

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 278, June 1, 2020

Memo for the Record

Local Advisory Board Meetings 278

This meeting of the Local Advisory Board scheduled for March 19, 2020 was cancelled due to the onset of COVID 19 Pandemic. The original March meeting packets were circulated, however, action items need to be presented and voted upon.

The June 1, 2020 Zoom/Conference Call meeting will merge the March and May meetings and will cover the action items and documentation contained within each meeting packet. This meeting is being offered in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.

Information on holding electronic meetings during an emergency

In accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly the Virginia Western Community College Local Advisory Board of Directors and its Finance Committee will hold electronic meetings due to the emergency of the COVID-19 pandemic. Pursuant to the legislation, a quorum in a single location is not required.

Chairman Johnson called the meeting to order will roll call attendance at 3:35pm held via Zoom/Conference Call.

Members Present: William Cooper, Franklin County
Dr. Sam English, Roanoke County
John Francis, Roanoke City
Josh Johnson, Roanoke City -- Chair
Dr. Forest Jones, City of Salem
Granger Macfarlane, Roanoke City
Dr. Ken Nicely, Roanoke County
Dr. Marie Paretti, Craig County
Todd Putney, Roanoke City

Members Absent: Joyce Kessinger, Botetourt County -- Vice Chair
Vacant, Roanoke County

Faculty/Staff Present: Amy Balzer, Assistant to College President
Dr. Milan Hayward, Vice President of Career and Corporate Training
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
Catherine Ferguson, Staff Senate Chair
Jeff Strom, Faculty Senate Representative
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs

I. PUBLIC COMMENT

No public

II. ACTION ITEMS REQUIRING APPROVAL FROM CANCELLED MARCH MEETING

A. January 16, 2020 Meeting Minutes

Mr. Francis made a motion to approve the minutes of the January 16, 2020 meeting as presented.

The motion carried as a roll call vote was taken on the motion as stated.

AYES: 10 OPPOSED: 0

B. Academic and Student Affairs

***New Programs of Study**

CSC: Advanced Foundations of Criminal Justice

Foundations of Human Services

Advanced Skills in Human Services

Advanced Medical Office Specialist

Technology in Mechatronics

Health Professions: Introduction to Dental Hygiene

Introduction to Nursing

Introduction to Radiography

Introduction to Radiation Oncology

Introduction to Medical Laboratory Technology

Introduction to Practical Nursing

Introduction to Physical Therapy Assistant

Emergency Medical Technician – Basic

Dr. Wilmer presented the 13 new programs of study as listed above for Local Board approval. Dr. Jones made the motion to approve the new programs of study as presented.

The motion carried as a roll call vote was taken on the motion as stated.

AYES: 10 OPPOSED: 0 and the motion passed.

C. Financial and Administrative Services

*Local Fund Financial Reports 7/1/20-2/29/20

*Parking fee decrease

*2020-22 Auxiliary Parking Plan

*Increase Campus Pavement Rehabilitation Project Phase 2

Mr. Macfarlane and Ms. Ridpath presented the financial reports, parking fee decrease request, the biennial parking plan and the increase in phase 2 of the parking lot rehabilitation project. Dr. Nicely / Mr. Francis presented the motion and second on behalf of the Finance Committee for the above requests for approval by the Local Board.

The motion carried as a roll call vote was taken on the motion as stated.

AYES: 10 OPPOSED: 0

III. REPORT FROM THE PRESIDENT

Dr. Sandel shared Virginia Western's COVID 19 Pandemic Timeline of Events. A document listing out the chronologic steps taken as the pandemic began and the College's actions taken in response. Special shout out to the Executive Team, COOP Task Force, Deans, Faculty, Staff and the Educational Foundation for excellent collaboration and rapid transition of the College to telework and remote/online learning. Even further evidenced by steady enrollment for summer and promising fall enrollment to date. Under the direction of Marilyn Herbert-Ashton, the Reopening Task Force is working hard on plans to reopen campus based on guidelines as set forth by the Governor.

President Sandel then noted the included 2019-2020 College Priorities Assessments. He then requested a motion for Board approval of these assessments.

Chairman Johnson commended President Sandel and the Leadership Team on taking appropriate and careful actions in continuing college business.

(Moved back to this section for action) Dr. Jones made the motion to approve the 2019-2020 Institutional Priorities Assessments as provided. Mr. Francis seconded the motion.

The motion carried, and a roll call vote was taking on the motion stated (Mr. Cooper experienced technical difficulty).

AYES: 9 OPPOSED: 0

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer briefly reviewed the current plans for summer and fall class scheduling, and that G3 programming has been put on hold for the time being. She then requested a motion for discontinuance of the career studies certificate in Applied Interdisciplinary Science due to low enrollment.

Mr. Francis made a motion to approve the 2020 Curriculum Advisory Committees as presented. Mr. Putney seconded the motion and the motion passed.

The motion carried, and a roll call vote was taking on the motion stated.

AYES: 10 OPPOSED: 0

A. Financial and Administrative Services

- *Local Fund Financial Reports 7/1/20-2/29/20
- *Parking fee decrease
- *2020-22 Auxiliary Parking Plan
- *Increase Campus Pavement Rehabilitation Project Phase 2

Mr. Macfarlane and Ms. Ridpath presented the financial reports, parking fee decrease request, the biennial parking plan and the increase in phase 2 of the parking lot rehabilitation project. Mr. Macfarlane presented the motion and second on behalf of the Finance Committee for the above approval requests.

