

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Minutes No. 288, March 16, 2023
STEM Building, ST112, 11:30am

Members Present: John Francis, Roanoke City -- Vice Chair
Joyce Kessinger, Botetourt County -- Chair
Dr. Ken Nicely, Roanoke County
Dr. Marie Paretti, Craig County
Todd Putney, Roanoke City
Dr. Beth Quinn, Roanoke City

Members Absent: William Cooper, Franklin County
Penny Hodge, Roanoke County
Dr. Forest Jones, City of Salem
Granger Macfarlane, Roanoke City
Tim Rowe, Roanoke County

Faculty/Staff Present: Amy Balzer, Assistant to College President
Katelyn Burton, Administrative/Professional Faculty Senate Chair
Amanda Decker, Career and Corporate Training
Dr. Jolene Hamm, Assoc. Vice President, Institutional Effectiveness
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Randy Holley, Assoc Vice President of Human Resources
Erin Leftwich, Staff Senate Chair
Sarah Miller, Hidden GEM Feature
Lisa Ridpath, Vice President of Financial and Administrative Services
Dr. Robert Sandel, College President /Board Secretary
Bryan Snare, Hidden Gem Feature
Jamie Snead, Marketing/Strategic Communications Director
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs
Kevin Witter, Director of Facilities, Planning and Development

I. WELCOME AND CALL TO ORDER

Chairman John Francis called the meeting to order at 11:30am noting quorum was present. He welcomed guests, board members, college staff. Reminded all presenters to be aware of the time in consideration of those to follow and noted the order of presenters will rotate every meeting.

Dr. Nicely made the motion to approve the minutes for the January 2023 meeting of the Local Advisory Board. Ms. Kessinger seconded the motion and the motion was unanimously approved.

II. PUBLIC COMMENTS

No public comments

III. REPORT FROM THE PRESIDENT

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. Highlighted were Sarah Miller, Human Resources Analyst, who is an integral member of the HR team, and Bryan Snare, Mathematics Program Head, who is a passionate and innovative faculty member and dedicated student advocate. These employees were selected by Dr. Sandel and his Executive Team for their standout contributions.

Dr. Sandel then presented the 2022-2023 College Priorities Outcomes/Assessments that will be incorporated into his presidential evaluation by the Chancellor. He noted that VWCC consistently ranks in the top three in VCCS with performance indicator ratings, which generate supplemental funding for the college. Dr. Sandel thanked the college faculty and staff for their work in meeting and exceeding these performance indicators regularly. After reviewing the positive outcomes of the five priorities that align with the strategic plan, he requested a motion for approval.

Ms. Kessinger made the motion to approve the 2022-2023 VWCC Priorities Assessments as presented. Dr. Paretti seconded the motion and the motion was unanimously approved.

A few additional highlights by President Sandel:

- New VCCS Chancellor, Dr. David Dore', kicking off Listening Tour of all 23 colleges and VWCC scheduled for the first day, April 4th. Ms. Ridpath is lead member of the Chancellor's Transition Task Force.
- College's focus on adult and underserved learners under the Get REAL grant has been effective reaching these students and improving their successes.
- Enrollment is trending strong for the summer and fall registration has just opened. Gaining traction as we move away from COVID.

IV. COLLEGE REPORTS AND UPDATES

CAREER AND CORPORATE TRAINING

Ms. Amanda Decker presented the Career and Corporate Training Update with highlights below:

- Shared staffing and program update to include summer and fall course preparations are underway
- 100% pass rate for Fall 2022 FastForward Clinical Medical Assistant class
- New enrollment landing page and promotion materials created in collaborative efforts with CCT, Advising, Marketing and Web Administrators.
- Machining program feature to air March 24th on WDBJ
- The last 'Tour Your Future' scheduled and invited board members to join

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the ASA update with highlights below:

- Enrollment is very strong, trending just under 4% increase over last year
- Determined that 65% of students enter campus at some point during the semester with varied modality programs.
- Surgical Technology accreditation virtual visit underway and positive feedback so far.
- Many potential new partnerships and programs being explored - MLT Program; Biotechnology program expansion and professional development trainings
- Mentor Connect Grant awarded to VWCC to assist in seeking funding to explore intersection of mechatronics, autonomous vehicles and agriculture to expand existing programs

Dr. Wilmer provided a revised 2023 Curriculum Advisory Committee membership for Administrative Management Technology and Health Information Management for approval.

Mr. Putney presented the motion to approve the revised 2023 Curriculum Advisory Committee membership for Administrative Management Technology and Health Information Management as presented. Dr. Paretto seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath, as delegate by Mr. Cooper, the Finance Committee chair, noted the Finance Committee met immediately prior to the board meeting and vetted the local fund reports fully. She then presented the following motions on behalf of the Committee.

Mr. Francis presented the motion and second on behalf of the Finance Committee to recommend approval to the Local Advisory Board for the fiscal year 2023 Local Fund Financial Report for the period of July 1, 2022 through February 28, 2023 to include the noted adjustments as presented. With no discussion or objection, the motion was unanimously approved.

