

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Meeting No. 294, September 19, 2024
Natural Science Center, 11:30am

Members Present: Penny Hodge - Roanoke County
Dwayne Huff - Craig County
Joyce Kessinger - Botetourt County
Dr. Ken Nicely - Roanoke County
Todd Putney - Roanoke City - Chair
Chad Scott - Roanoke City
Dr. Beth Quinn - Roanoke City – Vice Chair

Members Absent: Valerie Brown, Roanoke City
Lesley Carter, Franklin County
Dr. Forest Jones - City of Salem
Tim Rowe - Roanoke County

Faculty/Staff Present: Fredona Aaron – Business Manager
Amy Balzer - Clerk to the Board, Assistant to the President
Bernadette Battle - Associate Vice President of Student Affairs
Heather Butler - Faculty Senate Chair
Linda Caldwell - Administrative Assistant, President's Office
Dr. Jolene Hamm - Associate Vice President of Institutional Effectiveness Marilyn
Herbert-Ashton - Vice President of Institutional Advancement
Lisa Ridpath - Vice President of Financial and Administrative Services
Jennifer Pittman - Assoc Vice President of Human Resources
Leah Savelyev – Administrative Faculty Senate Chair
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

Mr. Putney called the meeting to order at 11:30am, welcoming members, college staff and meeting guests. Mr. Putney thanked the board members for participating in the annual retreat in August. He noted Dr. Sandel's retirement announcement has spun off into many celebrations. Dr. Sandel is away enjoying a much-deserved vacation. Mr. Putney welcomed Mr. Dwayne Huff representing Craig County, and Ms. Lesley Carter representing Franklin County to the board.

Ms. Kessing made the motion to approve the minutes of the May 2024 Local Advisory Board and the minutes from the 2024 Annual Board Retreat. Mr. Scott seconded the motion, and the motion was unanimously approved.

- Information shared can be found in the program catalog on the college website.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath noted the Finance Committee met immediately prior to the board meeting and vetted the local fund reports and new fiscal year budget. As of June 30th, the Local Funds balance was \$1,308,062. Revenues are coming in as expected and caution and conservative spending is being practiced.

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

Mr. Putney then shared the motion and second on behalf of the Finance Committee to recommend approval of the proposed Fiscal Year 2025 Local Fund Financial Reports for the period of July 1, 2024 through September 5, 2024 to include noted adjustments vetted through the Finance Committee. With no further discussion or objections, the motion was unanimously approved

Ms. Ridpath noted the schedule for the very popular food trucks on campus daily and the full Project Update for September 2024 provided in the meeting packet.

HUMAN RESOURCES

Ms. Pittman noted there was not a Human Resources update for this meeting.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton provided the Institutional Advancement Update noting the following:

- As of July 2024, the total liabilities and net assets of the Educational Foundation were \$35.2 million. The total investments at market were \$33.8 million.
 - Ms. Herbert-Ashton made special mention that under Dr. Sandel's leadership the
 - Foundation has grown from \$1M in 2001 to over \$30M in 2024, with continued growth.
- CCAP welcomes 511 1st, 2nd, and 3rd semester students for fall 2024.
- Current legacy giving discussion could ultimately raise revokable giving to an overall initiative fundraising total of more than \$33.2 million.
- Educational Foundation's strategic plan was approved at their board meeting on June 12, 2024.
- The Gala to honor Dr. Sandel's legacy has been scheduled for June 14, 2025.
- Student Emergency Fund has served 9 students with \$2300 in funding.
- Nursing Program successes were noted and included the hiring of Coordinator of Nursing.
- Marketing/Communications 'is on fire' with fresh branding, materials, program support, retirement announcement communications, and collaborative strategies for enrollment.
- Grant funding totals to date \$2.6 million with nearly \$1 million pending.

Lastly, Mr. Putney requested approval of the temporary appointment of Joyce Kessinger to the Finance Committee through May 2025 due to extenuating circumstances, and approval of the nomination and appointment of Penny Hodge as the Finance Committee Chair through June 2026.

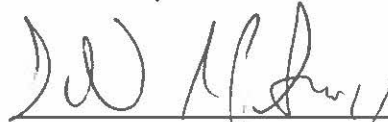
Dr. Nicely made the motion to approve Joyce Kessinger's temporary appointment to the Finance Committee and the approval of Penny Hodge's appointment as the Finance Committee chairperson. Mr. Scott seconded the motion, and the motion was unanimously approved.

With no further business, Mr. Putney adjourned the meeting at 1:17pm.

Minutes submitted by

Amy Balzer

Minutes Approved by



Mr. Todd Putney, Interim Board Chair

1-16-25

Date