

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 277, January 16, 2020

Chairman Joshua Johnson called the meeting to order at 11:30am, welcoming new member Bill Cooper representing Franklin County. He then welcomed the representatives from the College senates.

Members Present: William Cooper, Franklin County
Dr. Sam English, Roanoke County
John Francis, Roanoke City
Josh Johnson, Roanoke City -- Chair
Joyce Kessinger, Botetourt County -- Vice Chair
Dr. Ken Nicely, Roanoke County
Granger Macfarlane, Roanoke City
Dr. Marie Paretti, Craig County
Todd Putney, Roanoke City

Members Absent: Dr. Forest Jones, City of Salem
Vacant, Roanoke County

Faculty/Staff Present: Fredona Aaron, Business Manager
Amy Balzer, Assistant to College President
Dr. Milan Hayward, Vice President of Career and Corporate Training
Marilyn Herbert-Ashton, Vice President of Institutional Advancement
Rachelle Koudelik-Jones, Dean of Institutional Effectiveness
Jennifer Pittman, Associate Vice President of Human Resources
Lisa Ridpath, Vice President of Financial and Administrative Services
Richard Robers, Administrative Faculty Senate
Dr. Robert Sandel, College President
Catherine Ferguson, Staff Senate Chair
Jeff Strom, Faculty Senate Representative
Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs
Kevin Witter, Director of Facilities Planning and Development

I. APPROVAL OF MINUTES

Mr. Macfarlane made a motion to approve the minutes of the September 19, 2019 meeting as presented. . Dr. English seconded the motion and the motion passed.

II. PUBLIC COMMENT

No public comment.

III. REPORT FROM THE PRESIDENT

Dr. Sandel shared the College update:

- Referenced the December 8th Roanoke Times article by Haywood Fralin, noting Virginia Western as a key player in the transition to knowledge-based economy. The article cited 9 innovative visions that have become realities within the college over the past decade, i.e. CCAP; new state of the art facilities;

Career Center; Claude Moore Education Complex housing the Culinary Arts Center; area focused student scholarships and partnering with Kroger in a Student Co-Op.

- Shared proposed budget amendments for the current legislative session needed to assist in funding healthcare associate's degree programs shifting to Western as a result of the RU/JCHS merger.
- Explained Governor's G3 Initiative to provide funding for high demand, high value training for low to middle income students. Get trained-Get to work-Give back (G3).
- Enrollment is trending as expected for spring, and a later semester start date set intentionally to allow additional enrollment time for students.

Chairman Johnson interjected the college has a very dynamic leadership team creating quite a legacy. The Foundation Board is comprised of accomplished business leaders that have empowered the Educational Foundation and College. He also noted the impact of effective faculty on the students' successes as evidenced by the student speakers at the STEM Building Grand Opening.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer provided the ASA update highlighting the following:

- Recanted College's commitment to student success through retention and completion.
- EAB's Enrollment function has gone live this semester and allows students to use the academic planning module to select and enroll in classes.
- Virginia Western Online rolled out fall semester with 14 online programs and 4 hybrid.
- College participating in Transfer Virginia, a statewide initiative to improve seamless transfer from 2-year to 4-year institutions intended to increase baccalaureate degrees awarded by 6000+.

Dr. Wilmer provided the list of proposed 2020 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.

Mr. Francis made a motion to approve the 2020 Curriculum Advisory Committees as presented. Dr. English seconded the motion and the motion passed.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2019 through December 31, 2019. The Local Funds balance as of 12/31/19 was \$8,130,582. Ms. Ridpath reviewed the Local Fund Financial Report for the period of July 1, 2019 through December 31, 2019. Local Funds balance as of 8/31/2019 was \$8.1 million. She walked the committee through several budget adjustments to reflect increased revenue and one-time improvement projects the college plans to initiate as listed in your packet.

Vending Fund

- **Establish a revenue budget of \$2,000 for WEPA Commissions.** The renegotiated contract originally did not provide for commissions given the new funding structure; however, VWCC is meeting usage targets and thus receiving some commissions. This amount is an estimate given first year of sales under the new contract and may need to be adjusted up or down before fiscal year end.
- **Establish a revenue budget of \$3,000 for Auxiliary Food Commissions.** Sales under the new contractor are higher than anticipated with the contract minimum being met which allows for commission sharing above the contract minimum. The amount is an estimate given the first year of sales under the new contract and may need to be adjusted up or down before fiscal year end.

- **Establish an expenditure budget of up to \$75,000** for Equipment Repair/Replacement for dining services space in Campus Commons. Funding will be used to purchase equipment, install new flooring, and refresh the space to promote a modern dining operation. College Services fee fund balance will be used to support the student enhancement project.

