

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**Local Advisory Board Meeting Minutes**  
**Minutes No. 276, September 19, 2019**

Vice Chair Joyce Kessinger called the meeting to order at 11:35am, welcoming new members Todd Putney (Roanoke City), and Bill Cooper (Franklin County-absent). She then welcomed the representatives from the College senates.

Members Present:       Dr. Sam English, Roanoke County  
                              John Francis, Roanoke City  
                              Dr. Forest Jones, City of Salem  
                              Joyce Kessinger, Botetourt County -- Vice Chair  
                              Granger Macfarlane, Roanoke City  
                              Dr. Marie Parette, Craig County  
                              Todd Putney, Roanoke City

Members Absent:       William Cooper, Franklin County  
                              Josh Johnson, Roanoke City -- Chair  
                              Dr. Ken Nicely, Roanoke County  
                              Vacant, Roanoke County

Faculty/Staff Present: Amy Balzer, Assistant to College President  
                              Amanda Decker, Workforce Development Solutions  
                              Marilyn Herbert-Ashton, Vice President of Institutional Advancement  
                              Rachelle Koudelik-Jones, Dean of Institutional Effectiveness  
                              Jennifer Pittman, Associate Vice President of Human Resources  
                              Lisa Ridpath, Vice President of Financial and Administrative Services  
                              Richard Robers, Administrative Faculty Senate  
                              Dr. Robert Sandel, College President  
                              Connie Smith, Staff Senate Chair  
                              Jeff Strom, Faculty Senate Representative  
                              Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs

**I.       APPROVAL OF MINUTES**

*Mr. Francis made a motion to approve the minutes of the May 16, 2019 meeting as presented. . Dr. English seconded the motion and the motion passed.*

**II.      PUBLIC COMMENT**

No public comment.

**III.     REPORT FROM THE PRESIDENT**

Dr. Sandel shared the College update:

- Welcomed new board members
- STEM building Grand Opening Ceremony October 17<sup>th</sup>, great speakers in place
- Transportation Plaza underway and Colonial Ave roadwork moving along
- Enrollment trending better than anticipated for fall semester

- Ms. Herbert-Ashton named Dean of Nursing Program due to strong nursing background; and has strengthened the RN program while navigating the Accreditation Commission for Education in Nursing (ACEN) accreditation process.

#### **IV. COLLEGE REPORTS AND UPDATES**

##### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer provided the ASA update highlighting the following:

- Great start to fall semester with the opening of the STEM building, so much excitement
- Enrollment is strong this semester and retention is key
- Guided Pathways has reportable student progression results reflecting effectiveness already
- Virginia Western Online launched on the College website this semester with expanded program offerings and increased wraparound services
- G3 initiative is a collaborative effort crossing multiple divisions on campus
- Jefferson College of Health Sciences and Radford University merger created opportunities for VWCC with 3 associates programs: Occupational and Physical Therapy Assistant, and Surgical Technology

Dr. Wilmer explained the annual affirmation requirements for the Student Conduct Policy and Grievance Policy and Procedures, and any minor changes made to these policies over the last year.

*Dr. English made a motion to reaffirm the Student Conduct Policy and Grievance Policy and Procedures as presented. Dr. Jones seconded the motion and motion passed.*

Dr. Wilmer then explained the new and discontinued programs and the justification behind each item.

*Dr. Paretti made a motion to approve the following discontinuances and additions. Mr. Macfarlane seconded the motion and the motion passed.*

<i>Discontinuance:</i>	<i>IT: Desktop Support Technician CSC</i>
<i>Additions:</i>	<i>IT: Information Technology Support Analyst CSC</i>
	<i>Business Communications CSC</i>
	<i>Health Selective Admissions Preparation CSC (Dual Enrollment (G3))</i>
	<i>Foundations of Criminal Justice CSC (G3)</i>
	<i>Early Childhood Development Advanced CSC (G3)</i>

##### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2018 through June 30, 2019. The Local Funds balance as of 6/30/19 was \$7.45 million. Revenues came in slightly stronger and expenditures ended as expected. No adjustments were requested as the Local Board Finance Committee prefers for the fiscal year-end budget to remain ‘as is’ for historical reference. Ms. Ridpath reviewed several budget lines where actual revenues exceeded projections, noted in bold on the reports.

