

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 282, May 20, 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 3:30pm held via Zoom/Conference Call.

Members Present: John Francis, Roanoke City -- Vice Chair
Penny Hodge, Roanoke County
Joshua Johnson, Roanoke City
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
Todd Putney, Roanoke City

Members Absent: William Cooper, Franklin County

Faculty/Staff Present: Fredona Aaron, Business Manager
Mike Abajace, Faculty Senate Representative
Joseph Bear, Media Technology
Amy Balzer, Assistant to College President
Katelyn Burton, Hidden Gem Feature
Dr. Milan Hayward, Vice President of Career and Corporate Training
Catherine Ferguson, Staff Senate Chair
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Jennifer Mengel, Hidden Gem Feature
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 /Board Secretary
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. Putney made the motion to approve the minutes of March 18, 2021 virtual meeting of the Local Advisory Board. Mr. Francis 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 began update:

- Graduation and nursing pinning ceremonies complete and successful.
- Summer will remain the same as spring 70/30, and fall will likely be 20/80
- Goal to return to campus after July 4th, expectation to fully man offices by start of fall semester
- Not requiring vaccinations, however, will strongly recommend per VCCS Policy
- Offering vaccination clinic on campus this month
- Filling key vacant positions before moving into fall semester
- COOP Task Force meets weekly, established procedures for keeping the campus safe during this pandemic, closely monitors CDC recommendations, kudos to this group
- COVID has strengthened the college, faculty and staff turned things around quickly and have done a great job doing so
- STEM students recognized nationally for 3D printing to make shields

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: Katelyn Burton, Reference and Instruction Librarian, and Jennifer Mengel, Information Technology Specialist. These employees were selected by Dr. Sandel and his Executive Team for standout contributions.

Dr. Sandel reviewed the assessments of the 2020-2021 College Priorities noting that the pandemic forced the college to do things very differently and to make the necessary modifications in a very short period of time. Efforts were on safety, campus sanitation, enrollment management and budget stabilization. The Educational Foundation was key in providing much needed emergency funding to help the students to remain in classes during this time. Both credit and non-credit sides of the college worked together to find ways to enroll and retain the students. CCT developing career readiness training and programming for adults and underserved populations. Transfer success improvement has been worked on. Operational safety and security have been a key focus during the pandemic.

Dr. Sandel then presented the seven 2021-2022 College Priorities noting the main focus to be on equity and diversity and creating a culture that supports this focus. The college will continue to keep programming current and available to all types of students and look at the best ways to serve them. Minority recruitment and retention for faculty/staff/administrative leadership/board memberships. Removing barriers, both academic and non-academic, to make the education journey more accessible, more streamlined and relevant to job searches. Accelerating completion time is also being considered. Concerns were discussed on the impacts of COVID on k-12 student including social, emotional, and academic readiness for next year.

Mr. Francis made the motion to approve the 2020-2021 Institutional Priorities Assessments and the 2021-2022 Institutional Priorities as presented. Mr. Macfarlane seconded the motion. The motion carried with a vote by affirmation. Approval: 9 Opposed: 0

III. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared an ASA update to include:

- Summer semester will mirror spring in 70% virtual and 30% in-person. Planning for fall semester to be very much like normal at this point.
- G3 will rollout this fall: a tuition assistance program for VA residents to enroll full or part time in programs leading to high demand fields.
- Enrollment process has been streamlined to better serve incoming students for both credit and non-credit programming
- Faculty offered professional development training opportunities to improve online teaching practices. Boosting Online Learning Development (BOLD) is a one-time training opportunity funded by federal relief monies
- Surgical Technology Pre-Health Career Studies Certificate, upon board approval, will begin in fall semester 2022. This program will prepare students to enter the Surgical Technology AAS Program.

