

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 284, March 17, 2022

January/March Combined Meeting

STEM 112

Members Present: William Cooper, Franklin County
John Francis, Roanoke City -- Vice Chair
Penny Hodge, Roanoke County
Joyce Kessinger, Botetourt County -- Chair
Dr. Ken Nicely, Roanoke County
Dr. Marie Paretti, Craig County
Todd Putney, Roanoke City
Tim Rowe, Roanoke County*

(*Virtual access under special exception-in person quorum present)

Members Absent: Josh Johnson, Roanoke City
Dr. Forest Jones, City of Salem
Granger Macfarlane, Roanoke City

Faculty/Staff Present: Fred Aaron, Financial and Administrative Services, Business Manager
Amy Balzer, Assistant to College President
Dr. Jolene Hamm, Associate Vice President of Institutional Effectiveness
Dr. Milan Hayward, Vice President of Career and Corporate Training
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Michele Hilts, Hidden Gem Honoree
Erin Leftwich, Staff Senate Chair
Jennifer Pittman, Assoc Vice President of HR
Lisa Ridpath, Vice President of Financial and Administrative Services
Dr. Robert Sandel, College President
Wanda DiMarco, Hidden Gem Honoree
Mike Abajace, Faculty Senate Chair
Cathrin Walls, Administrative Faculty Senate Chair
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs
Kevin Witter, Director of Facilities, Planning and Development

WELCOME AND CALL TO ORDER

Ms. Kessinger Board Chair called the meeting to order 11:35am and welcomed all board members, staff and special guests. Noted Mr. Tim Rowe's virtual attendance under special exception.

Mr. Putney made the motion to approve the minutes of September 16, 2021 meeting of the Local Advisory Board. Mr. Cooper seconded the motion. The motion was unanimously approved.

I. 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: Michele Hiltz, Assistant Director of Financial Aid and Veteran Affairs and Wanda DiMarco, Development Operations Assistant (for the Educational Foundation). These employees were selected by Dr. Sandel and his Executive Team for standout contributions.

Dr. Sandel presented the Resolution of Appreciation for retiring VCCS Chancellor, Dr. Glenn DuBois.

Dr. Paretto presented the motion to approve the Resolution of Appreciation for Dr. Glenn DuBois. Dr. Nicely seconded the motion and the motion was unanimously approved.

Dr. Sandel noted recent newspaper articles on the NASA Space Station Live Link Event, national/regional enrollment challenges and the national/local nursing shortages and program enrollment challenges. A lengthy discussion took place on healthcare industry needs versus available programming/associated costs/classroom number limits and needing to keep area politicians aware of struggles. He also noted the selection of the new VCCS Chancellor has been made.

II. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the spring semester update noting:

- Breakdown of modalities to be 35.5% in person and 57.1% online.
- Summer enrollment revised as the trends for student preferences in modalities are monitored.
- New program of AS in Science: Biotechnology was presented with no added costs associated. Program is both transferable and prepares student for immediate employment.

Mr. Cooper made the motion to approve the new program, AS in Science: Biotechnology as presented. Dr. Nicely seconded the motion and the motion was unanimously approved.

- Dr. Wilmer provided the list of proposed 2022 Curriculum Advisory Committee memberships. These committees provide a vital link between the college and community by providing essential feedback and input into our programs of study to ensure that the curricular components remain current and pertinent to the community needs.

Dr. Paretto made a motion to approve the 2022 Curriculum Advisory Committees as presented. Mr. Cooper seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath presented the July 1, 2021 – February 28, 2022 financial report on behalf of the Finance Committee, noting the Finance Committee had met immediately before the full board to discuss all items included in the report.

Ms. Ridpath presented the motion and second on behalf of the Finance Committee recommending Local Board approval of the Local Fund Financial Report for the period of July 1, 2021 through February 28, 2022 with the noted adjustments. The motion carried with a vote by affirmation.

Ms. Ridpath shared the 2022-2024 local fund parking plan to include level parking fees and an outline of the projected resources and uses of the local funds. This plan is provided to the VCCS yearly.

