

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 259, January 15, 2015

The Virginia Western Community College Local Advisory Board was called to order at 11:30 a.m. Thursday, January 15, 2015 by Chairman Jerry Burgess. Mr. Burgess welcomed new member Joshua Johnson, meeting guests and presenters, and thanked everyone for attending.

Members Present: Jerry Burgess, Botetourt County..... Chair
Forest Jones, City of Salem
Joshua Johnson, Roanoke City
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Jim McAden, Roanoke County..... Vice Chair
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Douglas Waters, Roanoke City
Granger Macfarlane, Roanoke City

Members Absent: Mike Jones, Craig County

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

Staff Present: Amy Balzer, Administrative Assistant
Annette Chamberlin, Faculty Senate Chair
Leah Coffman, Coordinator for Workforce Development Services
Angela Falconetti, Vice President of Institutional Advancement
Cheryl Miller, Vice President of Financial and Administrative Services
Jennifer Pittman, Associate Vice President of Human Resources
Robert Sandel, College President, Local Advisory Board Secretary
Chad Sartini, Financial Aid Coordinator
Marla Whiteside, Staff Senate Chair
Elizabeth Wilmer, Vice President of Academic and Student Affairs
Kevin Witter, Director of Facilities

I. APPROVAL OF MINUTES

Mr. Macfarlane made a motion to approve the minutes from the regular meeting September 17, 2014 as presented. Mr. Lawrence seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Dr. Sandel provided the campus update to include the following:

- Introduced Jennifer Pittman as the new Associate Vice President of Human Resources and welcomed Josh Johnson to the Board representing Roanoke City.
- Welcomed Chad Sartini as an observer to satisfy requirement in doctoral program at ODU.
- Reviewed proposal for Culinary Program facilities expansion project that he will support at the Roanoke City Council Meeting. He also attended Gainsboro neighborhood information meetings to garner support and understanding of project.

- PowerPoint of new and proposed capital projects on campus and discussed the increased stress on campus parking that the new STEM building will create. Also noted was the ‘streetscape’ that the College is now working on with the City of Roanoke to improve Colonial Ave appearance and traffic flow plus increase safety for students.

Dr. Sandel presented the nominations for 2015 Emeritus Awards to be presented at Commencement in May: Carlton Mabe, Classified Staff; Wayne Michie, Administrative/Professional Faculty; and Sallie Branscom, Teaching Faculty.

Mr. Jones made a motion to approve the nominations for 2015 Emeritus Awards. Mr. Moore seconded the motion and the motion was approved.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer reported on Academic and Student Affairs activity including:

- New faculty and staff for fall 2014.
- Many achievements of faculty within each academic school and their continued collaboration in community projects.
- Financial Aid working with Blackboard to implement a 24/7 call center beginning 7/2015.
- Site visit successful for ACF accreditation for the Culinary Program.

Dr. Wilmer explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. She reviewed information regarding the following proposals for discontinuances and new specializations:

Program Discontinuances:

AAS Degrees- Technical Studies: Mechatronics
 Management: Human Resources Management
 Technical Studies: Energy Management
 Architectural/Civil Engineering Technology: Geographic Information Sys. Specialization
 Certificate- Geographic Information Systems
 Career Studies Certificates-Accounting
 AMT: Executive Assistant
 IT: Web Designer
 Management: Business Industrial Supervision
 Management: Human Resources Development
 Management: Organizational Leadership
 Wellness

New Specializations:

AAS Degrees- ITS: Network & Security Administration
 ITS: Web Programmer
 ITS: Database & Program Developer
 AS Degree- Dietetics and Nutrition Specialization

Dr. Lange made a motion to approve the above program discontinuances, and new specializations. Mr. Johnson seconded the motion and the motion was approved.

Dr. Wilmer provided the list of proposed 2015 Curriculum Advisory Committee memberships, appointed by deans and faculty of their respective divisions. 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.

Mr. Robbins made a motion to approve the 2014 Curriculum Advisory Committees as presented. Mr. McAden seconded the motion and the motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Miller presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2014 through November 30, 2014 were reviewed to include adjustments as noted:

- Local Fund balance as of November 30, 2014 was \$1,845,946.
- Construction Fund anticipating transfer of \$425,000 from VCCS for litigation settlement of the Fralin Center.

