

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board
Meeting Minutes No. 283, September 16, 2021
STEM Room 112

Board Chair Joyce Kessinger called the meeting to order at 3:35pm.

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
Dr. Ken Nicely, Roanoke County
Todd Putney, Roanoke City

Members Absent: Joshua Johnson, Roanoke City
Granger Macfarlane, Roanoke City
Dr. Marie Paretti, Craig County
Tim Rowe, Roanoke County

Faculty/Staff Present: Fredona Aaron, Business Manager
Mike Abajace, Faculty Senate President
Amy Balzer, Assistant to College President
Joseph Bear, Hidden GEM Feature
Amanda Decker, Hidden Gem Feature
Crystal Hall, Get REAL Project Manager, Career and Corp Training
Dr. Jolene Hamm, Assoc. Vice President, Institutional Effectiveness
Craig Harris, Campus Police Chief
Dr. Milan Hayward, Vice President of Career and Corporate Training
Erin Leftwich, 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
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 welcomed all back to in-person meetings. She made special mention of the College's new AVP of Institutional Effectiveness, Dr. Jolene Hamm; and new Roanoke County Board Member, Tim Rowe. She introduced meeting guests and welcomed staff members.

Dr. Jones made the motion to approve the minutes of May 20, 2021 virtual meeting of the Local Advisory Board. Mr. Putney seconded the motion and the motion was unanimously approved.

II. PUBLIC COMMENTS

There were no public comments.

III. REPORT FROM THE PRESIDENT

Dr. Sandel welcomed Dr. Jolene Hamm, who comes to VWCC from PVCC, where their President relied heavily on Jolene for data to help drive business decisions. He noted she's very talented in the data world, a Ph.D. and holds a welding certificate. Jolene makes a great addition to the Executive Team. Also new to the meetings are Roanoke County representative, Tim Rowe, who has quite a family history with VWCC. He will be a great new member to the board and will begin attending in January.

Dr. Sandel had the honor of presenting two of Virginia Western's Hidden Gems who are employees being recognized for having special talents and contributions that make them unique and valuable assets to the College. Invited to this meeting were: Joe Bear, Lead Media Geek; and Amanda Decker, Career Navigator for Career and Corporate Training Division. These employees were selected by Dr. Sandel and his Executive Team for standout contributions.

Dr. Sandel then noted that approximately 50% of students are still virtual. Enrollment remains stable and VWCC is above the system average. COVID is still very much with us so the safety/cleaning protocols remain in place for the time being. Kudos to Campus Police and Facilities Management Services for keeping campus safe for our faculty/staff/students.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the ASA update to include:

- Fall classes are underway and enrollment is approx. 50% online, 50% in-person
- G3 tuition assistance program is currently funding 417 students for fall and spring semesters, allocations totaling estimated \$1.2 M
- Over 90 faculty members are participating in Boosting Online Learning Development (BOLD), a one-time professional development training opportunity funded by second round Higher Education Emergency Relief Funds.
- Announced new Dean of Student Affairs, Brooke Ferguson
- Requesting reaffirmation of previously approved AAS in Occupational Therapy Assistant Program and approval of the current Student Conduct Policy (no changes from last year)

Mr. Cooper made presented the motion to reaffirm the AAS in Occupational Therapy Assistant. Mr. Putney seconded the motion and the motion was unanimously approved.

After a brief review, Ms. Hodge presented the motion to approve the Student Conduct Policy as presented, with no changes from last year. Dr. Nicely seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath noted the Finance Committee met immediately prior to the board meeting and wishes to present three motions on behalf of the Committee. Ms. Ridpath and Ms. Kessinger presented the motions in the absence of committee chair, Mr. Granger Macfarlane.

Ms. Ridpath and Ms. Kessinger presented the motion on behalf of the Finance Committee to recommend approval to the Local Board for the fiscal year 2021 Local Fund Financial Report for the period of July 1, 2020 through June 30, 2021 as presented to include approval to use the Student Activities fund balance to construct outdoor basketball courts in the lower tennis court using up to \$165,000, and support using HEERF to recover lost revenue were allowed under guidance from the federal Department of Education. With no discussion or objection, the motion was unanimously approved.