Ms. Ridpath presented the motion and second on behalf of the Finance Committee to approve the proposed 2022-2024 Auxiliary Parking Plan as presented. The motion was approved by a vote of affirmation.

Ms. Ridpath presented the proposed redlined version of the Local Funds Policy and Procedures Manual. Updates made to align with VCCS policies and correct position titles and functions resulting from implementation of Shared Services Center.

Ms. Ridpath presented the motion and second on behalf of the Finance Committee to approve the proposed revisions to the Local Funds Policy and Procedures Manual as presented with one amendment to the EEO statement to align with the recently revised EEO statement. The motion was approved by a vote of affirmation.

Ms. Ridpath noted the results of the 2020-2021 VWCC Audit Report by the Auditor of Public Accounts are included in the meeting packet as is notation that the college will maintain current level of mandatory fees for this coming academic year. Also included in the meeting packet is a full projects update.

HUMAN RESOURCES

Ms. Pittman had the honor of presenting the 2022 Emeritus nominations, explaining that the practice of honoring retirees with Emeritus status continues to be a treasured tradition for our college. Through a nomination and discussion process, our Faculty, Administrative & Professional Faculty, and Staff Senates select a retiree from their respective groups to be awarded this honor. The nominees for this year are:

Dr. James Sargent-Administrative & Professional Faculty Emeritus
Thelma Simpson – Teaching Faculty Emeritus
Guy Gibson – Classified Staff Emeritus

Mr. Todd Putney presented the motion to approve the 2022 Emeriti as named above. Ms. Hodge seconded the motion and the motion was unanimously approved.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the following updates:

- Foundation total assets and liabilities at \$30.9M as of 12/31/2021
- CCAP applications for fall 2022 increased 32% from previous year
- CCAP2 Campaign exceed goal by over \$500,000
- Endowment Initiative raised \$10,632 to date (unrestricted funds)
- Kroger/Kraft Heinz committed \$21,500 to maintaining the partnership for Co-Op
- Marketing undergoing restructuring due to recent resignations
- Shelley Lyons, Grants Administrative Officer
- Preview of recent publications in the local newspapers

INSTITUTIONAL EFFECTIVENESS

Dr. Hamm presented the newly crafted VWCC Strategic Plan, noting the five pillars that align with the college mission, vision and values. Annual reviews will be prepared as progress reports for the fall local board meetings. These reviews will allow for tweaking of the plan to ensure validity and effectiveness. The board members praised Dr. Hamm for the very well thought out, scripted and thorough strategic plan.

Mr. Putney presented the motion to approve the VWCC Spring 2022 Strategic Plan as presented. Dr. Parette seconded the motion and the motion was unanimously approved.

CAREER AND CORPORATE TRAINING (CCT)

Dr. Hayward presented the following updates:

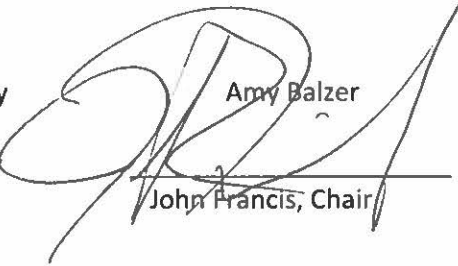
- Successful second annual VWCC Day of Service featuring Reverend William Lee in January
- CCT's name change is proving beneficial in increasing understanding of offerings and purpose
- Received FastForward approval for additional healthcare and manufacturing courses
- CCT had quarterly team building retreat at the culinary center, was both fun and engaging
- Taking field trips with at risk students within college localities to show students/parents the opportunities available to them
- Corporate Showcase Breakfasts proving to be popular and yielding results. He invited the board members to participate in the breakfasts.

III. CHAIRMAN'S REPORT

Ms. Kessinger shares the meeting calendar dates and reminded the group of graduation on May 13th. She noted the president's annual evaluation will begin next month with the college priorities assessments, so stay tuned. Board officer nominations/voting will take place at the May meeting so watch for information.

IV. MEETING ADJOURNMENT

With no further business, Ms. Kessinger adjourned the meeting at 12:59pm

Minutes submitted by  Amy Balzer

Minutes Approved by  John Francis, Chair

5/19/22
Date