Ms. Paretti presented the motion to approve the new Surgical Technology Career Studies Certificate as presented. Mr. Johnson seconded the motion. The motion carried with a vote by affirmation. Approval: 9 Opposed: 0

IV. FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Macfarlane requested that Ms. Ridpath present the Finance Committee Report as noted below:

- Finance Committee met immediately prior to board meeting and will present two motions; local board report for 7/1/2020-5/6/2021 and proposed 2021-2022 fiscal year budget
- Fee based revenues were as expected and service based revenues are lower due to pandemic; Expenditures were slightly lower than expected;
- Several action items related to campus capital projects on signage, gazebo and parking renovation and maintenance
- Currently \$9.9M local fund balance and will expend \$4.5M for these major projects
 - Bookstore Fund
 - Transfer \$500,000 from the Bookstore Fund to the Construction Fund Facility Improvements
 - Construction Fund
 - Increase LED/Digital Signage Project by \$1M
 - Transfer \$60,000 from the Construction Fund to the Arboretum Fund
 - Increase the Foundation Donation Gazebo Project by \$18,000
 - Transfer \$69,000 from the Construction Fund to the Arboretum Fund
 - Increase Gazebo Construction Project expenditure budget by \$87,500

- Parking Fund
 - Increase the vehicular Wayfinding Signage Project by \$500,000
- College Service Fund
 - Increase the Interior Campus Signage Project by \$250,000

Ms. Ridpath presented the motion on behalf of the Finance Committee to recommend approval of the Local Board Report for the period of July 1, 2020 through May6, 2021 to include the noted adjustments as presented. Also included in this motion is to recommend approval of the proposed Fiscal Year 2021-2022 Local Funds Budget as presented.

The motion carried by vote of affirmation: AYES 8 OPPOSED 0

Ms. Ridpath also noted the college capital projects report and a photo tour of campus shared in the board meeting packet. Thanked Kevin Witter for providing this great and comprehensive overview.

HUMAN RESOURCES AND INSTITUTIONAL EFFECTIVENESS

Ms. Pittman shared thanked those that participated in the first working session to develop an annual self-evaluation process for the Local Board as required by SACS. A second session will be held over the summer.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the following updates:

- Educational Foundation team is on fire and working very hard
- CCAP2 Campaign will close out 12/31/21 and has raised \$5.6M to date
- Gift of \$250k with possible match has been received and hoping to disclose information soon
- Endowment Initiative has raised to date \$9.7M and currently has legacy gift underway
- COVID response initiatives include student emergency fund providing 83 students with \$33k plus in funds this year, and the laptop loaner program providing 47laptops to students with 5+ on a wait list
- \$3,439,861 in grant funding for FY 20-21
- Marketing just wrapped up filming for fall commercial using tagline, “The value of a good education.”
- Web team just pushed out the redesigned college website, Kudos!

CAREER AND CORPORATE TRAINING (CCT)

Dr. Hayward presented the update for CCT noting the following:

- Recently seeing increased enrollment in FastForward programming
- Amin the pandemic, the CCT division maintained strong demand for CDL and Health Care training
- CCT recently held a department retreat to review business plan and moving forward with the new staff in place
- CCT embarked on new social media campaign with four focus areas and will run through August 2021
- Career Services has continued to serve students with impressive numbers amid the pandemic

- Cathy Ferguson has been promoted to Credit for Prior Learning Specialist

V. CHAIRMAN'S REPORT

Ms. Kessinger made notice of the meeting calendar dates provided and then asked if there were any questions or desired discussion on the letter of evaluation to the Chancellor, adding that this letter was written with consideration of the priorities assessments shared by President Sandel in his college update. Having no requests, she asked for formal approval.

Mr. Francis made the motion to approve board chair's Annual Letter of Affirmation to the Chancellor as written by Ms. Kessinger. Ms. Paretti seconded the motion. The motion carried with a vote by affirmation. Approval: 8 Opposed: 0

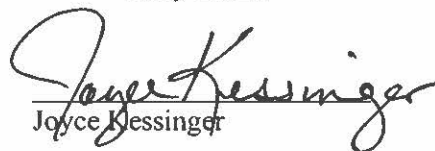
VI. MEETING ADJOURNMENT

With no further business, Ms. Paretti made the motion to adjourn the meeting at 4:33pm. Ms. Hodge seconded the motion and motion carried with a vote by affirmation. Approval: 8 Opposed: 0 adjourned the meeting at 4:33pm

Minutes submitted by

Amy Balzer

Minutes Approved by


Joyce Kessinger

9/16/21
Date

