

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 265, May 19, 2016

The Virginia Western Community College Local Advisory Board was called to order at 11:40a.m. on Thursday, May 19, 2016, by Chairman Jerry Burgess. He thanked members for attending and acknowledged Mr. Larry Moore for his dedication to the Board over the past 8 years representing Franklin County. Mr. Moore's term will be fulfilled as of June 30, 2016.

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

Members Absent: Charles Robbins, Roanoke County  
Marie Paretti, Craig County  
Mark Lawrence, Roanoke City

Staff Present: Fred Aaron, Business Manager  
Amy Balzer, Assistant to College President  
Angela Falconetti, Vice President of Institutional Advancement  
Jennifer Pittman, Associate Vice President of Human Resources  
Lisa Ridpath, Vice President of Financial and Administrative Services  
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. Moore made a motion to approve the minutes from the regular meeting on March 17, 2016 as presented. Mr. McAden 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:

- Thanked Larry Moore for his active Board membership for the past 8 years. His dedication is greatly appreciated;
- Graduation was successful; best Board participation in past years and great student attendance;
- Governor McAuliffe and Secretary Harvey (Veteran Affairs) were both impressed with the College during their visits last week;
- Status of the Streetscape Project with Roanoke City, STEM Building and Culinary Center construction;
- Brief enrollment and summer session discussion, along with potential new health professions programs;

- Thanked Jerry Burgess, outgoing Local Board chair, for making a real difference in the College and community as an effective board member, past county administrator, active community member and friend;
- Update on 2016-2017 College Objectives to meet Chancellor's Goal for *Complete 2021*. Commented on the many initiatives undertaken college-wide to improve student success.

#### **IV. COLLEGE REPORTS AND UPDATES**

##### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer shared that VWCC has made a commitment to promote student success by increasing retention and completion by structuring all business processes with students in mind. This is not limited to academic and student services functions, but college-wide. Dr. Wilmer played the video that was created to introduce "Navigate Guided Pathways", the student success initiative, to the campus community.

##### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Waters reviewed the Local Fund Financial Reports for the period July 1, 2015 through April 30, 2016 noting the following adjustments:

###### **In the Bookstore Commission Fund**

- **Adjust the Bookstore Commission budget down by \$55,000**, from \$430,000 to \$375,000, due to reduced sales from the change in VCCS Financial Aid Policy on the type of items that can be purchased using financial aid awards and enrollment.
- **Establish a budget in "Transfer to Construction Fund" of \$500,000** for the college's required contribution to the construction of the STEM Building. An electronic vote was approved by the Local Board in early April to proceed with this request from the VCCS to keep the project moving forward until BCOM's review and recommendation on the project funding is complete.
- **Increase WEPA Printing Cards expenditure budget by \$5,010** due to the increase in sale of WEPA cards. An additional order of 500 cards was needed to complete the academic year. This will provide a sufficient supply in the bookstore for summer school and to start fall semester.

###### **In the Construction Fund**

- **Establish a Transfer from Bookstore Fund (STEM 17991) budget of \$500,000** for the college's required contribution to the construction of the STEM Building.
- **Establish a Transfer from VCCS – Campus Life Center (17853) budget of \$100,000** for unexpended funds returned by the VCCS related to the close of the Campus Life Center capital project. There may be an additional small amount returned once the final invoice is paid.
- **Establish an expenditure budget for the Construct STEM Building (17991) capital project of \$500,000** for the college's required contribution for site work.

###### **In the Parking Fund**

- **Realign the parking expenditure budget by \$20,000** within existing approved line items for additional parking lot maintenance. Request to increase Lot Maintenance, Repairs, Improvements & Monitoring and decrease Parking Deck Preplanning & Conceptual Design by \$20,000 respectively. Improvements will

include storm water repairs in Lot 2, restriping select lots, and changing signage to reflect planned changes due to the construction of the STEM Building.

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/2015-4/30/16 financial reports to include the noted adjustments and reaffirm the electronic vote in April 2016 to infuse \$500,000 of the \$1,500,000 required for the Construct STEM Building (206-17991) capital project from the Bookstore Commission Fund to the Construction Fund. The motion was approved unanimously.***

Mr. Waters reviewed the proposed 2016-2017 Local Fund Budget. The budget is based on preliminary approval of the proposed fee increases recommended to the State Board along with conservative enrollment projections. Revisions will be made if either assumption fluctuates. This budget will be reviewed and adjusted accordingly after year-end and prior to the September 2016 Local Board Finance Committee and Full Board meetings.

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the proposed Fiscal Year 2017, July 1, 2016 through June 30, 2017, Local Fund Budget as presented. The motion was passed unanimously.***

Mr. Waters presented the 2016-2018 Auxiliary Parking Plan, which is based upon the preliminary approval of the proposed parking fee increase recommended to the State Board and conservative enrollment projections. The plan update is required every two years and outlines projected sources and uses of the Local Parking Fund.

