

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 264, March 17, 2016

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. on Thursday, March 17, 2016, by Chairman Jerry Burgess. Mr. Burgess made special mention of the recent announcement by Eldor Automotive on choosing Botetourt County for their branch opening, noting the decision was aided by Virginia Western's mechatronics program's close proximity and ability to provide trained workforce. He welcomed guests and thanked members for attending.

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

Members Absent: Greg Killough, Roanoke County
Marie Paretti, Craig County

Guests Present: Neil Wilkin, Educational Foundation

Staff Present: Amy Balzer, Assistant to College President
Annette Chamberlin, Faculty Senate
Marilyn Herbert-Ashton, Director of Grants and Special Projects
Danielle Loveless, Fitness Center Manager
Jennifer Pittman, Associate Vice President of Human Resources
Lisa Ridpath, Vice President of Financial and Administrative Services
Carole Tarrant, Coordinator of Development for Educational Foundation
Robert Sandel, College President, Local Advisory Board Secretary
Elizabeth Wilmer, Vice President of Academic and Student Affairs
Deborah Yancey, Dean of Business Trades and Technology, Workforce Dev. Svc

I. APPROVAL OF MINUTES

Mr. Robbins made a motion to approve the minutes from the regular meeting on January 21, 2016 as presented. Mr. Jones seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Dr. Sandel provided the campus update to include:

- Eldor Automotive's announcement to locate in Botetourt County is a positive reflection on VWCC and surrounding community. Announcement validates the Mechatronics Program and Dan Horine's hard work. He also thanked the Board members that attended the announcement;

- Recruitment for Vice President of WDS is underway and is a critical hire for the college;
- Major success in new legislation for funding in training and noncredit coursework leading to industry credentialing and certification;
- Lisa Ridpath offered an update on the General Assembly's approved budget noting non-credit funding, ETF increase for workforce related technology, increased funding to support student access and affordability (instruction side) and moderate the tuition increase expected to be considered in May by the State Board, the College's parking deck capital project approval, and an increase in maintenance reserve funding.
- Mark Lawrence also shared comments regarding recent legislative session stating the delegation worked well together on higher education and workforce initiatives;
- STEM building is on track for groundbreaking in early fall;
- Parking garage (student fee schedule) will be considered at the May State Board meeting;
- Culinary Center capital project was approved by governor;
- Streetscape plans on track with collaboration between Roanoke City, VDOT and Transportation Board;
- Delegate Chris Head proposing future area Governor's School for CTE;
- Superintendent Mark Church proposing new CTE School for Franklin County to be located on high school grounds.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer explained the College's concentrated efforts on reinforcing and supporting a culture focused on student success. The plan, *Navigate Guided Pathways*, includes establishing meta-majors, loss points, and intrusive advising at loss points to facilitate student success. The Plan also provides opportunities to complete stackable and industry recognized credentials throughout programs of study.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters reviewed the Local Fund Financial Reports for the period July 1, 2015 through February 29, 2016 noting the following:

- Total fund balance as of February 29th was \$2,322,016;
- Proposed adjustments to align the budget with expected activity:
 - Revenue budgets for the Vending Fund and Bookstore Commissions were adjusted to align with anticipated activity.
 - Expenditure budgets for Local Government Contributions Fund and Individual Scholarships Fund were adjusted to reflect expected scholarship activity and the Parking Fund budget was increased, within available resources, to address high need parking lot maintenance issues.
 - Decreased operating expenses in Campus Life Center Fund to meet needs and also increased debt service line item to cover processing fees.
 - Requested flexibility on transferring existing budget to new programmatic needs and/or increasing the budget within available resources in the same fund to address College needs.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/2015-2/29/16 financial reports to include the noted adjustments and also to delegate authority to the VP of Financial and Administrative Services to adjust local fund budgets as needed to meet

College needs and report actions taken at the next Finance Committee meeting. The motion was approved unanimously.

