

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 262, September 17, 2015

The Virginia Western Community College Local Advisory Board was called to order at 11:35am on Thursday, September 17, 2015, by Chairman Jerry Burgess, introducing new Roanoke County representative Dr. Greg Killough, and thanking Educational Foundation President Ken Randolph for sharing the Foundation updates for the past two years as his presidential term ends in December. Mr. Burgess then shared guest introductions.

Members Present: Jerry Burgess, Botetourt County..... Chair
Forest Jones, City of Salem
Greg Killough, Roanoke County
Mark Lawrence, Roanoke City
Granger Macfarlane, Roanoke City
Larry Moore, Franklin County
Marie Paretti, Craig County
Charles Robbins, Roanoke County

Members Absent: Jim McAden, Roanoke County.....Vice Chair
Josh Johnson, Roanoke City
Douglas Waters, Roanoke City

Guests Present Ken Randolph, President of the Educational Foundation Board of Directors

Staff Present: Fred Aaron, Business Manager of Financial and Administrative Services
Lori Baker, Dean of Student Services
Amy Balzer, Assistant to College President
Annette Chamberlin, Faculty Senate Chairperson
Angela Falconetti, Vice President of Institutional Advancement
Mike Greer, Administrative Officer for Workforce Solutions
Marilyn Herbert-Ashton, Coordinator of Grants Development and Special Projects
Cheryl Miller, Vice President of Financial and Administrative Services
Shivaji Samanta, Director of Information and Educational Technologies
Kevin Witter, Director of Facilities Planning and Development

I. APPROVAL OF MINUTES

Mr. Jones made a motion to approve the minutes from the regular meeting on May 21, 2015 as presented. Mr. Robbins seconded the motion and the motion was unanimously approved.

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Ms. Miller provided the update in Dr. Sandel's absence noting the following:

- Fall semester began smoothly with strong enrollment;
- Commended ASA, Student Services and Marketing areas for the positive debut of VWCC Express;
- Starbucks opened on campus and has been very well received;
- Commended Facilities Planning and campus staff, and architects for STEM building progress. Branch

Associates has been hired as construction manager to oversee the STEM project.

Virginia Western's newly designed biannual 2015-2017 College Objectives/Strategies to meet the Chancellor's Objectives for the *Complete 2021* single goal were presented for board affirmation. These objectives include Connection-increase in applications; Entry-increase admissions applications yield; Progression-increase fall to spring and fall to fall retention; Completion-increase number of graduates and industry demand certifications, credentialing and licensures; and Affordability and Sustainability-establish funding and sustainable resources to increase licensing and credentials earned in addition to executing a major gifts campaign and implementing shared services opportunities for increased fiscal responsibility and efficiency in operations.

Dr. Paretti made a motion to approve the 2015-2017 College Objectives/ Strategies as presented. Mr. Robbins seconded the motion and the motion was unanimously approved.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Ms. Baker reported on Academic and Student Affairs activity in Dr. Wilmer's absence, to include the following:

- Amy White named as Interim Dean of STEM;
- Justice Club will host Gil Harrington as guest speaker for Save the Next Girl organization;
- Current pass rate of 92% for Nursing Board exam for 2015 class. Radiation Oncology has 100% pass rate;
- Gary Young successfully completed the AWS Instructors and Evaluation Exam, allowing Western to become an AWS Certified Testing Facility;
- Blackboard Financial Aid Call Center went live on July 1st and has been well received;
- Online graduation application process went live on September 8th and the interactive online catalog has been successfully launched.

Ms. Baker requested approval for the 2015-2016 Student Conduct Code and Grievance Procedure highlighting the revisions to include revised definition of sexual misconduct, committee quorum change, academic misconduct violations submitted to Dean of Student Services becomes part of the student's educational record, and a warning for student misconduct does not go on educational record and cannot be appealed.

Mr. Burgess made a motion to approve the 2015-2016 Student Conduct Code and Grievance Procedure as presented. Dr. Paretti seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Miller reviewed the Local Fund Financial Reports for the period July 1, 2014 through June 30, 2015 as final year end, also including the proposed 2015-2016 Local Funds Budget, making mention of the following:

- **Local Fund** balance as of June 30th was \$1,717,080.
- **Local Gov't Contributions** were received with the exception of Roanoke County and Salem City. Scholarships are awarded to participating locality students only.
- Auxiliary Food revenues in the **Vending Fund** fell short this year, and President's and College Activities funds were slightly over budget due to supplementing shortfalls in other areas normally state funded. Subway does not pay commission, only rent as reflected in the Life Center Fund.
- **Bookstore Fund** commission revenues exceeded budget due to new collaborative contract (19 of 23 VCCS colleges participating). Parking Fund loan repayment of \$100,000 is reflected. Starbucks is now open and well received.

- **Construction Fund** includes reimbursement associated with the Dental Clinic and Autoclave ventilation renovation per the litigation settlement. The June 30th ending balance is \$44,388.
- The **Parking Fund** reflects the loan repayment to the Bookstore Fund and \$120,273 in parking lot repair and maintenance.
- **Individual Scholarship Fund** shows scholarship awards to students in the amount of \$194,113, and an ending balance of \$48,195.
- **Student Activities Fund** includes \$144,173 transferred in from College Services and student activity fee revenues of \$134,137.
- **Campus Life Center Fund** reflects Subway's lease payments and FFE expense ran slightly over budget.
- **College Service Fee Fund** reflects transfer to Student Activities Fund of \$144,173 and an ending balance of \$43,420.