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the proposed 2016-2018 Auxiliary Parking Plan as presented. The motion was passed unanimously.***

Mr. Waters and Ms. Ridpath reviewed the details of the sublease agreement with the VWCC Educational Foundation, which will allow VWCC Workforce Development Services to offer classes and be present in the Gill Memorial Accelerator Project on South Jefferson Street. The sublease will cover 2600 square feet of the second floor at a fee of approximately \$35,100/yr, with occupancy beginning December 2016. This project is a collaboration with the City of Roanoke, Roanoke Blacksburg Technology Council and Virginia Western.

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval for Virginia Western Community College to enter into a sublease agreement with the Virginia Western Community College Educational Foundation for space in the Gill Memorial Accelerator Project located at 709 South Jefferson Street, Roanoke, VA 24011 at an annual rent of up to \$35,100 for the requisite square footage on the second floor. The motion was approved unanimously.***

## **HUMAN RESOURCES**

Ms. Pittman presented an update on the VCCS Shared Services Center to be located in Botetourt County. She also discussed the status of the recruitments for Vice President of Workforce Development Services, Dean of STEM and faculty positions. She thanked Ms. Yancey for stepping forward and successfully leading the Workforce Development Services Division in the absence of a vice president. Her time and efforts have been greatly appreciated. Lastly, Ms. Pittman shared that the Diversity and Inclusion Progress Report should be completed and ready for dispersal early June.

## **INSTITUTIONAL ADVANCEMENT**

Dr. Falconetti provided an update on the Educational Foundation and Institutional Advancement activities:

- Thanked Mr. Burgess for his support of the Educational Foundation and participation in their board meetings, representing the Local Board;

- Total net assets and liabilities as of February 29, 2016 are \$14,158,295;
- \$1,005,185.32 was awarded to VWCC students during AY2015-2016;
- Foundation achieved 10% return on direct mail solicitations (broad based community appeal);
- Planning complete for the 2017 major gifts campaign and the feasibility study is being reviewed;
- Chris DeSimone and Jonathan Hagmaier were approved as new Foundation Board members.
- Grants Office secured \$2,502,630 in grant funding from July 1, 2015 – May 13, 2016;
- Strategic Planning Summit was successful and will be hosted yearly;
- Governor McAuliffe and Veteran Affairs Secretary Harvey were impressed with the College during their recent visits;
- Marketing Office taking the lead in organizing the College's 50<sup>th</sup> Anniversary events, kicking off fall semester 2016 continuing through graduation in May 2017, and are producing four new 30 second TV commercials to promote fall semester.

## **WORKFORCE DEVELOPMENT SERVICES**

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

- In FY 2016, 200 students achieved a credential or state license; students enrolled in industry certification, state licensure courses;
- Twenty one classes planned for Summer Kids College;
- Health Professions Opportunity Grant (HPOG) is a \$2.7 million, five year 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;
- Workforce Enterprise System has 518 students registered and \$257,806 class fees paid;
- 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 that the July meeting is cancelled. Mr. Burgess reported that the Executive Committee has nominated Jim McAden for 2016-2018 Board chair and Josh Johnson for 2016-2018 Board vice chair. These new officers will take seats effective July 1, 2016 through June 30, 2018.

*Mr. Burgess presented the motion and second on behalf of the Executive Committee to recommend Board approval of Jim McAden as chair and Josh Johnson as vice chair of the Local Board for 2016-2018. The motion was approved unanimously.*

*Mr. McAden made a motion that the Board convene into Closed Session per Section 2.2-3711A (1) of the Code of Virginia to discuss a personnel matter, specifically the presidential evaluation letter from the Board chairman to the VCCS Chancellor. Mr. Jones seconded the motion and the motion was approved unanimously.*

## **VI. CLOSED SESSION**

*Mr. McAden made a motion for the Board to move from Closed Session to Open Session, reaffirming that the matters discussed in the closed session were only those identified in the motion as personnel. Mr. Waters seconded the motion and the motion was approved by roll call:*

*In favor: Burgess, Moore, Waters, Macfarlane, McAden, Johnson, Jones, Killough  
Absent: Paretti, Lawrence, Robbins*

**VII. RESUME OPEN SESSION**

Mr. Burgess called the meeting back to order at 1:05pm.

*Mr. Jones made a motion to approve the 2016 Local Board evaluation letter of the Chancellor to be included with the 2016-2017 College Objectives Assessment. Mr. Jones seconded the motion and the motion was approved unanimously.*

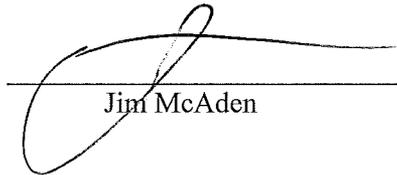
**VIII. MEETING ADJOURNMENT**

With no further business, the meeting adjourned at 1:15p.m.

Minutes submitted by:

Ms. Amy Balzer

Minutes Approved by:

  
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Jim McAden

9/15/2016  
Date

