

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 270\*, March 15, 2018

\*January 19, 2018 meeting cancelled due to inclement weather

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. Thursday, March 15, 2018, by Vice Chairman Joshua Johnson. He welcomed Board members, College senate representatives, and all attendees. Also noted Chairman McAden was out of town, as well as Dr. Sandel.

Members Present: Dr. Sam English, Roanoke County  
Josh Johnson, Roanoke City.....Vice Chair  
Joyce Kessinger, Botetourt County  
Dr. Greg Killough, Roanoke County  
Mark Lawrence, Roanoke City  
Granger Macfarlane, Roanoke City  
Douglas Waters, Roanoke City

Members Absent: Dr. Karen Hiltz, Franklin County  
Forest Jones, City of Salem  
Jim McAden, Roanoke County..... Chair  
Marie Paretti, Craig County

Faculty/Staff Present: Fredona Aaron, Business Office Manager  
Amy Balzer, Assistant to College President  
Jill Bass, Faculty Senate Representative  
Amanda Decker, Workforce Development Services  
Dale Dulaney, Administrative Staff Senate Chair  
Marilyn Herbert-Ashton, Interim Vice President of Institutional Advancement  
Jennifer Pittman, Associate Vice President of Human Resources  
Lisa Ridpath, Vice President of Financial and Administrative Services  
Lindsey Weston, Staff Senate Chair  
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs  
Kevin Witter, Director of Facilities Planning and Development

### I. APPROVAL OF MINUTES

*Mr. Waters made a motion to approve the minutes from the combines regular meeting for May/September 2017 as presented. Mr. Lawrence seconded the motion and the motion passed.*

### II. PUBLIC COMMENT

No public comment requested.

### III. REPORT FROM THE PRESIDENT

Ms. Ridpath shared the President's Report in the absence of Dr. Sandel noting the following:

- STEM Building steel work has been topped out and the project is on schedule and on budget
- Roanoke City has awarded the Colonial Avenue Improvement Project to DLB, Inc.
- Two internal audits are currently underway: Safety and Emergency Preparedness and Program Review by VCCS

- College-wide Strategic Planning Summit on March 16<sup>th</sup> to develop tactics and strategies for implementation on serving adult learning population
- College utilizing external consultant to assess online learning resources expansion for adult learners
- College working with Jefferson College in evaluating moving three health professions associate degree programs to VWCC
- Formally signed guaranteed transfer agreement with Roanoke College for Business Administration Program.
- Announced Chairman McAden will serve as the keynote speaker for Commencement in May

#### IV. COLLEGE REPORTS AND UPDATES

##### ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the update on 'Navigate Guided Pathways' (GP) featuring loss point advising, EMSI career coaching, program pages to include 'elevator coaching', narrowing electives to improve transferability, review of distance learning to expand offerings from classes to complete programs

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 program discontinuances, changes and additions as noted below and requested formal reaffirmation.

##### Discontinued Programs:

Exercise Science and Personal Training CSC

##### New Programs:

AAS Physical Therapy Assistant  
 CSC Computer Aided Design (CAD)  
 CSC Introduction to Food Service  
 CSC Legal Office Assisting  
 CSC Commercial Air Conditioning and Refrigeration  
 CSC Applied Interdisciplinary Sciences (Dual Enrollment Only)

***Mr. Lawrence made a motion to reaffirm the program discontinuances and new programming as noted above. Ms. Kessinger seconded the motion and the motion passed.***

Dr. Wilmer provided the list of proposed 2018 Curriculum Advisory Committee memberships. 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. New guidelines and handbook have been created for these committees using best practices research.

***Mr. Waters made a motion to reaffirm the 2018 Curriculum Advisory Committees as provided in the booklet. Mr. Lawrence seconded the motion and the motion passed.***

## FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters noted that the first order of business is to present the action items remaining from the cancelled January 2018 meeting. The Finance Committee had reviewed the fiscal year 2017 Local Fund Reports for the period of July 1, 2016-December 31, 2017 noting:

**Bookstore Fund**-increase in Bookstore/Care' Operations expense by \$7,500.

**Construction Fund**-increase Interest Income Revenue by \$15,000.

**Arboretum Fund**-increase Donations by \$15,000 and increase Contractual Services expenditures by \$25,000 (estimate).

**Parking Fund**-2018-19 budget will be adjusted as needed to cover rate increase by Roanoke City Council.

*Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/16-12/31/17 financial reports with the noted adjustment. The motion passed.*

Mr. Waters explained that an easement to American Electric Power and other utilities is necessary to move forward with the completion of the STEM Building currently under construction. The State Board has delegated approval of this type of easement to the Chancellor in order to keep all projects moving forward. Granting this easement is necessary for the operation and occupancy of the new building.

*Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local Board reaffirmation of granting an easement to American Electric Power and other utilities as needed to properly operate the Virginia Western Community College STEM (e.g. Anderson Hall Replacement 17991) Building. The motion passed.*

Mr. Waters then moved to the current report on Local Fund Financials for the period July 1, 2017 through February 28, 2018 noting the following adjustments:

**Bookstore Fund**-increase WEPA Printing Cards expense by \$8,000

**Construction Fund**-increase Interest Income Revenue by \$5,000.

**Campus Life Center Fund**-increase Debt Service expense by \$2,609 and decrease Equipment Replacement Cycle expense by \$2,609.

*Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local Board approval of the financial reports for the period of July 1, 2017 through February 28, 2018 with the adjustments as noted. The motion passed.*

Mr. Waters shared the proposed \$0.50/credit hour increase in parking fees for Fall 2018. This proposed fee increase would be used to continue support for ongoing operations and maintenance of the College's numerous surface parking lots. In addition, as an auxiliary enterprise activity, this fund should maintain a minimum operating, renewal and replacement, and capital reserve balance as outlined in the SCHEV's Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investment Yields for self-supporting activities. The fee increase would assist in maintaining this minimum operating balance while providing adequate and necessary surface lot maintenance. A brief discussion took place about the inclusion of this fee for the dual enrollment tuition and fees.

*Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local Board approval of a \$0.50/credit hour increase in the Parking Fee effective Fall 2018 pending further review and approval by the State Board for Community Colleges at their May 2018 meeting. With one vote of opposition by Dr. Killough, the remaining majority voted in favor and motion passed.*

Mr. Waters provided an overview of the 2018-2020 Auxiliary Parking Plan, based on preliminary approval of the proposed parking fee increase and conservative enrollment projections. The plan outlines the projected sources and uses of the local Parking Fund.

***Mr. Waters presented a motion and second on behalf of the Finance Committee to recommend Local Advisory Board approval of the proposed 2018-2020 Auxiliary Parking Plan as presented. The motion passed.***

Mr. Waters presented the request for approval for the College to enter into a lease agreement with the Roanoke Higher Education Authority (RHEA) for the newly renovated and expanded Claude Moore Education Complex in support of the VWCC Culinary Program. The College is currently working with the RHEA on a proposal to determine the necessary operating cost of the facility and the lease rate per square foot. The anticipated square footage is 18,198 with square footage lease rate not to exceed \$13.01 plus utilities and maintenance for an initial term not to exceed five (5) years. Given the total square footage and possible term of the lease, approval by Local Board, Chancellor, and State Board will be required.

***Mr. Waters presented a motion and second on behalf of the Finance Committee to recommend Local Advisory Board approval for Virginia Western Community College to have the authority to negotiate and enter into a lease agreement with the Roanoke Higher Education Authority for space in the Claude Moore Education Complex located at 109 Henry Street, Roanoke VA 24011 for an initial term not to exceed five (5) years at a rate not to exceed \$13.01 per square foot plus utilities and maintenance on specialized equipment. The motion passed.***

Finally, Mr. Waters explained that a local fund infusion of \$607,000, previously approved by the Local Board, was made to initiate the Construct Parking Garage Project until the College participates in the Virginia College Building Authority (VCBA) bond sale. The project planning continues to move forward through the preliminary design stage. Elements of the project are being considered as possible add alternate bid options to provide maximum flexibility with the project design and budget stage in the planning. The College therefore requests Board authorization to infuse another \$500,000 from parking reserves into the project until the bond is sold.

***Mr. Waters presented a motion and second on behalf of the Finance Committee to recommend Local Advisory Board approval to infuse up to \$500,000 additional local funds into the Parking Garage capital project to cover invoice payments until the bond is sold. The motion passed.***

## **HUMAN RESOURCES**

Ms. Pittman shared that in February 2018, the College was recognized as an Official V# Certified Company by the Governor. The Virginia Values Veterans (V3) Program is a training and certification program for employers to help them implement nationally recognized best practices in recruiting, hiring, and retaining highly skilled and dependable veterans.

As reaffirmation from the cancelled January 2018 meeting, Ms. Pittman requested formal approval of the nominated emeritus candidates:

Dr. Mark Emick – Emeritus for Administrative and Professional Faculty

Dr. Virginia Garden – Emeritus for Teaching Faculty

Sharlona Wimmer – Emeritus for Classified Staff

*Mr. Lawrence presented a motion to approve the emeritus candidates as present. Dr. English seconded the motion and the motion passed.*

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton began the Educational Foundation/Institutional Advancement Report by noting the Foundation currently holds net assets of \$19.9 million. The Foundation Development Committee has opened the public phase of the CCAP2 major gifts campaign. Cultivation of the Endowment Initiative is still in the silent phase. Grants Office received \$3,433,091 in total funding, with over a million in awards pending. The Institutional Advancement Division will host the College's Strategic Planning Summit on March 16<sup>th</sup>, with the goal of becoming the institution of choice for attracting and supporting adult learners. Marketing and IA are planning a new advertising campaign for Fall 2018 focusing on adult student enrollment, with a magazine type mailer ready in June.

## **WORKFORCE DEVELOPMENT SERVICES**

Ms. Decker shared a brief Workforce Development Services update including the division mission and current activities involved in around town. WDS is reaching out in the community to build strong partnerships and increase business training assistance services. Through support of grant funded programs such as Fast Forward, RSVP, WIF/VSN and Goodcare, the division is able to focus on recruiting and serving/assisting students in obtaining credentials leading directly to employment.

### **V. REPORT FROM THE CHAIR**

Mr. Johnson reviewed the meeting calendar, reinforcing the importance of participation in Commencement, which will be May 11, 2018 at the Berglund Center. He also noted that the Finance Committee is open to all members if they wish to attend.

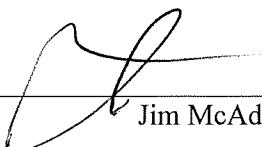
### **VI. MEETING ADJOURNMENT**

With no further business, the meeting adjourned at 12:21pm.

Minutes submitted by:

Amy Balzer

Minutes Approved by:

  
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Jim McAden

5/17/2018  
Date

