

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 285, May 19, 2022

STEM Building, ST112

Members Present: William Cooper, Franklin County  
John Francis, Roanoke City – Acting Chair  
Joshua Johnson, Roanoke City  
Dr. Forest Jones, City of Salem  
Dr. Ken Nicely, Roanoke County  
Todd Putney, Roanoke City

Members Absent: Joyce Kessinger, Botetourt County  
Granger Macfarlane, Roanoke City  
Tim Rowe, Roanoke County  
Dr. Marie Paretti, Craig County

Faculty/Staff Present: Fred Aaron, Financial and Administrative Services, Business Manager  
Amy Balzer, Assistant to College President  
Sarah Chitwood, Hidden GEM Honoree  
Amanda Decker, Coordinator, Career and Corporate Training  
Dr. Jolene Hamm, Associate Vice President of Institutional Effectiveness  
Marilyn Herbert-Ashton, Vice President of Institutional Advancement  
Erin Leftwich, Staff Senate Chair  
Jennifer Pittman, Assoc Vice President of HR  
Dr. Robert Sandel, College President  
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**

Mr. Francis, acting Board Chair called the meeting to order 11:35am and explained that Ms. Kessinger has stepped down from chair responsibilities for the remainder of her term due to medical circumstances. She will remain on the board, just not able to chair the meetings. Mr. Francis noted special access granted to Mr. Cooper due health issue arising before meeting. He then welcomed everyone to the meeting. Mr. Francis thanked Mr. Johnson for his 8 years on the board. He has shared a true leadership example for all to follow. He also noted that participating in graduation was a pleasure and student speaker Vera Morton's story, featured in this packet, is extraordinary.

There were no public comments requested or offered.

***Mr. Putney made the motion to approve the minutes of March 17, 2022 meeting of the Local Advisory Board. Dr. Jones seconded the motion. The motion was unanimously approved.***

## **I. REPORT FROM THE PRESIDENT**

Dr. Sandel shared kudos to Mr. Johnson for being a stellar board member, vice chair and chair during his tenure, joining the Board in 2014. He became quite an advocate for the college and holds very high standards, noting he's given the college more than it has given him.

Dr. Sandel commented on graduation being one of the best with keynote Dr. DuBois's last ceremony before retiring and student speaker, Vera Morton's wonderful and moving speech. 430 plus students walked the stage and many board members, staff, friends of college attended.

Dr. Sandel had the honor of presenting the Virginia Western's Hidden Gem, an employee acknowledged for having special talents and contributions that make him/her a unique and valuable asset to the College. These employees were selected by Dr. Sandel and his Executive Team for standout contributions. Invited to this meeting was Ms. Sarah Chitwood, who currently works in the Office of Institutional Effectiveness managing the academic and administrative assessments, general education assessments, SCHEV reporting, and coordinating the SACS reaffirmation process/college visit.

Lastly Dr. Sandel presented the outcomes for the 2021-2022 College Priorities noting increased professional development for faculty to broaden understanding of equity gaps; creating a career concierge approach in guiding students; expanded use of Single Stop; concentrations on diversity in recruitment and retention of college employees; evaluation ways to accelerate time of degree completion; and more. These priorities set and evaluation annually to be included in the Chancellor's annual review of the college president. Note: Motion included with Board Chair Evaluation Letter to Chancellor at end of meeting.

## **II. COLLEGE REPORTS AND UPDATES**

### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer shared the spring semester update noting that Spring classes have been successfully completed and Fall registration now open; 436 students attended first in person graduation since 2019; surveys indicate 58% students wish to be on campus for fall semester and HEERF funds provided for increased faculty training for improved online education.

### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Ms. Aaron shared the report for the Finance Committee in the absence of Ms. Ridpath noting that the Finance Committee met on Thursday, May 12 and several action items are being presented for full board consideration. At the May FC Meeting, Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2021 through April 30, 2022. The Local Funds balance as of 4/30/2022 was \$10.8 million. Revenues came in as expected and expenditures are trending lower due to less in-person activity and bid delays on two major local funds projects.

Two budget adjustments were requested for new projects that included initiating the last phase of the parking rehabilitation project and safety improvements to the upper tennis court, if needed. No other adjustments were requested as the Local Advisory Board Finance Committee prefers for the fiscal year-end budget to remain “as is” for historical reference.

***Mr. Putney made the motion to approve the local funds financials reports for the period of July 1, 2021 through April 30, 2022 to include the noted adjustments as presented. Mr. Johnson seconded the motion and the motion was approved.***

Ms. Aaron noted that Ms. Ridpath presented the Local Fund Budgets for fiscal year 2022-23. The budget is based upon no fee increase and used conservative enrollment projections. It also includes the balance of previously approved projects such as wayfinding signage, parking rehabilitation and basketball/tennis court renovations. There is a one-time savings in the debt service payment in the FY2023 budget due to bond refinancing. All other operating budgets remained at current funding levels.