*Mr. Macfarlane presented the motion and second on behalf of the Finance Committee requesting Local Advisory Board approval of the Local Fund Report for the period of July 1, 2018 through June 30, 2019 as presented. All in favor with no discussion.*

Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2019 through August 31, 2019. The local funds balance as of 8/31/19 was \$6.96 million. The decrease from fiscal year 2019 year-end is due mainly to the annual Student Life Center debt service payment. No adjustments requested.

*Mr. Macfarlane presented the motion and second on behalf of the Finance Committee requesting Local Advisory Board approval of the Local Fund Budget from July 1, 2019-August 31, 2019. All in favor with no discussion.*

Ms. Ridpath shared the summary of capital and planning projects underway was included in the meeting packet.

## **HUMAN RESOURCES**

Ms. Pittman shared that the College recently submitted a workforce planning assessment in collaboration with the Department of Human Resources Management (DHRM) and VCCS system office. This report is designed to help state agencies assess key employment metrics, risk factors, best practices, and goals for developing and sustaining an effective workforce. The system office will add additional information and return to the College over the winter for review and planning.

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton provided the Institutional Advancement update:

- As of July 2019, total liabilities and net assets of the Educational Foundation were \$22.5 million
- 448 first, second and third year CCAP students enrolled for fall 2019
- Educational Foundation recently partnered with Kroger and Kraft/Heinz resulting in \$20,000 in kind giving to pilot a full campus student pantry; VWCC being the first college in the VCCS to feature a pantry of this kind and size
- Fralin Futures STEM-H Scholarships have been awarded to the first cohort of 12 deserving students
- STEM Building Grand Opening Ceremony on October 17<sup>th</sup>. Evites sent for this evening gala
- CCAP2 Campaign is active until 2020. \$2,160,330 of the \$3,250,000 raised to date
- New Marketing Department staff member, Corey Bapst, expertise in social media will benefit college
- Grants total funding FY 19-20 to date \$841, 584.

## **INSTITUTIONAL EFFECTIVENESS**

Ms. Koudelik-Jones noted that the SACS-COC 5<sup>th</sup> Year Report was submitted on time. The IE Office will oversee the narration of the next strategic plan. The current plan will end in 2021 with the new plan covering six-year span to align with the system office's plan. Community input will be sought for the new plan, as well as inclusion of all areas of the college. As a requirement of SACS, the College's Mission, Vision, Core Values and Institutional Goals, as presented in the current strategic plan, shall be reaffirmed annually and were presented in the packet.

*Dr. Jones made a motion to reaffirm the College's mission, vision, core values and institutional goals as presented. Mr. Putney seconded the motion and the motion passed.*

## **WORKFORCE DEVELOPMENT SERVICES**

Dr. Hayward highlighted the following in the WDS update:

- Strategic planning for WDS is mostly complete and new website will be up and running soon
  - Website will highlight high quality career and workforce training.

- New division name will be announced soon
- Thanked Grants Office for assistance with funding for new programs
- New course offerings: Nurse Aide, Precision Machining and heavy equipment operator
- New course offerings for business professionals: Becoming a Supervisor, Creating a Culture of Innovation, and EQ Bootcamp-Emotional Intelligence
- CDL enrollment has doubled with the FastForward funding

**V. REPORT FROM THE CHAIR**

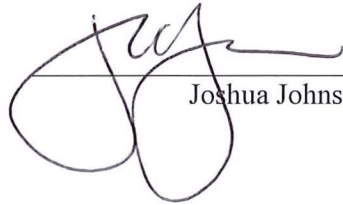
Ms. Kessinger invited all to participate in tour the STEM building immediately following the meeting.

**VI. MEETING ADJOURNMENT**

With no further business, the meeting adjourned at 12:41pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:



Joshua Johnson

1/16/20  
Date