

# **VIRGINIA WESTERN COMMUNITY COLLEGE**

## **Local Advisory Board Meeting Minutes**

**Minutes No. 281, March 18, 2021**

### **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.*

Board Chair Joyce Kessinger called the meeting to order with roll call attendance at 3:35pm held via Zoom/Conference Call.

Members Present: William Cooper, Franklin County  
John Francis, Roanoke City -- Vice Chair  
Penny Hodge, Roanoke County  
Dr. Forest Jones, City of Salem  
Joyce Kessinger, Botetourt County -- Chair  
Granger Macfarlane, Roanoke City  
Dr. Ken Nicely, Roanoke County  
Dr. Marie Paretti, Craig County

Members Absent: Josh Johnson, Roanoke City  
Todd Putney, Roanoke City

Faculty/Staff Present: Mike Abajace, Faculty Senate Representative  
Fredona Aaron, Business Manager  
Joseph Bear, Media Technology  
Amy Balzer, Assistant to College President  
Heather Butler, Hidden Gem Feature  
Shonny Cooke, Career Services Manager (CCT)  
Catherine Ferguson, Staff Senate Chair  
Marilyn Herbert-Ashton, Vice President of Institutional Advancement  
Jennifer Pittman, Assoc Vice President of HR/Interim Dean of IE  
Lisa Ridpath, Vice President of Financial and Administrative Services  
Richard Robers, Administrative Faculty Senate  
Dr. Robert Sandel, College President  
Lindsey Weston, Hidden Gem Feature  
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs  
Kevin Witter, Director of Facilities, Planning and Development

### **I. WELCOME AND CALL TO ORDER**

Ms. Kessinger reviewed electronic meeting protocol and noted the meeting will be recorded

- Welcomed all guests, board members, faculty and staff
- Noted virtual meeting protocol located in packet
- Asked Amy Balzer to record roll call

*Mr. Francis made the motion to approve the minutes of January 28, 2021 virtual meeting of the Local Advisory Board. Ms. Hodge seconded the motion. The motion carried with a vote by affirmation on the motion as stated. Approval: 9 Opposed: 0*

## **II. REPORT FROM THE PRESIDENT**

Dr. Sandel had the honor of presenting two of Virginia Western's Hidden Gems who are employees acknowledged for having special talents and contributions that make them unique and valuable assets to the College. Invited to this meeting were: Lindsey Weston, Human Resources Specialist and Heather Butler, Science Faculty /Program Head. These employees were selected by Dr. Sandel and his Executive Team for standout contributions.

Dr. Sandel noted that the college remains at 70/30 with online/in person instruction. Planning to move forward with greater presence on campus for fall semester. Campus is safe-very few hiccups-followed all protocols closely. Thanked Marilyn Herbert-Aston and the Task Force for doing a great job.

## **III. COLLEGE REPORTS AND UPDATES**

### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer shared a Fall and Spring semester COVID 19 update:

- Most classes continue to be delivered online. Clinical and hands on classes being held on campus follow necessary protocols. Summer classes will follow same format as Fall and Spring.
- Conversations underway about the delivery of Fall 2021 classes, students have voiced interest in returning to campus.
- Re-employing Virginians (REV) and CARES Act state funding impacted the college in increasing enrollment of unemployed and underemployed students by providing tuition assistance. The college staff worked very hard to get students enrolled, and funding extended to year end.
- G3 will be funded and will assist with remaining tuition after federal and state financial aid, CCAP and other forms of aid are exhausted. Will help full and part time students gain credentials in high demand fields to enter directly into the workforce.
- PTA and Surge Tech will come to BWCC following the Radford/Jefferson College merger
- Transfer VA working to establish portal to evaluate transfer credits from VCCS colleges to four-year colleges.

### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Macfarlane requested that Ms. Ridpath present the FY 2021 Financial Reports for the period of July 1, 2020 through March 5, 2021 as presented with the following budget adjustments:

#### **Construction Fund**

**Decrease the Construct STEM Building (17991) by \$633,143** as we are working with the VCCS to close-out this project. Decrease reflects a technical adjustment for payments that crossed fiscal years.

