

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Meeting No. 292, March 21, 2024
Fishburn Hall Training Room, F002, at 11:30am

Members Present: Valerie Brown, Roanoke City
Penny Hodge, Roanoke County
Joyce Kessinger, Botetourt County
Dr. Ken Nicely, Roanoke County
Dr. Marie Paretto, Craig County
Todd Putney, Roanoke City – Interim Chair
Dr. Beth Quinn, Roanoke City

Members Absent: Dr. Forest Jones, City of Salem – Vice Chair
Tim Rowe, Roanoke County

Faculty/Staff Present: Dr. Robert Sandel, College President/Board Secretary
Amy Anguiano, Administrative/Professional Faculty Senate Chair
Bernadette Battle, Associate Vice President of Student Affairs
Linda Caldwell, Administrative Assistant, President's Office
Crystal Hall, Title III Grant Coordinator
Lisa Ridpath, Vice President of Financial and Administrative Services
Brian Roberts, Faculty Senate Chair
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
Pam Woody, VWCC Hidden Gem

I. WELCOME AND CALL TO ORDER

Dr. Sandel called the meeting to order sharing personal remarks and offering a moment of silence in memory of former Local Board Chair, Mr. John Francis, who passed away unexpectedly in February. He then shared that Mr. Francis will receive an VCCS Honorary Degree of Human Letters, to be presented to Mrs. John (Rosemary) Francis at Commencement on May 10th.

Dr. Sandel then noted that Mr. Todd Putney will perform chair duties for the remainder of Mr. Francis' appointment as chair, June 30, 2024. Dr. Sandel then turned the meeting over to Mr. Putney.

Mr. Putney provided personal remarks regarding Mr. Francis. He also noted that Bill Cooper resigned from the board for personal reasons, so Franklin County will make a new appointment to the board. He also introduced Bernadette Battle, the new Associate Vice President joining the board meeting for the first time. Ms. Battle shared a few comments.

Mr. Putney then presented the January 2024 minutes for approval. Ms. Kessinger noted corrections needed in titles on the minutes. Taking that into consideration, a new request for approval was made.

Ms. Kessinger made the motion to approve the minutes for the January 2024 meeting of the Local Advisory Board. Ms. Hodge 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:

- Dr. Sandel introduced Bernadette Battle, the new Associate Vice President of Student Affairs, noting she is very well versed in student needs and is a proven team player. She has extensive experience in the VCCS so is knowledgeable in system processes and policies. She is the perfect fit for Western.
- Introduced Pam Woody as a hidden gem. She's been with the college for 35 years and plays a critical role in the health professions program enrollment and success of the students. A true GEM.
- Interim appointments have been made and require affirmation. Mr. Todd Puntney as interim board chairman, Penny Hodge as interim Finance Committee Member; and Joyce Kessinger as interim Finance Committee Member. Appointments to fill Mr. Francis' and Mr. Cooper's seat vacancies.

Dr. Paretti made the motion for approval for the interim appointments as noted above. Ms. Brown seconded the motion, and the motion was fully approved.

- Emeritus Nominations for 2024 emeritus and will be awarded at commencement. The criteria was provided in the meeting packet. These nominations are made by each governance senate and the honors are bestowed during the annual commencement ceremony. The 2024 nominees this year are Sandy Shelton, Classified Staff; Larry Ewing, Administrative and Professional Faculty; and Judy Fulcomer, Faculty.

Ms. Kessinger made the motion for board approval of the 2024 Emeritus Honorees as noted above. Dr. Paretti seconded the motion, and the motion was fully approved.

- Dr. Sandel continued his update noting that enrollment is trending upward, and that the One Door process is proving to be most effective in the short term. Students enter in one location and are advised and assisted with program/class choices and staff are provided professional development for both credit and non-credit advising for this one door approach.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND WORKFORCE SOLUTIONS

Dr. Wilmer shared the AWS update as follows:

- Enrollment remains strong, projecting close to 5.5% increase (over last year) by the end of enrollment period.
- Enrollment modalities showing approx. 50% hybrid and virtual, 50% in-person. Virtual programming is still popular post covid. Offerings are adjusted based on need/enrollment.

- Non-credit funds generation is on the rise, majority of enrolments in manufacturing/trades, healthcare and CDL.
- Offered a full breakdown of the One Door/One College restructuring with the largest change being the merger of Career and Corp Training and Academic Affairs. Creating pathways for non-credit certification students to transition to credit if so desired. Focus on advising and deepening understanding of credit and non-credit.
- First time non-credit certificate awards will be made at commencement.
- Reviewed many new programs/classes being offered, and variety of camps.
- Shortened classes will be slowly pushed out, program by program. 7-week classes begin this summer
- Transfer VA students benefit with AS specialization realignments as they move to four years colleges.
 - Dr. Paretto noted that focus groups may be beneficial for evaluating students that do not thrive in transfer situations to determine how to help them better prepare in advance.
- 2024-25 College Catalog now published on website.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath noted the Finance Committee met immediately prior to the board meeting and vetted the local fund reports fully. Newly appointed interim members were in attendance and their time is much appreciated.

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 March 7, 2024 as presented. With no further discussion or objections, the motion was unanimously approved.