Individual Scholarship Fund

- **Increase revenues and expenditures by \$100,000** to reflect actual scholarship activity from third party organizations. This is a pass thru account that holds external scholarship awards until students enroll in college courses.

College Services Fee Fund

- **Transfer up to \$75,000 from the College Services Fee Fund to the Vending Fund** to support the renovation and equipment replacement of the dining services spaces in the Campus Commons.
- **Establish an expenditure budget of up to \$250,000** to design and install new exterior campus signage. Funds will be used to hire design services, as needed, to create new wayfinding signage to assist students and visitors with building locations and entrances to campus given the new traffic patterns resulting from the Colonial Avenue Improvements project.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee requesting Local Advisory Board approval of the Local Fund Report for the period of July 1, 2019 through December 31, 2019 as presented and with the above noted adjustments. All in favor with no further discussion.

Ms. Ridpath shared that the college is requesting to enter into a new lease with the Botetourt County Economic Development Authority for use of the Greenfield Education and Training Center in Botetourt County. The present lease ends in May 2020. Local and State Board approval is required per VCCS Policy.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee requesting Local Advisory Board and subsequently State Board approval for Virginia Western Community College to enter into a lease with a total rent value greater than \$1,000,000 and a term greater than 5 years, all in accordance with VCCS Policy Manual sections 10.0.0.4.n and 10.3.2. Majority in favor with no further discussion.

Note: Ms. Kessinger abstained from voting due to affiliation with the Botetourt County Economic Development Authority.

Ms. Ridpath provided a Transportation Plaza sharing that the VCCS worked with the STEM contractor to prepare a change order to incorporate the Transportation Plaza enhancements given the need to improve pedestrian safety and finish the site work. Under this change order, the funding for the transportation plaza may need to be shifted to support the site work requirements for Anderson Hall demolition under the same project.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee requesting Local Advisory Board approval to utilize up to the previously authorized amount for the Transportation Plaza (\$480,000), if needed, to complete the Four Seasons Plaza upon demolition of Anderson Hall under the same capital project authorization. All in favor with no further discussion.

HUMAN RESOURCES

Ms. Pittman requested approval of the emeritus candidates nominated by each respective Senate:

- Martha Richardson – Emeritus for Administrative and Professional Faculty
- John ‘Lee’ Hipp – Emeritus for Teaching Faculty
- Faith Janney– Emeritus for Classified Staff

Mr. Francis presented a motion to approve the emeritus candidates as present. Mr. Putney seconded the motion and the motion passed.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton provided the Institutional Advancement update:

- As of October 2019, total liabilities and net assets of the Educational Foundation were \$21.9 million
- Major Foundation recent initiatives are opening of Student Co-Op in partnership with Kroger/Kraft Heinz; STEM Grand Opening; and the President’s Holiday Celebration.
- Upcoming events-Go VA meeting being hosted in the STEM building; Foundation’s Annual Scholarship Awards Ceremony on March 25th; and Chancellor’s Philanthropy Awards Luncheon on April 21st.
- Grants total funding for FY19-20 is \$2,618,331.
- Digital and video on-demand ad campaign, “The Value of a Good Education,” very successful for fall and plan to expand moving forward.
- Social media efforts have increased with new Marketing staff in place.

CAREER AND CORPORATE TRAINING (CCT)

Dr. Hayward announced the new division name as the Virginia Western School of Career and Corporate Training (CCT), which is closer aligned with their mission of providing high quality career and workforce training. The division also has a brand new website with clarity on training programs for corporate partners as well as student training.

Dr. Hayward then outlined many new initiatives in CCT, highlighting the following:

- Heavy equipment operator training slated for late spring
- FAA Part 107 non hobby drone training also slated for late spring
- Expansion of automotive repair programming in Franklin Road facility
- Pharmacy Tech training underway at the Villages of Lincoln, funded by RSVP grant
- Industrial Maintenance program revamped as comprehensive first level Mechatronics training.

V. REPORT FROM THE CHAIR

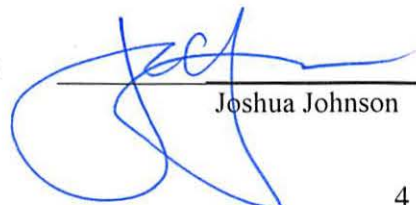
Mr. Johnson noted the enclosed 2020 meeting calendar and encouraged Board support of the students by participating in Commencement on May 15th.

VI. MEETING ADJOURNMENT

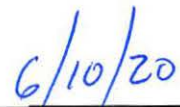
With no further business, the meeting adjourned at 12:41pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:



Joshua Johnson



Date