

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 279, September 17, 2020

Memo for the Record

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
Joyce Kessinger, Botetourt County -- Vice Chair
Granger Macfarlane, Roanoke City
Dr. Ken Nicely, Roanoke County
Dr. Marie Paretto, Craig County
Todd Putney, Roanoke City

Members Absent: Dr. Forest Jones, City of Salem
Vacant, Roanoke County

Faculty/Staff Present: Mike Abajace, Faculty, Liberal Arts and Social Sciences
Amy Balzer, Assistant to College President
Dr. Milan Hayward, Vice President of Career and Corporate Training
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Melissa Marcus, Career and Corporate Training
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
Reginald Walker, Facilities Planning
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs

I. WELCOME AND CALL TO ORDER

Chairman Johnson called the meeting to order at 3:35pm and reviewed electronic meeting protocol.

Mr. Cooper made the motion to approve the minutes of June 1, 2020 virtual meeting of the Local Advisory Board. Dr. English seconded the motion. The motion carried with a vote by affirmation on the motion as stated: Approval: 9 Opposed: 0

II. PUBLIC COMMENT

No public comments presented.

III. REPORT FROM THE PRESIDENT

Dr. Sandel opened his remarks with a moment of silence in memory and honor of Rachelle Koudelik-Jones, the College's Dean of Institutional Effectiveness, who passed away on Saturday, September 12, 2020. Well respected staff member, very special to all of the VWCC community.

Dr. Sandel then shared a new meeting feature of highlighting rising stars at VWCC, each having talents that make them unique and an asset to the College. Invited to this meeting were: Mike Abajace, Faculty member for the School of Liberal Arts and Social Sciences; Reginal Walker, Project Manager for Facilities Planning and Management; and Melissa Marcus, Fast Forward Coach for School of Career and Corporate Training. These employees were selected by Dr. Sandel and his Executive Team for standout contributions. Chairman Johnson commented on the importance of recognizing key contributors within the college as the Board members do not have the opportunity to acknowledge them otherwise.

President Sandel then noted the included 2020-2021 College Priorities requiring approval of the Local Board. He touched on the key areas of focus and fielded questions.

Dr. Parette made the motion to approve the 2020-2021 Institutional Priorities Assessments as provided. Dr. English seconded the motion. The motion carried with a vote by affirmation on the motion as stated: AYES: 9 OPPOSED: 0

Lastly, President Sandel made mention of the College building name history as provided in the packet. The State Board passed a resolution requesting review of all naming on VCCS campuses. Josh Meyer reviewed the building and room names origins. The only directly traceable name on campus that could be traced to slavery would be Anderson Hall, however, this building was recently demolished as required by the construction of the STEM building. Dr. Sandel asked the Board to read the information and to keep in mind that any suggested naming issues are to be presented to the State Board in March 2021. This topic will be touched on again at the January 2021 meeting of this Board.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer briefly reviewed the progress of fall classes as affected by the pandemic, noting that all spring hands-on and clinical classes that were paused in the spring were completed over the summer. Fall scheduling followed all protocols provided in the Fall Campus Reopening Plan, as will the spring 2021 classes. All VCCS colleges will remain primarily online through the spring.

Dr. Wilmer then shared the annual affirmation of the Student Conduct Policy is required and reviewed the minor changes.

Also presented was a revision to the Biotechnology Curriculum Advisory Board membership.

Mr. Cooper made a motion to approve the updated Student Conduct Policy AND the revised 2020 Biotechnology Curriculum Advisory Board membership. Mr. Francis seconded the motion. The motion carried with a vote by affirmation on the motion as stated: Ayes: 9 Opposed: 0

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Macfarlane requested that Ms. Ridpath present the financial report on behalf of the Finance Committee.

- The FY 2020 budget coming in stronger than anticipated given that the virus began very close to the end of the fiscal year. Revenues and expenses aligned with the projected budget.
- Local Fund Financial Report for the period of July 1, 2020 through August 30, 2020 was presented and fund adjustments were discussed as being expected due the impact of the virus with campus closure.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee recommending Board approval of the FY 2020 Local Fund Financial Reports for the period of July 1, 2019-June 30, 2020 as presented; AND approval of the FY 2021 Local Fund Financial Reports for the period of July 1, 2020-August 30, 2020 as presented with adjustments noted in the report. The motion carried with a vote by affirmation on the motion as stated: AYES: 9 OPPOSED: 0

HUMAN RESOURCES

Ms. Pittman presented the College's mission, vision, values and goals requiring annual affirmation per SACS guidelines. There no changes to these in the past year.

Ms. Kessinger presented the motion to approve the College mission, vision, value and goals as presented. Dr. Paretti seconded the motion. The motion carried with a vote by affirmation on this motion as stated: AYES: 9 OPPOSED: 0

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the following updates:

- Reviewed the Covid-19 Pandemic Response and Reopening Plans
 - The task force, under her direction, successfully authored both summer and fall reopening plans, which have guided the college from full campus closure to the public to a gradually reopening of services. She complemented to the great collaboration of the task force.
- VWCC's Educational Foundation is #1 in the VA community college system in providing scholarship assistance to the students
 - Franklin County board member, Bill Cooper, requested a breakdown in the geography of scholarship recipients. Ms. Herbert-Ashton will provide to the entire board.
- Shared many pandemic related initiatives
- Grants for FY 20-21 nearing \$2.6 million in funding
- Marketing and Communications has played a key role in pandemic response/crisis management in the messaging shared with campus and via the website, kudos to Josh Meyer for the many roles he's played
 - Web team now reports to Marketing/Communications and they have been very responsive to handling of the pandemic in a positive manner

CAREER AND CORPORATE TRAINING (CCT)

Dr. Hayward presented the following updates:

- Businesses are starting to reach out post pandemic seeking business. Greatest challenge is reaching the students and getting them back in the classes and trainings.

- Thanks to a grant, CCT developed and mailed their first catalog in many years, focused on credentialing adult learners and offering a ‘jump start’ to a new career.
- Hall Associates Career Center transitioned all services to virtual and remote this past spring
 - Offering career readiness lessons for 575 students
- New EKG Technician course and more credentialing opportunities coming in the very near future

V. CHAIRMAN’S REPORT

Mr. Johnson shared that his tenure as chair has been an absolute pleasure. He’s been overly impressed with the college and leadership. He remains optimistic and hopeful for the future.

Mr. Johnson then presented the 2020-2022 slate of officers, as nominated by the Executive Committee on September 9th:

- Ms. Joyce Kessinger – Chair
- Mr. John Francis – Vice Chair
- Mr. Granger Macfarlane – Reappointed as Finance Committee Chair
- Mr. William ‘Bill’ Cooper – Finance Committee Member

Mr. Cooper made to the motion for board approval of the slate of officers for 2020-2022 as presented above. Mr. Putney seconded the motion. The motion carried with a vote by affirmation on the motion as stated: AYES 9 OPPOSED 0

VI. MEETING ADJOURNMENT

With no further business, Mr. Cooper made the motion to adjourn the meeting at 4:45pm. Dr. English seconded the motion. The motion carried with a vote by affirmation on the motion as stated:

AYES 9 OPPOSED 0

Minutes submitted by: Amy Balzer

Minutes Approved by: Joyce R. Kessinger 2/3/21
Joyce Kessinger Date