically negligible.
- Question: Barry Helmstutler asked if there was anything big budgeted for next year.
- Answer: Jack replied that the only thing for next year was the off-budget approval by the Board to inject up to \$350,000 of Local Funds into the MET renovation project. We finally received approval from the Department of Planning and Budget to inject those funds. The project is now out for bid. Bids should be opened later this month and after that the project will move right along. We will be transferring that money from Local Funds into the construction fund during the upcoming year, but it will not appear as a budget item as it is not really a budget expense. Other than that, no other projects for next year.
- Question: Barry asked if the architectural and engineering studies for the MET renovation had been done.
- Answer: Jack replied that they have been done. Each stage of the process - the preliminary drawings, the schematic drawings, and lastly, the working drawings – has to be submitted to both the VCCS and Department of Engineering and Buildings for review and/or changes. It takes about a year to get through the entire design phase. We received approval last month and it is now out for bid.

## **ACADEMIC AND STUDENT AFFAIRS**

Dr. Greg Hodges, Vice President for Academic & Student Success Services gave the following report:

- Spring enrollment is still ongoing. There are still some short term classes that have not yet begun. We are only down slightly more than 8.5% from this date last year – but this is less than the 12% decline we projected. Nationally we are above the average. The largest contributing factor to our decline is Dual Enrollment. Many of those students could not come to campus for career and technical ed programs due to COVID.
- Direct Enrollment – PHCC is part of Phase 2 of the three phase implementation of VCCS schools. We will be implementing Direct Enrollment beginning this summer. Direct Enrollment all but eradicates the Virginia Placement Test and allows for continued usage of the GPA, ACT, and SAT, and allows for guided self-placement. After determining their English and Math proficiency, students now self-determine where they should be placed and whether they need additional supports. We will also use this process for our Dual Enrollment program. The Statewide Educational Programs Committee for the VCCS, which Dr. Hodges chairs, is currently finalizing that Dual Enrollment language that will take effect as students transition into Dual Enrollment programs.

- Full funding of G3 (Get Skilled, Get a Job, Give Back) is included in the Governor's proposed budget which is slated to be signed in early to mid April. This means that students will receive coverage of tuition, textbooks, and fees (as well as a stipend for living expenses) for any age group who enroll in G3 approved programs.
- We are partnering with the Patrick County Education Foundation (PCEF) to raise \$2 million for an endowment that will create the "Patrick County Promise" which does for graduates in Patrick County what SEED did for graduates in Martinsville and Henry County. (Qualifying students can come to PHCC for 2 ½ years free of charge with tuition, textbooks, and fees being covered by the Patrick County Promise.)
- COVID-19 has hit hardest our first generation, low income, and students of color. We want to be sure we provide them with the support services they need. With multiple funding streams we hope we can eradicate all financial barriers to students coming to our campus.

Question: Dr. Shanna LeGrant asked how much of the total enrollment decline is due to the Dual Enrollment decline.

Answer: Almost 13% of our overall decline is because of Dual Enrollment. We are down 7% in traditional enrollment (non Dual Enrollment).

Question: Dr. LeGrant then asked if the 8.5% decline had been broken down into demographics and if so were there any noticeable patterns of affected demographic groups.

Answer: Yes, as is the case throughout the country, the majority of lost enrollments fall into the first-generation, low-income, students of color. We have already done tremendous work with our laptop and hotspot loaner programs, and we are now trying to reach into those communities most impacted by COVID to reengage them so as to get them back onto a pathway leading them and their families to middle-class livelihood sustaining wages.

## **FACILITIES**

No report.

## **MISCELLANEOUS**

### **Update Report on Institutional Advancement**

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

- The PHCC Scholars program offers a full two-year scholarship covering tuition, textbooks, and fees for recent high school graduates. It is focused mainly on academics and leadership. The application is live on both the Foundation and PHCC websites.
  - We have already received a number of applications, but have decided to extend the deadline to April 15 so those students who are not currently in school due to COVID will have more time to get transcripts and letters of reference.

- The PHCC Foundation scholarship application will go live April 1.
  - Students may apply for more than 150 named scholarships within the foundation by submitting just one application.
  - Open to both current students as well as those students planning to attend PHCC next year.
  
- Thanks to a generous donation of \$10,000, we have established the Maureen Quarles Thompson Norman Memorial Scholarship.
  - Beloved instructor for more than 20 years.
  - In 2018, she was named Professor Emeritus.
  - The scholarship will be awarded to an African American student with demonstrated financial need and a GPA of at least 2.5.
  
