

**PATRICK & HENRY COMMUNITY COLLEGE**  
**Local Board**  
**Joint meeting of the Budget & Finance and Legislative Committees**  
**January 23, 2023**

**Minutes**

The Patrick & Henry Community College Board Budget & Finance Committee met jointly with the Legislative Committee at 11:30 a.m. on Monday, January 23, 2023, in the Dalton IDEA Center, 26 Fayette Street, Martinsville.

**BUDGET & FINANCE COMMITTEE**

Mr. George Hippisley, Budget & Finance Committee Chair, called the Committee to order at 11:30 a.m. Other Committee members present were: Mr. Robert Foster, Dr. Shana LeGrant, Mr. Gary Collins, and Ms. Pamela Allen. A quorum was present.

Others present were: Mr. Jack Hanbury, P&HCC Liaison, and Ms. Sue-Ann Ehmann, recorder, Ms. Monica Hatchett, Dr. Shana LeGrant, Mr. Gary Collins, and Ms. Pamela Allen.

**Report on Local Funds Expenditures – Period Ending December 31, 2022**

Report given by Mr. Jack Hanbury, Vice President for Financial & Administrative Services.

- **Local Funds Summary**

We have a surplus of \$96,424 for a total balance of \$1,426,687.

- **Locality Fund Budget**

We anticipate that much of the \$70,000 that has been budgeted for the terrazzo floor in MET II will not be used. The portion we don't use will be added to our surplus. All other lines are within budget.

- **Auxiliary Funds Budget**

We haven't received Vending commissions so a gentle reminder will be sent for them to send those in. With the Vending and January Bookstore commissions we will be able to pay the \$25,000 transfer to Student Activities. Everything else remains within budget.

- **Auxiliary Funds Investments Performance**

Investments were down only 1.61% in December and for the fiscal year to date we are up 2.84%. Overall, our investments have outperformed the markets, so we are very pleased. Gary Collins reported that Morning Star follows 15,000 mutual funds and only 30 are named to their premier list. Our fund is one of those 30.

- **Student Activities Budget**

Revenues tend to lag behind expenses. Most of our athletic expenses occur in the fall. Not all of our revenues are received until the spring. We anticipate the budget will be balanced by the end of the fiscal year.

- **Student Activities Funds**

All student clubs are within budget.

- **Parking Funds**

Funds have been set aside to finish the crosswalk in front of the Walker building. Pavers in the shape of a compass will be added in the middle of the crosswalk.

## Consideration of Board Report #431, Fiscal Year 2024 Local Funds Requests

George Hippisley, Chair, asked Jack Hanbury to summarize the proposed Board Report #431.

Mr. Hanbury explained that Patrick County had requested we submit our Local Funds request in December – on very short notice – which he did. Last year Patrick County had cut our funding from \$17,000 to \$10,000. Jack asked that the \$17,000 request be reinstated. He also requested a 5% increase from the city of Martinsville. He did not request an increase from Henry County because they had granted a 5% increase this past fiscal year.

**Motion #1.** A motion to offer Board Report #431 to the full board for approval was made by Mr. Robert Foster and seconded by Dr. Shana LeGrant. The motion carried with full committee approval.

With no further discussion, Mr. Hippisley adjourned the Budget and Finance Committee at 11:44 a.m.

## LEGISLATIVE COMMITTEE

Ms. Monica Hatchett, Chair called the Legislative Committee to order at 11:44 a.m.

Other Committee members present were: Dr. Shana LeGrant, Mr. Gary Collins, and Ms. Pamela Allen. A quorum was present.

Others present were: Dr. Greg Hodges, P&HCC Liaison, and Ms. Sue-Ann Ehmann, recorder, Mr. George Hippisley, Mr. Robert Foster, Dr. Shana LeGrant, Mr. Gary Collins, and Ms. Pamela Allen.

## Consideration of Board Report #430, Amending Sexual Misconduct Policy


Ms. Monica Hatchett explained that the amendment essentially aligns language with current terminology. The main update is that the burden of proof no longer lies with the complainant, but with the investigator.

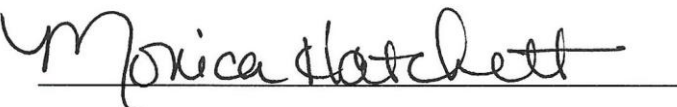
**Motion #2.** A motion to offer Board Report #430 to the full board for approval was made by Dr. Shana LeGrant and seconded by Pamela Allen. The motion carried with full committee approval.

With no further discussion, Ms. Hatchett adjourned the Legislative Committee at 11:50 a.m.

  
George Hippisley, Chair, Budget & Finance Committee

Recorded by:

  
Sue Ann Ehmann

  
Monica Hatchett, Chair, Legislative Committee

**PATRICK & HENRY COMMUNITY COLLEGE**  
**Local Board**  
**Academic & Student Affairs Committee**  
**January 23, 2023**

**Minutes**

The Patrick & Henry Community College Board Academic & Student Affairs Committee met at 11:30 a.m. on Monday, January 23, 2023, in the Dalton IDEA Center, 26 Fayette Street, Martinsville, VA.

Mr. Wayne Moore, Academic & Student Affairs Committee Chair, called the meeting to order at 11:30 a.m. Other Committee members present were: Mr. Sean Adkins, Ms. Jewell Drewery, Mr. Ouss Sahhar. Ms. Monica Hatchett was absent. A quorum was present.

Others present were: Dr. Chris Wikstrom, P&HCC Liaison, and Ms. Letitia Pulliam, recorder.

**Consideration of Board Report #432 – Discontinuance of Several Programs**

- Health Sciences Certificate
- Pharmacy Tech Career Studies Certificate
- EMT Paramedic Career Studies Certificate
- EMT Intermediate Career Studies Certificate

Dr. Chris Wikstrom, Vice President of Academic & Student Success Services, discussed the rationale of discontinuing the four programs. Realignment with existing programs will allow students to earn credentials quicker. With the existence of the Pre-Nursing curriculum, the Health Sciences Certificate is not as applicable. The Pharmacy Tech CSC lends itself more to the Workforce side of the college instead of the academic side. The EMT CSC's discontinuance would align better with the Associate degree track as it gives students the same topics and the opportunity for more credentials. He made it clear to the committee there are no students enrolled in any of these programs at the present time.

**Motion #1.** A motion to offer Board Report #432 to the full board for approval was made by Ouss Sahar and seconded by Jewell Drewery. The motion carried with full committee approval.

**Consideration of Board Report #433 – Approval of New Program (Automotive Maintenance and Light Repair).**

Dr. Wikstrom reported that this program would be housed at Patrick County High School and the instructor would be Robbie Wagner. This is a result of employer needs that revealed the potential for 85 new jobs and a starting salary of \$44,500 per year. There is also the possibility of this program being taught in the future and housed at the MET II complex in Martinsville.

**Motion #2.** A motion to offer Board Report #433 to the full board for approval was made by Sean Adkins and seconded by Ouss Sahar. The motion carried with full committee approval.

With no further discussion, Mr. Moore adjourned the committee at 11:52 a.m.

A handwritten signature in cursive script that reads "Wayne E. Moore". The signature is written in black ink and is positioned above a horizontal line.

Wayne Moore, Chair, Academic & Student Affairs Committee

Recorded by:

Letitia Pulliam