

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Minutes No. 268, March 16, 2017

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. on Thursday, March 16, 2017, by Chairman Jim McAden, welcoming College senate representatives, guests and Board members.

Members Present: Jerry Burgess, Botetourt County
 Karen Hiltz, Franklin County
 Josh Johnson, Roanoke City..... Vice Chair
 Greg Killough, Roanoke County
 Granger Macfarlane, Roanoke City
 Jim McAden, Roanoke County..... Chair

Members Absent: Forest Jones, City of Salem
 Mark Lawrence, Roanoke City
 Marie Paretto, Craig County
 Douglas Waters, Roanoke City

Guests Present: Neil Wilkin, Educational Foundation Board Officer

Staff Present: Fredona Aaron, Business Office Manager
 Amy Balzer, Assistant to College President
 Stacie Deaver, Faculty Senate
 Angela Falconetti, Vice President of Institutional Advancement
 Brooke Handy, Administrative Staff Senate Chair
 Milan Hayward, Vice President of Workforce Development Services
 Jennifer Pittman, Associate Vice President of Human Resources
 Lisa Ridpath, Vice President of Financial and Administrative Services
 Richard Robers, Staff Senate Chair
 Robert Sandel, College President/Local Advisory Board Secretary
 Elizabeth Wilmer, Vice President of Academic and Student Affairs
 Kevin Witter, Director of Facilities Planning and Development

I. APPROVAL OF MINUTES

Mr. Burgess made a motion to approve the minutes from the regular meeting on January 19, 2017 as presented. Dr. Hiltz seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Dr. Sandel provided an overview (with illustrations) of the upcoming Colonial Avenue improvements, including relocating overhead power lines, sidewalks with street lamps, bike paths, landscaped medians, and three roundabouts. These improvements are intended to look more collegiate, improve pedestrian safety and better the traffic flow through campus.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the Academic and Student Affairs update noting the following:

- “Navigate Guided Pathways” initiatives are in progress;
- College Catalog for 2017-2018 is now published to the website. Advising page link will be added to better align dual enrollment offerings with programs offered at the college for planning purposes;
- New policy in place to guide direct placement in English and mathematics for students with high school GPA ≥ 3.0 and successful completion of Algebra II, allowing bypass of VPT if enrolling within 5 years of high school graduation.
- Botetourt Mechatronics Pilot Program and Dual Enrollment Study/Transferability were discussed as current legislative activities.

Dr. Wilmer then presented the revised 2017 Information Systems Technology Curriculum Advisory Committee for approval.

Dr. Killough made a motion to approve the revised 2017 Information Systems Technology Curriculum Advisory Committee as presented to the Board. Mr. Johnson seconded the motion and motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath shared that the Finance Committee had reviewed the Local Fund Reports for the period of July 1, 2016-February 28, 2017 noting that no adjustments had been made.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/16-2/28/17 financial reports. The motion was approved unanimously.

Ms. Ridpath shared a proposal to increase the Parking Fee by \$0.50 effective Fall 2017. The proposed fee increase considered projected enrollment, operating cost escalators, historical expenditures, and the need to plan long-term for renewal, replacement and capital reserves. SCHEV’s Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investment Yields for self-supporting activities was outlined. Considering these factors, the College is requesting a \$0.50 increase in the Parking Fee effective fall semester 2017.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee to recommend Local Board and subsequent State Board approval for the \$0.50 increase in the College’s Parking Fee, effective fall semester 2017. The motion was approved unanimously.

Ms. Ridpath presented the Resolution of Adoption for the Virginia Western Community College Crisis Management Plan (CMP), explaining that every state institution shall prepare and maintain a current emergency operations plan and perform a comprehensive review every four years. The CMP is to be formally adopted by the governing body of the institution.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee to recommend Board approval of the Resolution of Adoption for the Virginia Western Community College Crisis Management Plan, March 2017 as presented. The motion was approved unanimously.

HUMAN RESOURCES

No report.

INSTITUTIONAL ADVANCEMENT

Mr. Wilken presented the Educational Foundation update noting the following:

- Development Committee approved the major gifts campaign plans;
- Major gifts advocacy event planned for April 4th;
- Educational Foundation received over 1000 applications for the 2017-18 CCAP, compared to 840 applications received for 2016-17 academic year;
- Alumni Association hosted 'An Evening with *Truevine* author Beth Macy' with approximately 130 alumni attending.

Dr. Falconetti shared the Institutional Advancement update:

- RAMP Open House taking place 3/16/17 (former Gill Memorial Clinic);
- 121 Grant projects from 7/1/16-3/3/17;
- Annual Scholarship Awards Ceremony on March 22, 2017;
- Strategic Planning Summit on March 17, 2017;
- New marketing strategies set for summer and fall, emphasizing fast-track training, skills for jobs and affordability;
- Graduation at the Berglund Center on May 12th. A new venue with great opportunities.

WORKFORCE DEVELOPMENT SERVICES

Dr. Hayward provided the Workforce Development Services update highlighting the following:

- BTT and WDS divisions will be working more closely and will merge some services offered. Goal is to greatly improve student services and CTE program enrollment, which will ultimately benefit local businesses/economy;
- Achieve the Dream representatives will follow along in the transition of the two divisions, building a model for future reference;
- WDS and LASS have been working more closely to streamline programming;
- Dr. Sandel added the importance of compressed academic programs and credential/upgrading skills offerings, and most important is excellent customer service and follow up.

V. REPORT FROM THE CHAIR

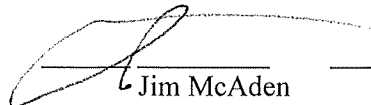
Mr. McAden reviewed the meeting calendar, encouraging all to participate in Commencement on May 12th at the Berglund Center.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:27pm.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:



Jim McAden

Date