**Transfer \$100,000 from the Construct Transportation Plaza to Facility Improvements** to repair the utility yard fence behind the Anderson Hall demolition site. This area is now more visible, and the fence needs to be replaced to improve security in the utility yard. Existing fund balance is available to complete this project. A fee increase is not needed to support this improvements project.

**Campus Life Center Fund**

**Transfer \$50,000 from Fixtures, Furnishings and Equipment to CLC-FMS Operations** to repair the concrete joints on the 3<sup>rd</sup> floor patio to prevent erosion under the patio. Existing budget is available to complete these repairs. A fee increase is not needed to support this improvements project.

**Parking Fund**

**Decrease the Lot Maintenance, Repairs, Improvements and Monitoring by \$292,393.** Decrease reflects a technical adjustment for payments that crossed fiscal years.

***Mr. Macfarlane presented the motion on behalf of the Finance Committee to Recommend approval to the Local Board for the period of July 1, 2020 through March 5, 2021 local fund financial reports to include the noted adjustments as presented. The motion carried by vote of affirmation: AYES 8 OPPOSED 0***

Ms. Ridpath also shared that the College will not be forwarding a request to the State Board to increase mandatory fees for the upcoming academic year.

## **HUMAN RESOURCES AND INSTITUTIONAL EFFECTIVENESS**

Ms. Pittman shared that the chancellor has implemented an additional feedback tool across the VCCS as part of the evaluations of the college presidents. Full time faculty and staff were invited to participate in the 360-evaluation survey sharing their perceptions and effectiveness of their president in various areas of responsibilities. The survey results will be shared with the local board to be considered in their annual assessment of the president, and the local board chair's letter of evaluation to the Chancellor. A copy of the survey was provided in the meeting packet.

Work continues on developing a Board self-evaluation tools to be implemented this year as required by SACS. The full board will be invited to a working session with deliverables of refining and finalizing the tool and establishing the process for implementation.

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton shared the following updates:

- At the end of December 2020, the total Foundation investments at market were \$25.3M.
- The greatest focus of 2021-2022 is to close the CCAP2 campaign
- VWCC named a Promising Practices Institution by Southern Association of Colleges with Associate Degrees (SACAD) for fundraising efforts to support students in need of financial assistance during the pandemic.
- Grants area total funding on dashboard for FY 20-21 \$3,404,861
- Graduation will virtual, nursing pinning will be handled as drive through
- Communications and social media areas remain very active with conveying pandemic information

- Educational Foundation is in receipt of an irrevocable multi-generational planned gift from Edwin Hall. This is in addition to planned endowment of the Hall Associates Career Center, and the endowed chair and scholarships already funded.

In honor of Mr. Hall's cumulative transformational philanthropic vision, it is proposed to this Local Advisory Board that a naming opportunity be celebrated by the naming of the campus business science building The Hall Family Center for Business Sciences. This proposal has been unanimously approved by the Virginia Western Educational Foundation Board of Directors.

***Mr. Cooper made a motion to formally name the campus business science building The Hall Center for Business Sciences. Mr. Macfarlane seconded the motion and the motion carried with vote of affirmation. AYES 8 OPPOSED 0***

## **CAREER AND CORPORATE TRAINING (CCT)**

Ms. Shonny Cooke presented the update for CCT noting the following:

- Hired two positions under the Title III grant: Credit for Prior Learning (CPL) Specialist and Activities Coordinator.
- Hall Associates Career Center enters second semester supporting 500+ CCAP students with virtual career development and readiness programming through workshop trainings.
- American Association of Community Colleges (AACC) DOL Apprenticeship Grant currently exceeding timeline benchmark and supporting 111 registered apprentices through 15 employer apprentice program sponsors with services such as recruiting assistance, instructional curriculum alignment, apprentice mentor training for supervisors and managers, and/or related technical instruction.

## **IV. CHAIRMAN'S REPORT**

Ms. Kessinger shared the meeting calendar dates and noted the annual President's evaluation by the Board will begin late April. Graduation video will go live on Friday, May 14<sup>th</sup>.


## **V. MEETING ADJOURNMENT**

***With no further business, Ms. Kessinger adjourned the meeting at 4:22pm***

Minutes submitted by

Amy Balzer

Minutes Approved by

  
Joyce Kessinger

5/20/2021

Date