

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Meeting No. 254, September 18, 2013

The Virginia Western Community College Local Advisory Board was called to order at 11:30 a.m. Wednesday, September 18, 2013 by Chairman Forest Jones in the new Center for Science and Health Professions.

Members Present: Dennis Cronk, Roanoke City
Forest Jones, City of Salem..... Chair
Mike Jones, Craig County
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Jim McAden, Roanoke County
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Douglas Waters, Roanoke City
Granger Macfarlane, Roanoke City

Members Absent: Jerry Burgess, Botetourt County..... Vice Chair

Guests Present: Ed Hall, Educational Foundation President

Staff Present: Fredona Aaron, Business Manager
Amy Balzer, Administrative Assistant
Annette Chamberlin, Faculty Senate Chair
Angela Falconetti, Vice President, Institutional Advancement
Marilyn Herbert Ashton, Director of Grants and Special Projects
Rachelle Koudelik Jones, Dean, Institutional Effectiveness
Jenifer Kurtz, QEP Coordinator
Cheryl Miller, Vice President, Financial and Administrative Services
Jim Poythress, Vice President, Workforce Development Services
Rick Robers, Staff Senate Chair
Robert Sandel, College President
Kevin Witter, Director of Facilities, Planning and Development
Elizabeth Wilmer, Vice President, Academic and Student Affairs

I. APPROVAL OF MINUTES

Dr. Lange made a motion to approve the minutes from the regular meeting May 8, 2013 as presented. Mr. Waters seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Dr. Sandel welcomed Jim Poythress as the newly appointed Vice President of Workforce Development, recognizing his successful tenure at Virginia Western and his effective presence in the community representing the College. Two thirds of graduates move directly into the workforce so partnerships and effective business relations are crucial.

Dr. Sandel shared slides highlighting the capital projects underway around campus. He featured the Student Life Center, Parking Lot 15, Center for Science and Health Professions and the signage currently under construction. He also noted that Virginia Western leads the VCCS in enrollment percentages.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer reported on Academic and Student Affairs activity including:

- New deans, full time faculty and staff for fall semester,
- Academic school restructuring: Liberal Arts and Social Sciences (LASS); Health Professions (HP); Science, Technology, Engineering and Mathematics (STEM); and Business, Technology and Trades (BTT),
- Only community college in nation to have linear accelerator.
- Completion of Chancellor's Innovation Fund Grant
- Success of Registration Room and Financial Aid Call Center
- Learning Technology Center's creation of Academic Link Program.

Dr. Wilmer reviewed the Policy on Student Conduct which has recently been added to the College Policy Manual on the College website. The Local Advisory Board per SACS is required to review and reaffirm this policy on an annual basis.

Dr. Lange made a motion to approve the Virginia Western Community College Policy on Student Conduct as presented. Mr. McAden seconded the motion and the motion was approved.

Ms. Koudelik-Jones provided an update on the status of the SACS – COC reaffirmation process. Compliance report submission resulted in 10 minor findings, all of which have been addressed in the Focused Report. The On-Site Visit is scheduled for October 1-3, with focus being on the Quality Enhancement Plan (QEP). A Response Report will be received by the College in early spring followed by final affirmation results in June 2014.

Ms. Kurtz shared an overview of the QEP, *Get There through Team Advising*, a five year plan designed to enhance the student learning experience by focusing on the academic advising process. The goal is successful academic and career planning to further strengthen student success, engagement and retention.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Robbins presented the Year End Local Fund Financial Reports for the period July 1, 2013 through June 30, 2013, noting the following:

- Local Fund ending balance as of June 30, 2013 was \$2,332,958.
- All localities have paid in full. Roanoke County's contribution will be used for CCAP.
- Bookstore commissions ended well above budget for the year.
- Parking Fund Auxiliary Fee budget needs to be reviewed for a more realistic target for bus service expense. This expense is sizably over budget due to large number of students taking advantage of the service, somewhat relieving the parking strain on campus.
- Student Activities Fund received transfer of \$128, 867 from College Services Fee Fund to cover expenses remaining after applying the \$71,708 in collected student activity fees. This will zero out the account for year end.
- Campus Life Center Fund ended the year with a balance of \$828,805.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2012-6/30/2013 financial reports as presented. Dr. Lange seconded the motion and the motion was approved unanimously.

Ms. Miller reviewed the Local Fund Financial Reports for July 1, 2013-July 31, 2013, noting the following adjustments to reflect carryover balances from the previous year and to close out the Center for Science and Health

Professions project:

Transfer Budgets:

- In the Bookstore Commission Fund, approve a transfer of funds to the Construction Fund in the amount of \$158,000 for close-out of the Center for Science and Health Professions project.
- In the College Service Fee Fund, approve a transfer of funds to the Construction Fund in the amount of \$125,000 to support projects begun in fiscal year 2012-2013, but not yet completed.