- We were just awarded \$315,000 in scholarships for workforce training, STEM-H and advanced manufacturing programs from the Tobacco Commission for the 2021-2022 school year.
  
- Thanks to a generous donation from an anonymous donor, the Foundation is currently seeking nominations for the Teaching Faculty Member of the Year award and the Distinguished Faculty Member of the Year award.
  - Unfortunately, we were unable to give these awards last year due to COVID-19, however this year we felt strongly that the faculty should be rewarded for the dedication, creativity and determination that it has taken to ensure student success during these challenging times.
  - The PHCC Teaching Faculty Member of the Year Award will be a \$2000 cash prize plus an additional \$1250 for professional development opportunities, to be used the following academic year.
  - The PHCC Distinguished Faculty Member (runner-up) will receive a \$750 cash prize.
  - The deadline to submit nominations is March 26 and the awards will be announced during graduation.
  - Nomination forms are available on the PHCC website or simply reach out to the Foundation for a nomination form.

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

Brian Henderson, Athletic Director, reported:

- 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.
- This semester we currently have baseball, softball, men's and women's basketball, volleyball, golf, and track all going at the same time. This has never happened before, and our coaches have done a great job dealing with it all.

- 2021-2022 is looking good. More athletes are returning since no year of eligibility was wasted this year. Some will return next semester already having their associate degree and working on another.
- Mr. Henderson has been named the District 2 representative for the National Association of Two-Year College Administrators.
- He plans to make a strong push for more females to pursue sports, particularly Sports Management. We need more coaches, more officials, more people in the office. We are looking to hire more females who have played for us in the past.
- He is hosting weekly conversations with student athletes here at PHCC, and also by partnering with the Rockingham Community College athletic director, as well as the athletic directors in the NJCAA, to discuss topics such as “Having a ball in the pandemic”, and “How the pandemic is affecting our student athletes”.
- On the National front, our baseball team is now 14-2 as of this weekend with 220 viewers, which is pretty huge. We had scouts from the Orioles, Blue Jays, Red Sox, and Yankees looking at two of our pitchers who might be getting professional consideration.
- He expects that PHCC will be in the top five in the National standings which are due to be released any day.

Question: Bill O’Brien congratulated Mr. Henderson for being named a representative on the National Association of Two Year College Athletic Administrators, and asked how that might positively affect our athletic program.

Answer: PHCC has become a college with a large athletics program. Being a part of this association helps us grow, helps get our name even more well known nationally, and helps our student athletes in a variety of ways.

Mr. O’Brien also expressed congratulations on the professional baseball scouts who had come to see two of our pitchers.

### **Betty Jane Simpson Memorial Scholarship**

Janet reminded the Board that in 2010, the PHCC Board established a scholarship in memory of Betty Jane Simpson, a member who passed away in December 2009, during her second term on the Board. Despite a long battle with cancer, Betty Jane attended meetings faithfully, and was a very strong supporter of the college. The scholarship is funded by donations from Board members. The amount of the scholarship is determined by the amount of donations received each year.

Because of Betty Jane’s background in nursing and her special interest in PHCC’s nursing program, the scholarship was designated to be given to a nursing student with a grade point average of at least 3.0. Scholarships have been awarded to deserving nursing students each fall semester since 2010.

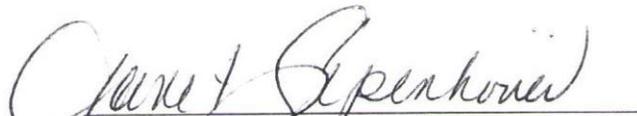
John McCraw made the motion to continue the scholarship this year. Roger Hayden seconded the motion. The motion passed unanimously with a roll call vote.

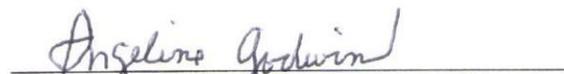
<b>Board Members' Vote by Roll Call</b>		
Yes	Janet	Copenhaver
Yes	Dr. Dennis	Casey
Yes	Gary	Collins
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Yes	Barry	Helmstutler
Yes	George	Hippisley
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Yes	Bill	O'Brien
Yes	Robert	Vogler
Yes	Wren	Williams

Janet thanked the members and said that information would be sent out soon with details for making contributions to the Betty Jane Simpson Memorial Scholarship.

### **Adjournment**

With no further discussion or comments brought forth, Janet Copenhaver, Chair, adjourned the meeting at 1:12 pm. The next meeting will be May 17, 2021.

  
Janet Copenhaver, Chair

  
Angeline Godwin, Secretary to the Board