

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Meeting No. 293, May 16, 2024
STEM Building Room ST112, at 11:30am

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

Members Absent: Dr. Forest Jones, City of Salem – Vice Chair
Dr. Marie Paretti, Craig County

Faculty/Staff Present: Dr. Robert Sandel, College President/Board Secretary
Amy Anguiano, Administrative/Professional Faculty Senate Chair
Amy Balzer, Clerk to the Local Board, President’s Assistant
Bernadette Battle, Associate Vice President of Student Affairs
Linda Caldwell, Administrative Assistant, President’s Office
Dr. Jolene Hamm, Associate Vice President of Institutional Effectiveness
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Cheryl Hilton, VWCC Hidden Gem
Lisa Ridpath, Vice President of Financial and Administrative Services
Denise Schuh, VWCC Hidden Gem
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

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 board members for participating in the “best event of the year,” the college’s commencement ceremony. He then shared kudos to Dr. Sandel for his cultivated relationships and promotion of higher education in the community, noting current recognitions by Roanoke College and RBTC.

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

- Virginia Western is one of the top leaders in the VCCS in enrollment, a 6% increase over last year's spring enrollment, which was also 6% over the previous year. Dual enrollment is steady and new legislation effective Fall 2025 specifies tuition may not be collected for dual enrollment classes.
- College is fiscally strong. Enrollment Center is working hard on growing and retaining adult learners as the k-12 enrollments decline.
- Executive Team is terrific collaborative team, Senates are well effective and improving communications, and the Foundation is booming.

Dr. Sandel then introduced the three Hidden Gems being featured for their valued contributions to the college. Those recognized were Denise Schuh (Human Resources); Cheryl Hilton (TRIO); and Amy Balzer (President's Office).

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND WORKFORCE SOLUTIONS

Dr. Wilmer shared the AWS update as follows:

- Commencement celebrated with 419 students participating. The college had nearly 1700 completers, both credit and workforce, for 2023 Fall and 2024 Spring and Summer. This is the first year that workforce completers were invited to participate in the ceremony.
- Summer enrollment is open and currently approx. 76% are asynchronous, and in-person 16%.
- Highlights were shared on Open Door restructuring successes and workforce wins.
- Occupational Therapy Assistant program preparing for first students this fall and Medical Lab Technician Program Partnership MOU has been signed and implemented.
- Two program additions were shared:
 - Management AAS with specialization in Hospitality Management and
 - Autonomous Vehicle Technology CSC resulting from an NSF grant.

Ms. Kessinger made the motion to approve the addition of Management AAS with specialization in Hospitality Management. Mr. Rowe seconded the motion, and the motion was unanimously approved.

Dr. Quinn made the motion to approve the addition of Autonomous Vehicle Technology CSC. Ms. Hodge seconded the motion, and the motion was unanimously approved.

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 May 6th, the Local Funds balance was \$9 million. 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 May 6, 2024 as presented. With no further discussion or objections, the motion was unanimously approved.

Mr. Putney shared the motion and second on behalf of the Finance Committee to recommend approval of the proposed Fiscal Year 2025, July 1, 2024 through June 30, 2025 Local Funds Budget as presented. With no further discussion or objections, the motion was approved unanimously.

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.

HUMAN RESOURCES

Mr. Shelton provided the recruitment making special mention of highly qualified Administrative Officer for Nursing will start June 25th, and OTA Instructor will begin August 16th. Also, noted the numerous recruitments underway.

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.

INSTITUTIONAL ADVANCEMENT

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

- Thanked HR for their efforts in securing Dr. Kelly Pennell, Admin Officer for Nursing, as this was an especially challenging recruitment.

- Dr. Sandel noted that Ms. Herbert-Ashton has led the nursing program through full program overhaul and gaining new accreditation. Nursing students pass rate of 100% for NCLEX exam for first time.
- 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.
 - 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.
- \$12,173,990 have been raised to date with gifts intended for the Virginia Western Forward Fund (unrestricted permanent endowment).
- Student Emergency Fund has supported 157 students with \$54,485 in AY 2023-2024.
- Grant Funding to date was \$3,008,213, and Public Relations had 60 media mentions

INSTITUTIONAL EFFECTIVENESS

Dr. Hamm shared the following Institutional Effectiveness update:

- The VWCC Strategic Plan has been updated to incorporate the VCCS Strategic Plan, Opportunity 2030, main changes being college access for adult learners and emphasizing importance of workforce area efforts.
- Quality Enhancement Plan pilot has concluded, and new plan will be launched Fall of 2024.
- This year's general education assessments were critical thinking and scientific literacy.
- Last year of the Title III Get REAL Grant will enter its last year in October.
- OTA program has been approved by SACS-COC and the College reaffirmation will receive final review in June and a formal letter will be forwarded to the college

Ms. Brown presented the motion to approve the revisions to the Strategic Plan to incorporate Opportunity 2030, the new VCCS strategic plan. Mr. Rowe seconded the motion, and the motion was unanimously approved.

STUDENT AFFAIRS

Ms. Battle shared the following update for Student Affairs:

- Enrollment area is laser focused on enrollment and retention using all their people power and technology available.
- Shared new Student Spotlight Initiative and introduced the first recognition, Chanlee Luu, the first awarded Poet Laureate in the VCCS Poet Laureate and Visual Art Luminary Contest. The college had 25 student entries with a total of six placing in top three for each category. The winners' art pieces were shared in the meeting packet.

V. **REPORT FROM THE CHAIR**

Mr. Putney shared that the Executive Committee met on May 8, 2024 for the sole purpose of nominating officers and Finance Committee membership for the 2024-2026 term. He then presented the 2024-2026 slate of officers as Todd Putney, Chair and Dr. Beth Quinn, vice chair.

Mr. Rowe presented the motion and second on behalf of the Executive Committee for Local Advisory Board approval of Todd Putney, chair and Dr. Beth Quinn, vice chair for the term of July 1, 2024 through June 30, 2026. With no further discussion or objection, the motion was unanimously approved.

Mr. Putney presented the membership for the 2024-2026 Finance Committee as Todd Putney, Dr. Ken Nicely, Dr. Beth Quinn, Tim Rowe and Penny Hodge.

Ms. Brown presented the motion and second on behalf of the Executive Committee for Local Advisory Board approval of the 2024-2026 Finance Committee membership as listed above. With no further discussion or objection, the motion was unanimously approved.

Dr. Sandel added that he appreciates the board and their involvement, noting together they make a difference.

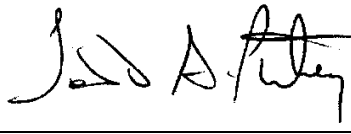
Mr. Rowe shared a VWCC 1995 Commencement Program from his mother's graduation. He has several family members that have proudly attended VWCC.

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

Minutes submitted by

Amy Balzer

Minutes approved by:



September 19, 2024