Ms. Ridpath provided very brief update on the parking rehabilitation project and that the VCCS maintenance reserve fund will reimburse the college for a portion of the repairs. Photos and narratives included in the meeting packet.

Mr. Francis presented the motion and second on behalf of the Finance Committee to recommend approval to the Local Board to utilize an additional \$150,000 in the parking fund balance to support phase 3 of the parking rehabilitation project and up to \$1,000,000 under phase 3 to cover emergency infrastructure repairs until VCCS Maintenance Reserve Fund can reimburse the college. With no discussion or objection, the motion was unanimously approved.

Lastly Ms. Ridpath asked the board to consider the proposed student activities fee increase of \$0.50 as fully vetted by the Finance Committee and a shift in the College Service Fee to the Campus Life Center Facility Fee. A student activities fee increase has not been requested in 7 years. A student focus group was presented this information and is fully supportive. Following is a summary of the proposed changes:

Fee Classification	2022-23 Fee Per Credit Hour	Proposed Fee Increase Per Credit Hour Effective Fall 2023	2023-24 Fee Per Credit Hour Effective Fall 2023
Student Activities	\$1.50	\$0.50	\$2.00
College Services	\$1.09	(\$1.09)	\$0.00
Campus Life Center	\$6.00	\$1.09	\$7.09
Parking	\$5.50	\$0.00	\$5.50
Net Change	\$14.09	\$0.50	\$14.59

Mr. Francis presented the motion and second on behalf of the Finance Committee to recommend approval to the Local Board the proposed fee changes outlined in the fee schedule above to support state authorized salary and fringe benefit increases, debt service, and inflationary cost increases effective Fall 2023 pending further review and approval by the State Board for Community Colleges at their May 2023 meeting. With no discussion or objection, the motion was unanimously approved.

Ms. Ridpath noted the budget PowerPoint presentation included in the meeting packet explains the status of the budget at the beginning of FY2023 with the HEERF funding coming to an end. Ms. Ridpath and college leadership feel confident in the college's financial stability moving forward with positive trends in enrollment during 2022-23. The state budget has not been released yet and will have direct impact on the college's budget, however leadership is confident the college's finances will remain solid.

HUMAN RESOURCES

Mr. Holley shared a brief update to include that there are many recruitments underway and ongoing as good, qualified applicant pools remain a challenge. Human Resources is seeking outside services to assist with expanding outreach and attracting diverse candidates.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the following Institutional Advancement Update with highlights below:

- Foundation net assets totaling \$25.8 million;
- Annual Awards Ceremony set for April 27th at 5:30pm in Whitman Theater
- CCAP achieving milestones of 15 years, \$10 million in support and 4,000 students
- First time in CCAP history that all localities totally funded
- \$2,197,683.13 in total grants funding 7/1/2022-2/28/2023, noting that Grants is a team sport;
- Nursing students 98.3% pass rate on NCLEX-RN exam, exceeding national rate with 98% of graduations staying the local area
- The Marketing Department, under the direction of Ms. Jamie Snead, has been working collaboratively with groups across campus to streamline marketing efforts and materials. She has implemented many changes in strategies resulting in significant savings to the college and improvement in marketing initiatives/materials.

INSTITUTIONAL EFFECTIVENESS

Dr. Hamm shared Institutional Effectiveness Update:

- SACSCOC Compliance Certification was submitted on March 1st, two weeks ahead of time. The next steps will be the SACSCOC Vice President Advisory Visit on June 26-27, 2023 and the on-site Committee Visit on October 2-4, 2023.
 - Planning meeting (to include board officers) for the June advisory visit will be scheduled for late May/early June
- Explained that the College Priorities goals and strategic indicators that Dr. Sandel reviewed are constantly being updated and refined as this is an action plan that is inclusive and collaborative
- Mr. Putney praised Dr. Hamm and the IE staff for presenting this data in a manner that is meaningful and useful for planning/management decisions.
- Dr. Parette requested the outcomes for the indicators be broken down by modality for reporting if possible. She also commended Dr. Hamm and the IE staff for the valuable data and their interpretation and presentation.

V. REPORT FROM THE CHAIR

Mr. Francis noted the calendar of future meeting dates as provided and encouraged all to participate in the commencement ceremony on May 12th.

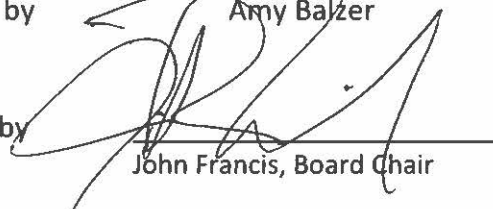
VI. MEETING ADJOURNMENT

With no further business, Mr. Francis adjourned the meeting at 12:45pm

Minutes submitted by

 Amy Balzer

Minutes Approved by


John Francis, Board Chair

5/18/23
Date