Vending Fund:

- Establish a budget for Java the Hutt for equipment repairs/replacement of \$1,500.

Bookstore Commission Fund:

- Increase the Bookstore Commission budget from \$360,000 to \$460,000 to reflect increased commissions as a result of the newly negotiated bookstore contract.
- Establish a budget of \$9,000 for the Starbucks/Smoothie Bar start-up equipment expense.

Arboretum Fund

- Establish a budget of \$16,000 to reimburse state funds for the P/T Arboretum position.

Parking Fund

- Establish a budget of \$1,800 to pay Park Roanoke for our culinary faculty parking at the Roanoke Higher Education Center.

Individual Scholarship Fund

- Increase the Scholarship amount from external sources from \$135,000 to \$150,000 to reflect the scholarships received during the current fiscal year.

Student Activities Budget

- Increase the budget established for the NJCAA men's and women's basketball program from \$28,000 to \$43,000 to provide up to \$15,000 to purchase additional insurance coverage.
- Establish a budget of \$95,117 to reimburse state funds for the salaries associated with providing High School Career Coaches.
- Establish a budget of \$45,500 to reimburse state funds for student tutoring expenses.
- Move the budget established for Salaries of \$88,140 to the Campus Life Center Fund.

Campus Life Center Fund

- Establish a budget of \$88,140 to reimburse state funds for the Student Activities Coordinator position.
- Establish a budget of \$6,700 to fund the Fitness Center Grand Opening activities.

College Services Fee Fund

- Increase the budgeted transfer from the College Service Fee Fund to the Student Activities Fund from \$77,893 to \$145,370 to offset the increased expenditures planned in the Student Activities Fund.

Mr. Robbins presented a motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/2014-11/30/2014 financial reports to include the noted adjustments. The motion was approved unanimously.

Ms. Miller presented the 2015-2016 Locality Budget Request Distribution form. The localities will be billed based on a formula that accounts for student population, real estate valuation and population percent. The total amount of the locality request remains the same.

Mr. Robbins presented a motion and second on behalf of the Finance Committee to recommend Board approval of the Request to Localities for 2015-2016. The motion was approved unanimously.

Ms. Miller shared the revised project scope for the 750 space parking garage. The project has been reduced to half the original size with the new construction total of \$13,974,000, thus necessitating a \$7 per credit hour increase in student fees with a 30 year debt service. The existing \$4 per credit hour parking fee may be used to offset part of the \$7 fee if needed.

After a lengthy discussion, Mr. Robbins presented a motion and second on behalf of the Finance Committee to recommend Local Board approval of the revised project scope for the College's parking deck to include \$7 per credit hour increase in student fees. The motion was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Randolph provided the following update on behalf of the Educational Foundation Board:

- \$5 Million goal of CCAP Campaign achieved one year early.
- Impact of CCAP and major gifts donated in 2014.
- 2015 slate of officers for the Foundation Board and new Board membership.

Dr. Falconetti reported the following for Institutional Advancement:

- Marketing office earned one gold and two silver awards from PRSA, Blue Ridge Chapter; and also 14 VCCA Excellence in Communication Awards at the VCCA Conference.
- Grants Office secured \$2 million in grant funding from July 1-December 31, 2014.
- Institutional Advancement and Institutional Effectiveness offices are collaborating to develop the College's next strategic plan, *Success 2021* to align with VCCS's six year plan, *Complete 2021*.
- Numerous publications, events, media coverage, and status of social media were reviewed.

Dr. Falconetti thanked Dr. Sandel and the Board for their support of CCAP and the Foundation efforts.

WORKFORCE DEVELOPMENT SERVICES

Mr. Coffman shared the Workforce Development Services update including the following:

- Status of various WDS grants.
- VWCC being one of the seven community colleges selected to participate in the High-Demand Industry Credential Incentive Pilot Program. The final proposal from VCCS due this month.
- Numerous spring WDS classes and planned summer camps.

V. REPORT FROM THE CHAIR

Mr. Burgess reviewed the 2015 Board meeting schedule, encouraging all to participate in Commencement this year.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:45 p.m.

Minutes submitted by:

Amy Balzer

Minutes Approved by:



Jerry Burgess

3-19-15
Date