Ms. Ridpath noted that a revised 2-year parking plan must be submitted to the VCCS biannually. The 2024-2026 revised plan is fully outlined in the meeting packet.

Mr. Putney presented the motion and second on behalf of the Finance Committee to recommend approval of the Proposed 2024-2026 Auxiliary Reserve Plan for College Parking Facilities as presented. With no further discussion or objections, the motion was unanimously approved.

Ms. Ridpath encouraged all to review the VCCS Financial Audit for FYE June 2022 and the campus projects update included in the meeting packet.

HUMAN RESOURCES

Mr. Shelton provided the recruitment update noting that attracting candidates remains very competitive, however, the reputation of VWCC positively affects applicant interest. He also shared kudos to GEM Pam Woody. She has made a huge impact and truly cares about the college and students.

Dr. Sandel shared the numerous benefits of having Mr. Shelton as interim AVP of HR. In the short time, he has made a difference with employee relations and policy revisions. He noted that Mr. Shelton is honest and a straight shooter and thanked him for contributing once again.

INSTITUTIONAL ADVANCEMENT

Ms. Snead provide the Institutional Advancement Update on behalf of Ms. Herbert-Ashton:

- As of December 31, 2023, the total liabilities and net assets of the Educational Foundation were \$31,303,620. The total investments at market were \$30,517,787.
- Over 1000 CCAP applications were received for the coming academic year.
- The *Milestone Moments* Annual Campaign as of March 1, 2024, \$2,679,646 toward goal of \$1,444,000 for the annual campaign.
- The Endowment Initiative to date is \$12,101,337 in cash gifts intended for the *Virginia Western Forward Fund* (unrestricted permanent endowment). Active solicitations are under way.
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- The Educational Foundation requests approval for a \$2 million naming gift for the Humanities Building to the Virginia Western Forward Fund: The Mary Ann and Glen Conrad Center for Humanities. The donor for this gift has asked for discretion at this time. This gift is being made in honor of Dr. Sandel by very good friends and advocates of the community college mission.

Ms. Brown presented the motion for Board approval for a \$2 million naming gift for the Humanities Building to the Virginia Western Forward Fund: The Mary Ann and Glen Conrad Center for Humanities. Ms. Kessinger seconded the motion and the motion was unanimously approved.

- Ms. Snead continued the update noting Grants total funding for FY 22-23 was \$2,630,056 and \$3,256,136 to date for FY 23-24.
- The marketing department is working very closely with deans, program heads, and workforce leaders to promote the college strategically and collaboratively.
- Most notable press coverage was the college's historical marker event in January.
- Social media specialist has been hired and will step up social media presence focusing on student life.

INSTITUTIONAL EFFECTIVENESS

Ms. Hall shared the following Institutional Effectiveness Update on behalf of Dr. Hamm:

- VWCC's strategic plan, kicked off in Fall of 2022, is a working document. The priorities have 4 year targets and the plan progress is audited annually on these targets. The annual review is underway so the IE office has solicited revisions and changes to update the plan moving forward. The annual progress report provided in the meeting packet requires Board approval per SACS. This update will also be included with the president's annual performance review materials.

Dr. Paretto presented the motion for Board approval of the Strategic Plan Institutional Priorities Progress Report. Ms Brown seconded the motion and the motion was unanimously approved.

STUDENT AFFAIRS

Ms. Battle shared the following update for Student Affairs:

- Reorganization of Student Affairs facilitated the creation of the Associate Vice President of Student Affairs position of which Ms. Battle has been hired. This role is designed to provide innovative strategies to empower students to thrive academically, personally and professionally.
- VWCC is one of a handful of VCCS colleges with Military Services Office for students. New Veritas (veteran) liaison has been hired and has already made an impact. Special events planned for Veteran Services Week.
 - VA Dept of veteran services donated twenty laptops for veteran students and spouses. A partnership with Tech for Troops will facilitate replenishment of the laptops as needed.
 - Trio Pathways Program has been in place for 30 years funded by the DOE to support student

eligible students with extra support needed to be successful. VWCC is one of 13 VCCS colleges to offer this.

- Student life has been forever changed by Covid. Student Activities Coordinator Natasha Lee and her team have adapted and reinvented activities/events/programs for improving student engagement and enrichment.
- SNAP-Ed partnership with VT Dept of Cooperative Extension now on campus. Aimed to support nutrition and physical activity needs for overall wellness. VWCC will provide essential infrastructure to support this program.

V. REPORT FROM THE CHAIR

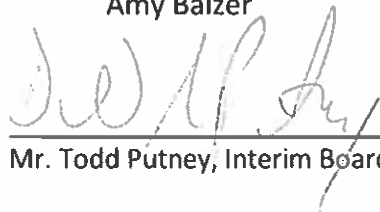
Mr. Putney reminded all to try to attend Commencement on May 10th. He finds it extremely gratifying and leaves inspired and excited for the graduates. He also noted the next meeting is May 16th, 2024 in the STEM building. He thanked everyone again for their support in this challenging time of transition.

With no further business, Mr. Putney adjourned the meeting at 12:55pm.

Minutes submitted by

Amy Balzer

Minutes Approved by



Mr. Todd Putney, Interim Board Chair

5-16-24

Date