Mr. Waters reviewed the proposal to increase the Student Activity Fee \$0.50 effective fall semester 2016. The proposed fee increase considered projected enrollment, fixed cost, historical expenditures, state mandated compensation and fringe benefit changes, and the need to plan long-term for renewal and replacement reserves. The College's Student Council unanimously approved the proposed fee increase and the State Board for Community Colleges will consider the request, if approved, at their May 2016 meeting. Mr. Waters referred the members to the packet in the Board Book that includes a copy of the proposed fee schedule, projected revenues, and Student Council letter.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the \$0.50 increase per credit hour in the College's Student Activity Fee effective fall 2016. The motion was approved unanimously.

HUMAN RESOURCES

Ms. Pittman reviewed the VCCS Shared Services Center initiative that will combine common administrative services from across the community college system to leverage technology, reduce manual efforts and provide consistent, quality services, freeing up resources for improved efforts on student success. The center will operate under a shared governance/shared ownership model. Total implementation is expected to span three years and the foundational staffing structure will be in place by July 1, 2016 with some basic services ready to transition. The physical location has not been disclosed at this point in time.

INSTITUTIONAL ADVANCEMENT

Neil Wilkin provided the following update on behalf of the Educational Foundation:

- Total net assets and liabilities as of December 31, 2015 are \$15,242,193;
- Development Committee is planning for a fall 2016 major gifts campaign with five year goal \$20 Million;
- Annual Appeal Campaign status was reviewed noting 100% Foundation Board participation;
- Ms. Herbert Ashton shared Mr. Wilkin is recipient of 2016 Chancellor's Philanthropy Award;
- City of Salem to receive 2016 Community College Impact Award, recognizing pioneering support of CCAP;
- Salem City Police Chief Michael Crawly and retired Radiography Program Director Dr. Mary Loritsch being recognized as 2016 Distinguished Alumni at the Educational Foundation Awards Ceremony in April.

Ms. Herbert-Ashton reported the following for Institutional Advancement:

- Grants Office secured \$2,502,630 in grant funding from July 1, 2015 –March 8, 2016;
- Dr. Sandel and Bruce Phipps of Goodwill Industries were invited presenters at the Aspen Institute's Achieve the Dream Conference, sharing the successful partnership model between VWCC and Goodwill Industries of the Valley;
- Dr. Sandel invited as a panelist to Aspen Institute's capacity building dialogue in Washington DC in April;
- Strategic Planning Summit set for April 22nd, meeting to ensure the effective implementation of the College's new strategic plan, Success 2021;
- Marketing Office taking the lead in organizing the College's 50th Anniversary events, kicking off fall

semester 2016 continuing through graduation in May 2017.

WORKFORCE DEVELOPMENT SERVICES

Ms. Yancey shared the Workforce Development Services noting the following:

- FY 2016 has 298 students enrolled in industry certification, state licensure courses;
- 21 classes planned for Summer Kids College;
- Health Professions Opportunity Grant (HPOG) is a \$2.7 million Goodwill grant with classes co-located at Goodwill Jobs Campus. Goal of this 5 year grant is to move graduates into entry level healthcare jobs;
- TAACCCT Round 2 Grant has met all deliverables for training and placement;
- On Ramp Grant (renewed in January) awarded \$57,300 for workforce credential programs in 2016-2017 for dislocated workers;
- VA Financial Success Network (VFSN) is newest grant offering workforce and education services bundled with financial services to WIOA customers of select workforce areas;
- Workforce Development Services is partnering with the academic side of college, looking at courses and programs to offer together, blending credit and non-credit coursework.

V. REPORT FROM THE CHAIR

Mr. Burgess reviewed the Board meeting schedule and reminded everyone of Commencement on May 13th, encouraging all to participate if possible.

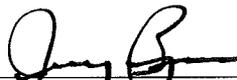
Executive Committee appointments were announced as Jerry Burgess, Jim McAden, Josh Johnson, Marie Paretti, Larry Moore and Forest Jones. This committee represents each locality with the sole responsibility of nominating 2016-2018 Local Advisory Board chair and vice chair. These nominations will be presented by the committee to the full Board as action items on May 19th. All members were asked to remain after this meeting for a brief discussion.

VI. MEETING ADJOURNMENT

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

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:



Jerry Burgess

5-19-16
Date