

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Minutes No. 289, May 18, 2023
STEM Building, ST112, 11:30am

Members Present: William Cooper, Franklin County
John Francis, Roanoke City -----Chair
Penny Hodge, Roanoke County
Dr. Forest Jones, City of Salem----Vice Chair
Joyce Kessinger, Botetourt County
Dr. Ken Nicely, Roanoke County
Dr. Beth Quinn, Roanoke City
Tim Rowe, Roanoke County

Members Absent: Honorable Granger Macfarlane, Roanoke City
Dr. Marie Paretti, Craig County
Todd Putney, Roanoke City

Faculty/Staff Present: Fredona Aaron, Financial Services Business Manager
Mike Abajace, Faculty Senate Past Chair
Amy Balzer, Assistant to College President
Katelyn Burton, Administrative/Professional Faculty Senate Chair
Anita Chambers, Faculty Senate Chair
Amanda Decker, Career and Corporate Training
Crystal Hall, Hidden Gem Feature
Dr. Jolene Hamm, Assoc. Vice President, Institutional Effectiveness
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Randy Holley, Assoc Vice President of Human Resources
Adam O/Neal, Staff Senate Chair
Lisa Ridpath, Vice President of Financial and Administrative Services
Dr. Robert Sandel, College President/Board Secretary
Jaime Shetrone, Hidden GEM Feature
Jamie Snead, Marketing/Strategic Communications Director
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs

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.

Ms. Hodge made the motion to approve the minutes for the March 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 Crystal Hall, Get REAL (Title III Grant) Activity Coordinator, and Jaime Shetrone, the college's website designer with many other responsibilities. These employees were selected by Dr. Sandel and his Executive Team for their standout contributions.

Dr. Sandel then shared update to include:

- Thanked the Honorable Granger MacFarlane for his 11 years on the local board representing Roanoke City, and also for chairing the Finance Committee for many years.
- Thanked board members that participated in graduation, 400+ students walked, over 1000 degrees granted through summer 2023.
- 2023-2024 academic year anticipating 4-5% increase in enrollment over last year. Current year had 50% virtual; classes are constantly being shifted between modalities based on student need -virtual, in person, flex hybrid and hybrid.
- Dr. Milan Hayward is leaving VWCC for presidency of Pierpont Technical College, and his wife Lauren, current program head for Nursing, will also be leaving. CCT will be undergoing major restructuring with the implementation of One Door, credit/non-credit access point, for all potential students. ns.
- Thanked the board members for their support this past year, notably with Dr. Dore', the new chancellor meetings and events. Dr. Dore' wishes to focus on student success.
- Thanked Bill Cooper for working with Franklin County and the new Ferrum president.

IV. COLLEGE REPORTS AND UPDATES

INSTITUTIONAL EFFECTIVENESS

Dr. Hamm shared Institutional Effectiveness Update:

- SACS COC: College received off campus compliance report response, 8 standards to respond to, and all are minor corrections needed. This is a very good response.
 - 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 meetings (to include board officers) for the June advisory visit will be scheduled for mid-June.
- Strategic Plan revisions were presented to keep the performance indicators and goals current and valid. Chairman Francis shared kudos on this plan being easy to read and navigate through the document. Great job!

Mr. Cooper made the motion to approve the Strategic Plan revisions as provided. Mr. Rowe seconded the motion and the motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the ASA update with highlights below:

- Thanked the board members for participating in graduation
- Summer enrollment is trending very strong, 73% online-not unusual for summer. Fall enrolling trending up.
- Surgical Technology site visit from ARC/STSA successful with no recommendations.
- Implementing short session classes (8 weeks) in 2024-2025. Policies and procedures are being reviewed, faculty are considering training needs/concerns, and curriculum being redesigned for classes/programs being offered.
- Biotechnology Articulation agreement (2 plus 2) signing with Radford took place recently.
- Many exciting and fun events on campus
- Shared video: Sort a Tab - Project using STEM to make a difference in the world.

Student Conduct Policy was presented with changes made to strengthen definitions and clarify formal process.

Mr. Cooper made the motion to approve the Student Conduct Policy as presented. Dr. Quinn seconded the motion and the motion was unanimously approved.

Dr. Wilmer then shared the revised 2023-24 Curriculum Advisory Committee for Human Resources noting membership changes.

Mr. Cooper made the motion to approve the revised 2023 Human Services Curriculum Advisory Committee as presented. Mr. Rowe seconded the motion and the motion was unanimously approved.