Ms. Ridpath and Ms. Kessinger presented the motion on behalf of the Finance Committee to recommend approval of the fiscal year 2022 Local Fund Financial Report for the period of July 1, 2021 through September 7, 2021 to include the noted adjustments as presented on the reports. With no discussion or objection, the motion was unanimously approved.

Ms. Ridpath and Ms. Kessinger presented the motion on behalf of the Finance Committee to recommend approval of the Resolution of Adoption for the Virginia Western Community College Crisis Management Plan, September 2021. With no discussion or objection, the motion passed unanimously.

Ms. Ridpath also noted the comprehensive college capital projects report has been included in the meeting packet.

HUMAN RESOURCES

Ms. Pittman shared Governor Northam's Executive Directive 18 (ED-18) that contains two core requirements for VWCC, vaccination status disclosure for all employees and weekly COVID testing requirements for those not vaccinated. The College is working through communication and execution of these requirements.

Ms. Pittman also acknowledged Chief Harris for his tremendous efforts over the past 18 months in managing/minimizing the COVID impacts on campus.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the following updates:

- Shared Fall Reopening Plan created by the Reopening Task Force
- Net assets of the Educational Foundation are \$29.2M
- Total CCAP students 497; 20% increase in 2nd and 3rd year students,
- CCAP2 Campaign will close out 12/31/21 and has raised \$5.9M 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 current legacy gift discussions underway
- \$2.3M in grant funding for FY 21-22

- Marketing fall campaign underway using tagline, “The value of a good education.”
- Web team just pushed out the redesigned college website, Kudos!

INSTITUTIONAL EFFECTIVENESS

Dr. Hamm presented the Institutional Effectiveness update previewing data and planned activities:

- Vision of the IE Office is to measure how well the college is meeting its mission, vision, and values; supporting data driven decision making; promote a culture of assessment; facilitate strategic and annual planning; guide shared governance process and provide leadership for accreditation related activities.
- Shared enrollment update for summer and fall
- Shared overview of the One Virginia Plan
- Currently conducting community focus groups for target areas
- Shared a brief recap of the College’s Mission, Vision, Values and Goals as annual reaffirmation is required.

Mr. Putney presented the motion to reaffirm the College’s Mission, Vision, Values and Goals as presented. Dr. Jones seconded the motion and motion was unanimously approved.

CAREER AND CORPORATE TRAINING

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

- Demand for corporate training is re-emerging from pandemic disruption.
- Portable training equipment and CCT trailer allows for more technical training and industry credentialing at company locations
- Hired full time corporate training specialist, Regina Cook, to expand opportunities for high quality training for both industry and non-profits
- Introduced Crystal Hall, the Get REAL Activity Coordinator

Ms. Hall shared a PowerPoint on the key factors of the Get REAL Title III Grant, Refocusing Education on Adult Learners (REAL)

- Five year, \$1.8M Title III Grant
- Design programs and procedures to meet the needs of adult learners
- Focus areas: College Access; Academic Success; and Economic Success
- Working on greater alignment between Get REAL and shared governance; focusing on same goals with a more streamlined approach.

V. REPORT FROM THE CHAIR

Ms. Kessinger made note of the meeting calendar dates provided and asked group to consider best time of day for meetings moving forward. Amy Balzer will send an email requesting feedback on this.

Mr. Francis made the motion in accordance with Section 2.2-3711A-1 of the Code of Virginia, for the Local Board to convene in closed session to discuss the Local Board Self-evaluation Survey results. Mr. Putney

seconded the motion and the motion was unanimously approved.

Mr. Francis made the motion for the Board to return to regular session having only discussed matters of the Board Self-Evaluation. This motion was affirmed by roll call:

Ms. Kessinger Yay

Dr. Jones Yay

Ms. Hodge YAY

Mr. Putney Yay

Mr. Cooper Yay

Dr. Nicely Yay

VI. MEETING ADJOURNMENT

With no further business, Ms. Kessinger adjourned the meeting at 5:20pm.

Minutes submitted by Amy Balzer

Minutes Approved by Joyce R. Kessinger
Joyce Kessinger

3/17/2022
Date