

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**Local Advisory Board Meeting Minutes**  
**Meeting No. 291, January 19, 2024**  
**Fishburn Hall Training Room, F002, at 11:30am**

Members Present: Valerie Brown, Roanoke City  
John Francis, Roanoke City - Chair  
Penny Hodge, Roanoke County  
Joyce Kessinger, Botetourt County  
Dr. Ken Nicely, Roanoke County  
Todd Putney, Roanoke City  
Tim Rowe, Roanoke County

Members Absent: William Cooper, Franklin County  
Dr. Forest Jones, City of Salem – Vice Chair  
Dr. Marie Paretto, Craig County  
Dr. Beth Quinn, Roanoke City

Faculty/Staff Present: Amy Anguiano, Administrative/Professional Faculty Senate Chair  
Amy Balzer, Assistant to College President  
Linda Caldwell, Administrative Assistant, President's Office  
Dr. Jolene Hamm, Assoc. Vice President, Institutional Effectiveness  
Marilyn Herbert-Ashton, Vice President of Institutional Advancement  
Andrea Martin, QEP Coordinator, Institutional Effectiveness  
Lisa Ridpath, Vice President of Financial and Administrative Services  
Brian Roberts, Faculty Senate Chair  
Dr. Robert Sandel, College President/Board Secretary  
Mike Shelton, Interim Assoc Vice President of Human Resources  
Jamie Snead, Marketing/Strategic Communications Director  
Bryan Walke, Staff Senate Chair  
Dr. Elizabeth Wilmer, Vice President of Academic and Workforce Solutions  
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. He welcomed guests, board members, and college staff. Mr. Francis noted quorum was present.

***Ms. Hodge made the motion to approve the minutes for the September 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 shared the following update:

- Briefed on his visit to Richmond/General Assembly with Ms. Ridpath and Chancellor Dore. Met with Rasoul, Head and Suetterlein. Austin is very supportive of the college as well. Students will visit next week.
- Introduced Mike Shelton, interim Human Resources Manager. Randy Holley decided to return to Botetourt Public Defenders Office to practice law as he has done in the past. Mr. Shelton retired from Western 8 years ago, after working here for 40 years. He has seen it all and will oversee the HR department while an AVP is hired.
- Enrollment is trending upward with approximately 12% growth in headcount each semester, 40% increase in FastForward. The One Door, merging of credit and non-credit, is proving effective.
- AVP of Student Affairs, Bernadette Battle, will join the college on Feb 12<sup>th</sup>. She has worked at both Southside and Reynolds.
- Foundation is nearing \$30 million in assets, gifts are coming in that have not been disclosed yet. Staff are working hard on current campaigns. Western is first college in VCCS to have unrestricted campaign.

### **IV. COLLEGE REPORTS AND UPDATES**

#### **INSTITUTIONAL EFFECTIVENESS**

Dr. Hamm shared the following Institutional Effectiveness Update:

- Andrea Martin, the new QEP Administrative Officer, was introduced. She has a wealth of experience and will be tasked with implementing the QEP. Start date of January 24<sup>th</sup>.
- SACS Response Report has been submitted.
- Dr. Marting Luther King Day of Service was very successful. This is the second year that the college has organized service projects locally honoring Dr. King, Jr. with three projects to choose from and over 100 employees participated.

#### **ACADEMIC AND WORKFORCE SOLUTIONS**

Dr. Wilmer shared the AWS update as follows:

- Spring classes started January 16<sup>th</sup> with enrollment trending upward from last year at this time.
- Non-credit enrollment is increasing in corporate training and open enrollment classes.
- Offered a full breakdown of the One Door restructuring with the largest change being the merger of Career and Corp Training and Academic Affairs. Student Affairs is now a stand along division, and a new AVP, Bernadette Battle, with hire date of February 10<sup>th</sup>.
- Also in this One Door conversion, career pathways have been refined and aligned to better serve the students, expansion of corporate training and marketing efforts in workforce programming, one door for all students whether pursuing credit, non-credit or simply not sure.
- 7-week classes begin this summer
- Dual Admission MOU with Roanoke College and in discussion with other local 4 year colleges.
- 2024-25 College Catalog will be published on the website in February.

Dr. Wilmer provided the list of proposed 2024 Curriculum Advisory Committees membership rosters. 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.

***After a brief review, Mr. Putney presented the motion to approve the 2024 Curriculum Advisory Committees as presented. Ms. Hodge seconded the motion, and the motion was unanimously approved.***

Dr. Wilmer then presented the new and discontinued programs as follows:

New	CSC Introduction to Occupational Therapy Assistant
	CSC Introduction to Occupational Therapy Assistant Pediatrics
Discontinued	CSC in Computer Office Support Specialist

***Mr. Rowe presented the motion to approve the new and discontinued programs as listed above. Ms. Hodge seconded the motion, and the motion was unanimously approved.***

### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Ms. Ridpath, in the absence of the Finance Committee chairperson, noted the Finance Committee met immediately prior to the board meeting and vetted the local fund reports fully.

***Mr. Francis presented the motion on behalf of the Finance Committee to recommend approval of the fiscal year 2024 Local Fund Financial Report for the period of July 1, 2023 through January 5, 2024 with no adjustments. With no discussion or objection, the motion was unanimously approved.***

Ms. Ridpath then noted that the campus infrastructure is in great shape. Kevin Witter and Reggie Walker take great pride in overseeing this. She also noted the Campus Space Study is underway and 50 college employees are included in the meetings.

Mr. Francis added that the campus is remarkable and quite impactful as a local resident. He noted he can only imagine the pride of students and thanked Kevin.

### **HUMAN RESOURCES**

No Report

### **INSTITUTIONAL ADVANCEMENT**

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

- Foundation net assets totaling \$29.5 million;
- VCCS determined Virginia Western's Foundation ranked #1 in the total dollar value of scholarships offered annually.
- Foundation changing fiscal year to July 1 – June 30 to align with the academic year.
- CCAP awards for fall 2023 total \$699,682, a 27% increase over last fall, and current year applications due by February 1<sup>st</sup>.
- Unrestricted endowment fund campaign at \$10,078,3675 of \$15million goal.
- Total grants funded to date \$2,129,137, collegewide collaboration efforts in grant development.

- Four enrollment campaigns are currently running: Spring academic and workforce enrollments, MLT partnering with MGCC, and Stop-out (targeting students that did not complete their program of study).

Dr. Sandel noted that Ms. Herbert-Ashton was appointed to lead the RN nursing program through a few transitions and this year reported 100% NCLEX pass rate, even with the new exam. KUDOS!

Dr. Nicely added kudos for the Stop Out Campaign, and also offered that high school students often go to different school than in the locality they live in, thus negating eligibility for CCAP. Something to think about.

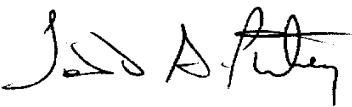
**V. REPORT FROM THE CHAIR**

Mr. Francis noted the calendar of future meeting dates as provided and encouraged all to participate in the commencement ceremony on May 10<sup>th</sup>. He shared that commencement is by far his favorite and most meaningful event to participate in as it gives great feeling of pride to our graduates.

**VI. MEETING ADJOURNMENT**

***With no further business, Mr. Francis adjourned the meeting at 12:47pm***

Minutes submitted by Amy Balzer

Minutes Approved by   
\_\_\_\_\_  
Todd Putney, Interim Board Chair      3/21/2024  
Date