Expenditure Budgets:

- In the Construction Fund, increase the Science and Health Professions budget from \$250,000 to \$408,000 in order to include the increase of \$158,000 to close-out the project.
- In the Construction Fund, increase the Campus Life Center Design budget from 0 to \$15,372 to reflect carryover balances from the previous fiscal year.
- In the Construction Fund, decrease the Brown Library – Second Floor budget from \$276,000 to \$36,100 to reflect carryover balances from the previous fiscal year.
- In the Construction Fund, increase the Business Science Pedestrian Walkway budget from \$50,000 to \$54,600 to reflect carryover balances from the previous fiscal year.
- In the Parking Fund, increase the Parking Lot 15 construction budget from \$620,398 to \$768,942 in order to accurately reflect the construction contract awarded and increase the Parking Lot 15 design budget from \$0 to \$15,000 to reflect design fees carryover balances from the previous fiscal year.
- In the Campus Life Center Fund, decrease the fixture, furnishings and equipment budget from \$400,000 to \$375,000 to reflect advance purchases in the previous fiscal year of \$24,358.

Mr. Robbins presented a motion on behalf of the Finance Committee to recommend Board approval of the July 1, 2013-July 31, 2013 Local Funds Report with transfer budget and expenditure budget adjustments listed above. Mr. Moore seconded the motion and the motion was approved.

Mr. Robbins reviewed the Renovate Life Center 286-1783 report as of July 31, 2013, generated by the VCCS to track the Campus Life Center Bond Project. This VCCS report is in lieu of in-house reporting through the Construction Fund.

Mr. Robbins presented a motion on behalf of the Finance Committee to recommend Board approval of the Campus Life Center Bond Project Summary Report. Dr. Lange seconded the motion and the motion was approved.

INSTITUTIONAL ADVANCEMENT

Mr. Hall provided the following update on behalf of the Educational Foundation, noting the following:

- Thanked Dr. Sandel for stellar leadership exemplified by the level of gifts received by the College, reminding that all gifting levels are appreciated and make a difference.
- College Access Campaign as of June 30, 2013 is \$10,450,094.
- “We are Western ‘13” campaign launched during fall in-service and concludes September 27th.
- CSHP (Fralin Center) dedication ceremony and reception set for October 23rd.
- Al Pollard Culinary Arts Program name formally announced on August 22nd.

Dr. Falconetti reported the following for Institutional Advancement:

- Encouraged attendance at the October 23rd building dedication event in support of Fralin gift.
- Acknowledged Dr. Sandel and Mr. Hall for their leadership and passion for Virginia Western.
- Reviewed Marketing, Advertising, Media Coverage, Publications and Events covering the past months.
- Acknowledged Marilyn Herbert-Ashton and IA Division for development of the updated College strategic plan, *Revision 2015*, and IE Office staff for continued effectiveness of the plan. The Steering Committee was also thanked as well as the support of the divisions across campus.

Ms. Herbert-Ashton began with a brief Grants update, noting the office is currently managing 32 grants (\$2.5 million). Then a complete review of *Revision 2015* (a two year plan intended to align and support the VCCS plan, *Achieve 2015*) was given including the planning process, timeline, College vision and mission statements, values

statements and institutional goals. This plan is designed to bridge the 2013 strategic plan with the VCCS strategic plan, *Achieve 2015*. The Plan outlines Core Values and the Institutional Goals designed to guide fulfillment of the College Mission. The updated plan is now available on the College website.

Dr. Lange made a motion to approve the Revision 2015 Strategic Plan in its entirety, including the College vision, mission and values statements along with the four institutional goals. Mr. Moore seconded the motion and the motion was approved.

WORKFORCE DEVELOPMENT SERVICES

Mr. Poythress provided a brief update on Workforce Development Services activity including:

- Working with the community college system on an enterprise system called WES, an administrative and marketing tool for Workforce Development.
- WDS activities must remain fluid while meeting the needs of constantly changing area business and industry.
- Serving underserved populations as urged by Chancellor is a primary focus of Workforce Development.
- Working closely with Regional Partnership on meeting training needs for new and existing industry.
- Continuing efforts with Grants Office to explore numerous grant funded opportunities.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the Board meeting schedule for the coming year, making note that the next meeting will be replaced by the Annual State Board Meeting in Richmond on November 19-20. Please contact Amy Balzer if you wish to attend. The next meeting on campus will be January 16, 2014.

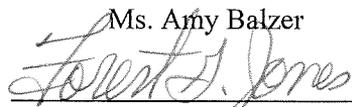
MEETING ADJOURNMENT

With no further business, the meeting adjourned at 1:05pm.

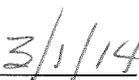
Minutes submitted by:

Ms. Amy Balzer

Minutes Approved by:



Forest Jones



Date