

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 280, January 28, 2021

### Memo for the Record

#### *Information on holding electronic meetings during an emergency*

*In accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly the Virginia Western Community College Local Advisory Board of Directors and its Finance Committee will hold electronic meetings due to the emergency of the COVID-19 pandemic. Pursuant to the legislation, a quorum in a single location is not required.*

New Board Chair Joyce Kessinger called the meeting to order with roll call attendance at 3:40pm held via Zoom/Conference Call.

Members Present: Dr. Sam English, Roanoke County  
John Francis, Roanoke City -- Vice Chair  
Penny Hodge, Roanoke County  
Josh Johnson, Roanoke City  
Dr. Forest Jones, City of Salem  
Joyce Kessinger, Botetourt County -- Chair  
Granger Macfarlane, Roanoke City  
Dr. Ken Nicely, Roanoke County  
Dr. Marie Paretti, Craig County  
Todd Putney, Roanoke City

Members Absent: William Cooper, Franklin County

Faculty/Staff Present: Amy Balzer, Assistant to College President  
Catherine Ferguson, Staff Senate Chair  
Dr. Milan Hayward, Vice President of Career and Corporate Training  
Marilyn Herbert-Ashton, Vice President of Institutional Advancement  
Jennifer Pittman, Assoc Vice President of HR/Interim Dean of IE  
Lisa Ridpath, Vice President of Financial and Administrative Services  
Richard Robers, Administrative Faculty Senate  
Dr. Robert Sandel, College President  
Stephanie Seagle, Hidden Gem Feature  
Jeff Strom, Faculty Senate Representative  
Mayra Vazquez, Hidden Gem Feature  
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs  
Kevin Witter, Director of Facilities, Planning and Development

## **I. WELCOME AND CALL TO ORDER**

Ms. Kessinger reviewed electronic meeting protocol and noted the meeting will be recorded

- Thanked Josh Johnson for serving an extended term as chairperson due to the pandemic. Josh shared comments of gratitude.
- Welcomed John Francis as vice chair of the Board, Granger Macfarlane as continued Finance Committee Chair and William Cooper as new Finance Committee member.

- Introduced new member Penny Hodge, representing Roanoke County
- Dr. English's last meeting as he will be relocating to another state for new opportunity.

***Dr. Paretti made the motion to approve the minutes of September 17, 2020 virtual meeting of the Local Advisory Board. Dr. English seconded the motion. The motion carried with a vote by affirmation on the motion as stated. Approval: 9 Opposed: 0 Abstained: 1\****

***\*Ms. Hodge abstained from voting on minutes as this is her first meeting.***

## **II. REPORT FROM THE PRESIDENT**

Dr. Sandel offered praise to Mr. Johnson for serving as board chair for the two plus years, and during the pandemic. He's a fine gentleman and friend. He also thanked Dr. English for his time on the board and wished him well in his next chapter.

Of special mention, Jennifer Pittman is currently serving as interim Dean of Institutional Effectiveness while the position is being recruited for, with hopes of having new person in place by June 2021.

Dr. Sandel had the honor of presenting two of Virginia Western's Hidden Gems who are employees acknowledged for having special talents and contributions that make them unique and valuable assets to the College. Invited to this meeting were: Stephanie Seagle, Grants Specialist and Mayra Vazquez, Financial Aid Office Manager. These employees were selected by Dr. Sandel and his Executive Team for standout contributions.

President Sandel made mention of the College building name history as provided in the packet. He reminded everyone that the State Board passed a resolution requesting review of all naming on VCCS campuses. The only directly traceable name on campus that could be traced to slavery would be Anderson Hall, however, this building was recently demolished as required by the construction of the STEM building. With no naming issues noted, this topic will close.

Dr. Sandel noted that he will share additional comments after the Finance Committee Report.

## **III. COLLEGE REPORTS AND UPDATES**

### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer shared a Fall and Spring semester COVID 19 update:

- Most classes were delivered online. Clinical and hands on classes were held on campus following necessary protocols.
- Many of the student services were offered both in person by appointment only and online.
- Faculty have done an incredible job both in the classroom and online given the challenges of COVID. They have managed to deliver the same high-quality courses that you would expect from VWCC.
- Summer classes will follow the same format as Fall and Spring.
- Conversations have begun about the format of Fall 2021 classes.

- Re-employing Virginians (REV) and CARES Act state funding impacted the college in increasing enrollment of unemployed and underemployed students by providing tuition assistance. The college staff worked very hard to get students enrolled by deadlines.

Dr. Wilmer provided the list of proposed 2021 Curriculum Advisory Committee memberships. 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.

***Dr. Paretti made a motion to approve the 2021 Curriculum Advisory Committees as presented. Mr. Francis seconded the motion. The motion carried with a vote by affirmation. Ayes: 10 Oppose: 0***

## **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Macfarlane requested that Ms. Ridpath present the financial report on behalf of the Finance Committee. Ms. Ridpath reported that overall, revenues and expenditures for the fiscal year aligned with the projected budget with the following proposed amendments:

### **Construction Fund**

Decrease revenues for Interest Earned on Investments by \$13,000 due to declining interest rates.