CAREER AND CORPORATE TRAINING

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

- Noted Dr. Hayward's departure from Western to assume presidency of Fairport Technical College in West Virginia.
- Frank Rogan hired as new Fast Forward Career Coach, will connect with Salem and Roanoke City students.
- Large population of ELL learners taking healthcare
- ROTEC at Patrick Henry High School agreement has been finalized and will house machining lab; also finalized Eaton agreement for forklift training.
- Successfully managed issue with basic contractor classes textbook supplier no longer producing book. In response CCT created text book in-house for 18 students to use on first round.
- College picked as an NC3 School on the Rise for March 2023-monthly achievement award granted to schools dedicated to changing the lives of students in CTE.sa
- Hall Career Center recently cohosted the regional Veteran-Employer Connection and Military Resource Fair on campus

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Cooper shared that the Finance Committee met immediately before full board and vetted the fiscal year 2023 local fund financial reports for the period of July 1, 2022 through May 1, 2023. Revenues ending year at projected levels or slightly higher with increased enrollments. Expenditures are trending lower than anticipated.

Mr. Cooper 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 Reports for the period of July 1, 2022 through May 1, 2023 including the noted adjustments. With no discussion or objection, the motion was unanimously approved.

Mr. Cooper noted that the Finance Committee vetted the Local Fund Budget for fiscal year 2024, effective July 1, 2023 through June 30, 2024. Budget based upon fee increase approved at the March 2023 Local Board Meeting (pending July State Board approval); and projected 3 percent enrollment increase. Expenditures and revenues mainly consistent with current year with slight adjustments.

Mr. Cooper presented the motion and second on behalf of the Finance Committee to recommend approval to the Local Advisory Board for the proposed fiscal year 2024 Local Fund Financial Reports for July 1, 2023 through June 30, 2024 with noted adjustments. With no discussion or objections, the motion was unanimously approved.

HUMAN RESOURCES

Mr. Holley shared a brief update to include that there are many recruitments underway and ongoing as qualified applicant pools remain a challenge however market seems to be improving somewhat. Since last meeting, college has been successful in hiring nurses and an electrician after long recruitment periods. Other critical hiring needs are working to be met. CIRCA service contract began on May 3rd to expand the reach of job listings to various diverse groups. These populations engage with CIRCA for recruitment. Hopeful for increased activity from the expanded exposure.

INSTITUTIONAL ADVANCEMENT

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

- Educational Foundation net assets are \$26.5 million with market trending upward
- Scholarship application period now closed, general scholarship awards for fall 2022 total 151 awards, \$208,284.
- Deborah Petrine recipient of Community Impact Award 2023 for naming gift of \$250,000 for Petrine Center for Nursing Studies. She is also recipient of 2023 Chancellor's Philanthropy Award.
- 2023 Distinguished Alumni Awardees were Mr. William Gaither and Dr. Brenda Hale.
- 2023 milestone of CCAP's 15th year with \$10 million in scholarships impacting 4000 students.
- Total funded grants for FY22-23 is \$2,279,194.13 with additional \$393,914.13 pending, many new initiatives being explored.
- Marketing, under the direction of Jamie Snead, hosted successful graduation ceremony and is working to enhance brand integrity and awareness across campus.

Chairman Francis added that the new chancellor was impressed at the level of this 'young' Foundation and the impressive membership of their board of directors.

V. REPORT FROM THE CHAIR

Mr. Francis noted the calendar of future meeting dates as provided. He then asked the Board members to share their vote of affirmation on the enclosed Annual President's Evaluation Letter to the Chancellor.

- ***All in favor; Annual President's Evaluation Letter to the Chancellor affirmed.***

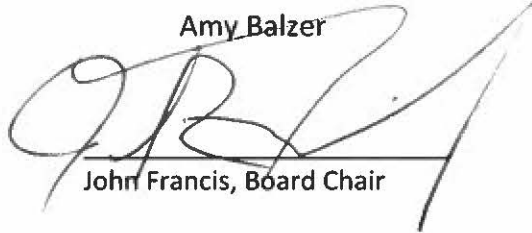
VI. MEETING ADJOURNMENT

With no further business, Mr. Francis adjourned the meeting at 12:37

Minutes submitted by

Amy Balzer

Minutes Approved by

A large, stylized handwritten signature in black ink, appearing to be 'JF', written over a horizontal line.

John Francis, Board Chair

9/21/23
Date