Ms. Miller then presented the 7/1/15-8/31/15 Local Funds Reports noting very little activity with the exception of the following:

- **Vending Fund** collected \$2609 in vending machine commissions
- **Bookstore Fund** reflects \$350,000 transfer to Campus Life Center to assist in covering debt service payment that was billed early.
- **Construction Fund** showed minimal expenses for Dental Clinic renovation and Brown Library improvements.
- **Parking Fund** shows Parking Deck design expenses of \$7272 and minimal parking fine income and supplies expense. Also shows addition of \$100,000 to each budget amount for Colonial Ave Streetscape and the Parking Deck Design to offer leverage as College entire financial commitments are not known at this point.
- **Individual Scholarship Funds** holds \$114,062 in award funding yet to disperse.
- **Student Activities Fund** reflects semester start-up costs; i.e. printed student calendars and ambassador scholarships.
- **Campus Life Center Fund** shows the transfer in of \$350,000 from Bookstore Fund to buffer the debt service early payment.
- **College Service Fee Fund** has an ending balance of \$42,278.

Mr. Burgess noted the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/2014-6/30/15 year-end financial reports and the 7/1/15-8/31/15 Local Fund Report with the notations above. The motion was approved unanimously.

Ms. Miller then presented the request for approval to grant an easement for RVARC to install and maintain underground broadband telecommunication service to the college. If approval is granted, the VCCS legal team would draft the contract for submittal to the VCCS State Board for approval. It is now understood that there will be some costs to the College, but amount is unknown at this time. This broadband telecommunication service would be of immediate and long term benefit to the College. After a lengthy discussion, it was decided that the request would be approved in concept since there now is an unknown funding commitment.

Mr. Burgess made a motion to approve the easement request above contingent of future briefings as to the cost of extending the fiber optic cable and review of the final easement contract. Mr. Robbins seconded the motion and the motion was unanimously approved.

Ms. Miller shared a PPT presentation containing schematics and blueprints of the new STEM complex with campus location identified as well as descriptions of academic activity assigned to each floor.

Mr. Jones made a motion to approve the 72,000 square foot STEM building and its proposed location, in addition to the complete demolition of Anderson Hall. Mr. Moore seconded the motion and the motion passed unanimously.

Ms. Miller noted that the Hall Associates Student Life Center sign has been funded through local funds and the contract has been awarded. The sign is intended to honor Hall Associates for their contributions to the College. The Board previously reviewed the design but did not vote on approval.

Dr. Paretti mad a motion to approve the Hall Associates Student Life Center Sign as presented. Mr. Robbins seconded the motion and the motion was unanimously approved.

Mr. Burgess announced Ms. Miller's retirement and presented her with a gift of appreciation from the Board. Ms. Miller thanked the Board and shared a few comments on her retirement plans. Board members offered kind mention of Ms. Miller as well.

HUMAN RESOURCES

Ms. Pittman shared that the VCCS has partnered across all colleges to form a Diversity Task Force, comprised of individuals from various functional areas including Academics, Finance, Human Resources, Institutional Effectiveness, Learning Resources and Public Relations. During a recent meeting the following action items were identified to be to meet Chancellor's expectations; Accountability items for colleges; Branding; and Diversity & Inclusion Committees.

INSTITUTIONAL ADVANCEMENT

Mr. Randolph thanked the Board for allowing him to participate over the past two years. Special thanks to Dr. Sandel, Dr. Falconetti, and Foundation staff, Jerry Burgess and Forest Jones. He also congratulated Ms. Miller on her retirement and wished her the best. He noted that the Foundation has a strong board of directors in place-the A Team. Six hundred twenty five students have been impacted by CCAP, emergency funds and scholarships provided by the Foundation equivalent to \$958,239.32.

Dr. Falconetti thanked Mr. Randolph for representing the Foundation. She noted Marketing and Grants Departments continue to excel! After giving a brief overview of the strategic planning process, she introduced Marilyn Herbert-Ashton. Ms. Herbert-Ashton co-chaired the strategic planning process alongside Dr. Falconetti. The new Plan is a culmination of collaboration between college faculty and staff, internal and external focus groups, and the Strategic Planning Steering Team. She then presented the new plan, Success 2021, designed to align with the VCCS's strategic plan, Complete 2021.

Mr. Burgess made a motion to approve Success 2021 Strategic Plan as presented. Mr. Moore seconded the motion and motion was unanimously approved.

WORKFORCE DEVELOPMENT SERVICES

Mr. Greer shared the Workforce Solutions highlighting the following

- 459 credentials in industry certifications and state licensures awarded in FY 2015 ;
- 16 STEM-H summer camps offered for grads 4-12;
- WES launch date for business use and Web presence scheduled for Oct 1, 2015;
- VWCC is participating in a Financial Aid for Noncredit Training Leading to Industry Credentials Pilot and High-Demand Industry Credential Incentive Pilot programs.
- Institute of Excellence Grant proposal submitted to expand CNA classes in Roanoke.

V. REPORT FROM THE CHAIR

Mr. Burgess reviewed the Board meeting schedule, noting that the next meeting will be on campus on January 21, 2016

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 1:10pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:



Jerry Burgess

1-21-16
Date