### **Student Activities Fund**

Decrease revenues for Student Activity Miscellaneous Fees by \$1,800 due to inactivity of lost ID cards and reduced student trips.

***Mr. Macfarlane presented the motion and second on behalf of the Finance Committee recommending Local Board approval of the Local Fund Financial Report for the period of July 1, 2020 through December 31, 2020 with the above noted adjustments. The motion carried with a vote by affirmation. AYES: 10 OPPOSED: 0***

Ms. Ridpath then review the recommendation to increase the Campus Pavement Rehabilitation project for Phases 2 and 3 by \$1,500,000. These phases were outlined in the two-year auxiliary parking project plan approved by the Local Advisory Board in June 2020 to address several critical parking maintenance projects. Bidding both phases together will hopefully create an economy of scale and reduce the overall project cost. This multi-year, major rehabilitation project will positively impact all parking facilities and bring them to proper industry conditions and standards for improved pedestrian and vehicular safety.

***Mr. Macfarlane presented the motion and second to recommend approval to the Local Board to utilize an additional \$1,500,000 in the Parking Fund balance to increase the Parking Lot Maintenance, Repairs and Improvements budget to support phases 2 and 3 of the parking rehabilitation project. The motion carried by vote of affirmation. AYES 10; OPPOSED 0***

Dr. Sandel discussed the impacts the pandemic has had on the college. The conservative budgeting, careful planning and awarded grants have the college well positioned for this year and the next. The years to follow will be challenging, but there is time to plan as needed. Patience and pace are the new key words for moving forward.

## **HUMAN RESOURCES AND INSTITUTIONAL EFFECTIVENESS**

Ms. Pittman shared that the emeriti from last year will be honored at this year's virtual graduation. They are Lee Hipp, Faculty; Martha Richardson, Administrative and Professional Faculty; and Faith Janney, Classified Staff.

Ms. Pittman shared a brief update on strategic planning noting that the current plan winds down the end of 2021. The College has decided to establish a short-term bridge plan due to COVID impacts not really being known yet, the VCCS is currently developing their new plan and a SACS decennial visit is anticipated in fall of 2023. The bridge plan will carry the college through these short-term unknowns and allow for a stronger strategic long-term plan.

The Institutional Effectiveness team is working on a SACSCOC required 5-year Quality Enhancement Plan (QEP), and the topic is currently being vetted. Also, this team will be working with the Local Board on developing and implementing a self-evaluation process, with hopes of sharing a draft at the March meeting. She asked for two members to volunteer to assist in this process. Dr. Paretti and Dr. Jones stepped forward.

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton shared the following updates:

- Re-opening Task Force developed the Fall and Spring Reopening Plans, and work continues.
- College awarded Title III grant focusing on adult learners (\$1.8M).
- Acknowledged Josh Meyer for a stellar job with communications during COVID along with maintaining strong marketing presence.
- Kudos to Hidden Gem Stephanie Seagle, so valuable to Grants office.
- Thanked Josh Johnson for serving the Educational Foundation during term as board chair.

Mr. Meyer noted that graduation will be virtual again this year, and more robust due to additional planning time. It is hoped to stream the ceremony on YouTube and college website.

Ms. Amanda Mansfield presented a PowerPoint on the many initiatives the Educational Foundation has been working on during the pandemic to get and keep students enrolled in VWCC. She shared an overview of CCAP and CCAP2, and the current fundraising campaigns underway. Ms. Mansfield will share campaign details to the board members.

## **CAREER AND CORPORATE TRAINING (CCT)**

Dr. Hayward presented the following updates:

- Thanks to grant funding and in-house printing, CCT developed and mailed their first catalog in many years, focused on credentialing adult learners and offering a 'jump start' to a new career.
- CCT sponsored VWCC's first annual Martin Luther King Jr's Day of Service.
- EKG Technician course, Mechatronics Fundamentals program and more FastForward credentialing opportunities are underway
- Dual Track (high school and industry credentials) courses are in the works to be offered in Roanoke City and Salem City schools.

- Awarded Title III Grant (5 years, \$1.8M) Strengthening Institutions project “Get REAL - Refocusing Education on Adult Learners.”

**IV. CHAIRMAN’S REPORT**

Ms. Kessinger share the meeting calendar dates. Asked anyone with meeting comments, suggestions, etc to email her. Best wishes to Dr. English,

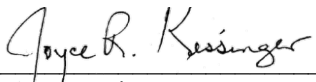
**V. MEETING ADJOURNMENT**

*With no further business, Ms. Kessinger adjourned the meeting at 4:57pm*

Minutes submitted by

Amy Balzer

Minutes Approved by

  
\_\_\_\_\_  
Joyce Kessinger

3/18/21

\_\_\_\_\_  
Date