The motion carried, and a roll call vote was taking on the motion stated.

AYES: 10 OPPOSED: 0

I. REPORT FROM THE PRESIDENT

Dr. Sandel shared Virginia Western's COVID 19 Pandemic Timeline of Events. A document listing out the chronologic steps taken as the pandemic began and the College's actions taken in response. Special shout out to the Executive Team, COOP Task Force, Deans, Faculty, Staff and the Education Foundation for excellent collaboration and fast transition of the College to telework and remote/online learning. Even further evidenced by steady enrollment for summer and promising fall enrollment to date. Under the direction of Marilyn Herbert-Ashton, the Reopening Task Force is working hard on plans to reopen campus based on guidelines as set forth by the Governor.

President Sandel then noted the included 2019-2020 College Priorities Assessments. He then requested a motion for Board approval of these assessments.

Mr. Francis made the motion to approve the 2019-2020 Institutional Priorities Assessments as provided. Dr. Nicely seconded the motion.

The motion carried, and a roll call vote was taking on the motion stated.

AYES: 10 OPPOSED: 0

II. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer briefly reviewed the current plans for summer and fall class scheduling, and that G3 programming has been put on hold for the time being. She then requested a motion for approval to discontinue the career studies certificate in Applied Interdisciplinary Science due to low enrollment.

Mr. Nicely made the motion to approve the program discontinuance as noted above. Mr. Francis seconded the motion.

The motion carried, and a roll call vote was taking on the motion stated (Mr. Cooper experiencing technical difficulty during roll call).

AYES: 9 OPPOSED: 0

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2019 through May 15, 2020. Revenues are ending the fiscal year at projected levels and expenditures are trending below anticipated levels due to the COVID -19 outbreak and cancellation of many year-end student activities and events. For the year ending 2019.2020, budget and actuals are within expected levels.

Ms. Ridpath then reviewed the proposed FY 2020-2021 budget. This is based on decrease in parking fee and level student activities fees as recommended to the State Board. Conservative enrollment projections being used given the current economic environment and the uncertain impact COVID 19 may have. Revisions will be made as needed.

Mr. Macfarlane presented the motion and Dr. Nicely seconded for Local Board approval of the financial reports for July 1, 2019 through May 15, 2020, and the proposed 2020-2021 fiscal year budget effective July 1, 2020 as presented.

The motion carried as a roll call vote was taken on the motion stated (Mr. Cooper experiencing technical difficulty during roll call).

AYES: 9

OPPOSED: 0

HUMAN RESOURCES

Ms. Pittman directed attention to the HR update on recruitments and COVID 19 state benefits as explained in the meeting packet.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton provided the Institutional Advancement update including the below:

- As of April 30, 2020, total liabilities and net assets of the Educational Foundation were \$21.6 million
- Virginia Western Rapids Response Student Emergency Fund and Virginia Western Achieve were announced as increased/new initiatives by the Educational Foundation
- Community College Access Program as 92% response rate for fall semester
- Marketing/Social Media very active with keeping students informed as College receives updates

Ms. Herbert-Ashton noted that she has been appointed to chair the College's Reopening Task Force, charged with developing/organizing the multiphase campus opening plans for both Summer and Fall semesters. Details will be shared as the plan is formalized.

INSTITUTIONAL EFFECTIVENESS

Ms. Koudelik-Jones noted that the

- SACS 5th Year Interim Report was submitted in September 2019 and there were a few minor responses that needed to be submitted. These have been submitted
- The full 10 Year Report will be due March 2023.
- New Strategic Planning process is being paused, realizing that understanding the impact of this pandemic on short term and long term focuses on our students, the College, and our community will be essential in developing the new Plan.

CAREER AND CORPORATE TRAINING (CCT)

Dr. Hayward shared the CCT update to include the impact of the pandemic on the CCT division

- Most of CCT spring classes were suspended in March until face to face instruction may resume and classes may conclude trainings, with a few exceptions
- One exception being Pharm Tech Program, after brief pause, students were able to complete program online/live remote, and under RSVP Grant students will continue to review course materials until credentialing exam. Much appreciation to VWCCEF for assistance with securing laptops for RSVP/Pharm Tech students to prepare for exams
- First priority once face to face is allowed will be to resume will be completion of all spring courses.
- VWCCEF grant approved to fund CNA instructor for next session
- CCT continues to transition all FastForward courses online to the extent possible, however, hybrid approach are required for most CCT courses (many require hands on laboratory training).

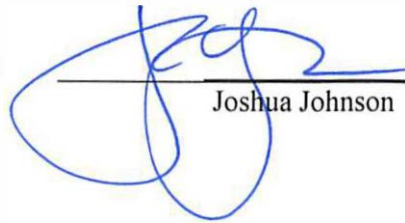
III. MEETING ADJOURNMENT

Mr. Johnson lost video connection and phoned in to adjourn the meeting. Dr. Sandel conveyed the adjournment.

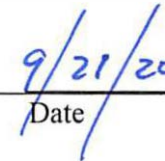
With no further business, the meeting adjourned at 4:45pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:



Joshua Johnson



Date