***Mr. Putney made the motion to approve Local Funds Budget as proposed for the Fiscal Year 2023, July 1, 2022 through June 30, 2023, as presented.***

At the Finance Committee Meeting, Mr. Kevin Witter shared an overview of the various capital and planning projects underway at the college. A summary of the projects was included in the packet for this meeting.

## **HUMAN RESOURCES**

Ms. Pittman shared the newly updated Telework Policy for state employees as introduced by Governor Youngkin. The revisions include the approval process moving from the college to the Governor’s Cabinet for weekly telework hours exceeding 8 per week for classified staff and hourly wage employees.

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton shared the following updates starting with thanking Mr. Johnson for supporting the Educational Foundation during his tenure on the board; concentrating on resuming in-person constituency cultivation; sponsored Sidewalk Chart Art Contest to share monetary awards with college clubs; Chancellor’s Philanthropy Awards luncheon honoring Edwin Hall from VWCC; Annual Scholarship Awards Ceremony was huge success with more than 200 attendees; participating in Roanoke’s Spring Festival under the leadership of Kenneth Belton, EF member; and incredible efforts in the Grants Development with \$3,986,128 in total grants (including 8 pending).

## **INSTITUTIONAL EFFECTIVENESS**

Dr. Hamm shared the update for Institutional Effectiveness to include 80% of narratives have been written for the compliance certification portion of the reaffirmation. The QEP on professional readiness has three student learning outcomes it will track: accountability, workplace verbal and written communications. Dr. Hamm also shared preliminary outcomes for the two general educational competencies assessments performed this year.

Dr. Hamm lastly shared a Diversity update noting VWCC is one of four VCCS colleges with their diversity officer at the executive level and are an invited member of the VCCS diversity champions. for the thorough strategic plan. Each Board member was given a diversity summer book to read and invited to join in on book discussions to begin June 16<sup>th</sup>.

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

Ms. Decker shared the CCT update in the absence of Dr. Hayward noting the Board takeaways that CCT's corporate training is growing; currently working with regional stakeholders to train more construction workers; boosting FastForward marketing efforts; expanding training to underrepresented adults. Points of contact listed in the booklet.

### **III. CHAIRMAN'S REPORT**

Mr. Francis presented the 2022-2024 slate of officers, as nominated by the Executive Committee to take seat July 1, 2022:

#### **Full Board Officer Nominations**

John Francis – Chair

Dr. Forest Jones – Vice Chair

#### **Finance Committee Appointments**

William Cooper - Finance Committee Chair/Reappointed member

Todd Putney – Finance Committee Member

Dr. Ken Nicely – Finance Committee Member

John Francis – Reappointed to Finance Committee

Dr. Forest Jones – Reappointed to Finance Committee

***Mr. Johnson made to the motion to approve the Board slate of officers and Finance Committee appointments for 2022-2024 as presented above. Mr. Putney seconded the motion. The motion was unanimously approved.***

Mr. Francis solicited feedback/changes/omissions to the Board Chair's Letter of Evaluation to the Chancellor. There were no changes requested.

**Mr. Putney made the motion to approve the Board Chair's Letter the Chancellor and the 2021-2022 College Priorities Assessments as presented. Dr. Jones seconded the motion and the motion was unanimously approved.**

Lastly, Mr. Francis noted the 2022-2023 Board meeting calendar and the next full Board and Finance Committee meetings are scheduled on September 15, 2022. He also asked members to watch their email for the date of the Annual Board Retreat/Working Session to occur sometime late Summer.

**IV. MEETING ADJOURNMENT**

***With no further business, Mr. Francis adjourned the meeting at 1:07pm***

Minutes submitted by

Amy Balzer



Minutes Approved by

John Francis, Chair

September 15, 2022

Date

## **Virginia Western Local Advisory Board Executive Committee Report 5/19/2022**

The Local Advisory Board Executive Committee met on Thursday, May 19, 2022 for the sole purpose of nominating the 2022-2024 Board Officers, Finance Committee Chair, two Finance Committee member appointments and three Finance Committee member reappointments.

### **Committee Members Present:**

John Francis, Roanoke City, acting chair  
Dr. Ken Nicely, Roanoke County  
Todd Putney, Roanoke County (invited)  
Dr. Forest Jones, Salem City  
William Cooper, Franklin County  
Joshua Johnson, Roanoke City (invited)

### **Committee Members Absent:**

Dr. Marie Paretto, Craig County  
Joyce Kessinger, Botetourt County  
Granger Macfarlane, Roanoke City  
Penny Hodge, Roanoke County (invited)  
Tim Rowe, Roanoke County (invited)

### **Nominations:**

Chair: John Francis  
Vice Chair: Dr. Forest Jones  
Finance Committee Chair: William Cooper  
Finance Committee Members: Todd Putney and Dr. Ken Nicely  
Current Finance Committee membership will continue for John Francis, William Cooper and Dr. Forest Jones

These nominations will be presented as an action at May 19, 2022 Local Advisory Board Meeting with terms to be effective July 1, 2022 and commence June 30, 2024.

Submitted by Amy L. Balzer, May 19, 2022