

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Meeting No. 295, January 16, 2025
Natural Science Center N101, 11:30am

Members Present: Valerie Brown, Roanoke City
Dwayne Huff, Craig County
Joyce Kessinger, Botetourt County
Dr. Ken Nicely, Roanoke County
Todd Putney, Roanoke City – Chair
Tim Rowe, Roanoke County
Chad Scott, Roanoke City
Dr. Beth Quinn, Roanoke City

Members Absent: Leslie Carter, Franklin County
Penny Hodge, Roanoke County
Dr. Forest Jones, Salem City – Vice Chair

Faculty/Staff Present: Fredona Aaron, Business Manager, Financial and Administrative Services
Amy Balzer, Assistant to the College President
Bernadette Battle, Vice President of Student Affairs
Brittany Boltinghouse, GEM – Program Coordinator for Workforce Solutions
Linda Caldwell, Administrative Assistant to the College President
Dr. Jolene Hamm, Associate Vice President of Institutional Effectiveness
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Cheryl Hilton, TRIO Project Director
Hillary Holland, Coordinator for Disability Services
Jenifer Kurtz, Faculty Senate
Amanda Mansfield, GEM-Philanthropy Director
Jennifer Pittman, Associate Vice President of Human Resources
Kaitlyn Pressley – Student Spotlight
Lisa Ridpath, Vice President of Financial and Administrative Services
Leah Savelyev, Administrative and Professional Faculty Senate
Dr. Robert Sandel, College President/Board Secretary
Jamie Snead, Marketing/Strategic Communications Director
Bryan Walke, Staff Senate Chair
Dr. Elizabeth Wilmer, Vice President of Academic Affairs
Kevin Witter, Director of Facilities Planning and Development

I. WELCOME AND CALL TO ORDER

Chairman Putney called the meeting to order at 11:35am. He welcomed guests, board members and college employees. Mr. Putney noted that quorum was present.

Ms. Brown made the motion to approve the minutes from the September 19, 2024 meeting of the Local Advisory Board. Mr. Scott seconded the motion, and the motion was unanimously approved.

II. PUBLIC COMMENT

There were 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 Brittany Boltinghouse and Amanda Mansfield. These employees were selected by Dr. Sandel and his executive team for their standout contributions.

Dr. Sandel continued his report noting the following:

- 2024 was an exemplary year. The successes of the college are a direct result of the people that work here. The college is fortunate to have them on staff.
 - The presidential selection is well underway, and everyone's input is valued. The application period will close in early February and anticipate the finalists will be on campus mid-April.
 - Enrollment remains strong and the admissions staff are in overdrive, working hard to make things happen.
- State of the College

IV. COLLEGE REPORTS AND UPDATES

Student Affairs

Ms. Battle shared the student spotlight featuring Kaitlyn Pressley, noting she is a dedicated and passionate student who embodies the spirit of growth, leadership and community. Her career goal is to work in higher education administration.

Next staff presentations were shared:

Hillary Holland shared highlights and accommodations provided by the Office of Disability Services. Cheryl Hilton shared an update TRIO Student Support Services and the Great Expectation Program.

Ms. Battle finished with commenting on how these services tie into enrollment, retention, and the success of our students.

Institutional Effectiveness

Dr. Hamm provided a written division update and commented on the success of second annual Martin Luther King Jr. Day of Service, noting 50 participants from VWCC volunteering between Feeding SW Virginia, an American Red Cross blood drive and a food drive for the Student Food Co-op on campus.

Dr. Hamm also noted the strategic plan has been aligned with the VCCS strategic Plan, Accelerate Opportunity. The VWCC SP is living fluid document that is refreshed on a regular basis to remain relevant.

Institutional Advancement

Ms. Herbert-Ashton shared the following division update:

- Total grants funded to date \$2,729,861, collegewide collaboration efforts in grant development.
- Marketing continues to do a stellar job, being especially busy since Dr. Sandel's retirement announcement. They orchestrated 10 enrollment campaigns in 2024.
- Foundation net assets totaling \$36.8 million. Foundation is 'on fire' with many gifts being accepted and many of these are in recognition of Dr. Sandel.
- The gala in honor of Dr. Sandel is set for June 14th at Hotel Roanoke. Pre-order sponsorships have been plentiful, leaving limited invitation seating.
- The Foundation's new financial management company has created dashboards with visuals of donations and where the funds are being designated. Mr. Putney noted the EF board is fully engaged, kudos!

Human Resources

Ms. Pittman presented the 2025 Emeritus Honorees for Board approval.

- Mike Shelton, Administrative and Professional Faculty Emeritus
- Donna Abbatello, Faculty Emeritus
- Renee Johnson, Classified Staff Emeritus

Mr. Rowe made the motion to approve the 2025 Emeritus Nominations. Ms. Brown seconded the motion, and the motion was unanimously approved.

Financial and Administrative Services

Ms. Ridpath shared the Financial Reports update in the absence of chair, Penny Hodge. She noted funding sources are all on track or better. Adjustments requested for the local funds are between buckets based on need.

Mr. Putney presented the motion on behalf of the Finance Committee to recommend approval of the fiscal year 2025 Local Fund Financial Report for the period of July 1, 2024 through January 5, 2025 with noted adjustments. With no discussion or objection, the motion was unanimously approved.

Mr. Putney noted the comprehensive capital projects report. These projects have been included in the Six-year plan and prioritized within the VCCS based on need/funding availability. He acknowledged Mr. Witter for his ongoing excellence in executing these projects.

Academic and Workforce Solutions

Dr. Wilmer shared a PowerPoint presentation, Academic Program Development, that included the Local Board's responsibility/role in this curriculum approval process. This is session 2 of 4 of a training for the benefit of the board members and at their request. Dr. Wilmer shared specific examples of program approvals that were action items for the meeting.

Program Additions:

AS in Science: Health Science Major
Agriculture CSC
Plumbing CSC
Introduction to Paramedic CSC

Ms. Brown presented the motion to approve the academic programming additions as noted above. Mr. Rowe seconded the motion, and the was unanimously approved.

Program Discontinuance:
AS in Health Sciences

Ms. Kessinger presented the motion to approve the academic program discontinuance of AS in Health Sciences. Dr. Quinn seconded the motion, and the motion was unanimously approved.

Dr. Wilmer then noted the 2025 Curriculum Advisory Committee memberships as provided in the meeting packet. These are freshened every year to assist with keeping curriculum relevant. Dr. Quinn noted that the Criminal Justice membership was heavily weighted with officers and could benefit from more specialties within the field. Mr. Putney asked that the program heads reach out to the board with committee membership needs with suggestions when being considered.

Dr. Nicely presented the motion to approve the 2025 Curriculum Advisory Committees as provided. Ms. Brown seconded the motion, and the motion was unanimously approved.

REPORT FROM THE CHAIR

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Mr. Putney noted the 2025 meeting schedule and asked members to notify Amy Balzer with the intentions to participate in Commencement on May 9, 2025.

Mr. Putney thanked the staff for their presentations and noted that Dr. Wilmer's PPT was in response to the board's request for this information.

REMINDERS:

Next full board meeting: March 20, 2025 at 11:30am, STEM ST112

Next Finance Committee Meeting: March 20, 2025 at 10:30am, STEM ST114

With no further business, the meeting adjourned at 12:54pm.

Minutes submitted by Amy Balzer

Approved by:


Todd Putney, Board Chair

3-20-25
Date