

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 261, May 21, 2015

The Virginia Western Community College Local Advisory Board was called to order at 11:35am on Thursday, May 21, 2015, by Chairman Jerry Burgess, introducing new Craig County representative Dr. Marie Paretti. He thanked Dr. Lange for her 10 year board membership and wished her the best in her retirement as well.

Members Present: Jerry Burgess, Botetourt County..... Chair
Josh Johnson, Roanoke City
Forest Jones, City of Salem
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Granger Macfarlane, Roanoke City
Larry Moore, Franklin County
Marie Paretti, Craig County
Douglas Waters, Roanoke City

Members Absent: Jim McAden, Roanoke County.....Vice Chair
Charles Robbins, Roanoke County

Staff Present: Fred Aaron, Business Manager, Financial and Administrative Services
Amy Anguiano, Dean of Liberal Arts and Social Sciences
Amy Balzer, Assistant to College President
Annette Chamberlin, Faculty Senate Chairperson
Leah Coffman, Coordinator for Workforce Solutions
Angela Falconetti, Vice President of Institutional Advancement
Jennifer Pittman, Associate Vice President of Human Resources
Robert Sandel, College President, Local Advisory Board Secretary
Marla Whiteside, Staff Senate Chairperson

I. REPORT FROM THE PRESIDENT

Dr. Sandel thanked Dr. Lange for participating on the Local Advisory Board for 10 years and for being a true supporter of the College. She will retire in June from Roanoke County and will be greatly missed.

He began his update noting the following:

- Graduation this year was among the College's largest class with nearly 1,000 certificates/degrees and almost 600 students participating in the ceremony. He thanked the Board members that attended.
- VCCS released the 3 year review of the overall system and Virginia Western was the only college with a positive growth average for the past three years.
- Presented the proposed STEM Complex and parking deck design plans as provided by SFCS. Timm Jamieson and Derrick Aplin shared additional comments.
- Shared schematics of the Colonial Avenue Education District plans that the City of Roanoke and the State Transportation Board are currently working to securing funding. The hope is that the streetscape improvements will be completed in 2018 along with the slated finish of the new complex and adjacent parking deck.
- Shared overview of the 2014-2015 Presidential Goals Assessments for Board consideration noting new academic programs in response to workforce needs; textbook cost reduction plans; enhanced veteran services on campus; success of SAILS program and implementation of the Workforce Enterprise System. He also reinforced the College is exploring additional planned giving and online giving

opportunities; has implemented an enhanced diversity plan, and is currently developing the new five-year strategic plan, *Success 2021*.

II. APPROVAL OF MINUTES

Mr. Moore made a motion to approve the minutes from the regular meeting on March 19, 2015 as presented. Mr. Lawrence seconded the motion and the motion was approved.

III. PUBLIC COMMENT

No public comment requested.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Ms. Anguiano reported on Academic and Student Affairs activity including:

- Communication Design Students won five Addy Awards;
- Spring Fling awarded \$3775 among 65 winners;
- Health Professions continues to explore new specializations and articulation agreements;
- Manufacturing Summit was hosted on April 17th;
- STEM School hosted Robotics Competition on April 22nd and Ballistic Competition on April 24th;
- Culinary expansion is in the programming stage generating equipment lists, and architectural design is in progress.
- Online graduation application process and an online College catalog are underway.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Aaron reviewed the Local Fund Financial Reports for the period July 1, 2014 through April 30, 2015 while also including the proposed 2015-2016 Local Funds Budget, making mention of the following:

- **Local Fund** balance as of April 30, 2015 was \$1,977,905.
- **Local Gov't Contributions** were received with the exception of Salem City, who will not be submitting this year. The proposed budget for next fiscal year remains the same Salem City and Roanoke County not contributing to this fund, but continuing to support CCAP.
- Auxiliary Food revenues in the **Vending Fund** will fall short this year, and President's and College Activities funds will be slightly over budget due to supplementing shortfalls in other areas normally state funded. This action was required as a result of a state budget cut earlier in the year. Proposed budget for next year has slightly lower Auxiliary Food revenues. Java the Hutt will be removed and replaced by the Starbucks store that will be operated by the Follett Bookstore.
- **Bookstore Fund** commission revenues will reach budgeted amount by year end. The current and proposed Bookstore Fund budgets reflect Parking Fund loan repayment of \$100,000 deferred to next year and a will provide \$10,000 to Vending Fund to supplement President's and College Activities increased expenses.
- **Construction Fund** includes expenses associated with the Dental Clinic and Autoclave ventilation renovation. The litigation settlement will not be paid in lump sum to the College, but will be reimbursed by invoice as these renovations are completed. The Fralin Center and Student Life Center expense accounts should fully expensed out by fiscal year and do not anticipate any activity in the coming year.
- The **Arboretum Fund** proposed budget remains virtually the same based on current year activity.

- The **Parking Fund** ending balance as of April 30th was \$265,407. The proposed budget includes the deferred \$100,000 loan repayment to the Bookstore in addition to added funds of \$100,000 each for the Colonial Ave Streetscape and Parking Deck pre-planning designs, and \$245,000 reduction in Maintenance and Monitoring. Parking Lot 15 construction and design is not included in the proposed budget as the project is complete.
- **Individual Scholarship Fund** is adjusted upward to \$185,000 in the proposed budget to more accurately reflect the scholarships received/dispersed this past year.
- **Student Activities Fund** includes expenses for NJCAA Basketball program that has been discontinued and is not included in the proposed budget. The Career Coaches Salary reimbursement expense is not included in the proposed budget; however, tutoring expense reimbursement will continue in the proposed budget to offer added flexibility if needed. Discover Orientation, Graduation Events, Service Programs, Co-curricular Academic Programs, and Student Activities Director Salary have all been added to Student Activities Fund in the proposed budget for next year.
- **Campus Life Center Fund** is very close to reaching budget approaching year end. Changes for proposed budget include removing Student Activities Director Salary expense and adding Student Life Center Signage line item (\$71,050). FFE line item will be removed as outfitting of the building is complete.
- **College Service Fee Fund** proposed budget remains primarily the same for the coming fiscal year.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2014-4/30/15 financial reports and the 2015-2016 Proposed Local Funds Budget with the notations above. Mr. Macfarlane seconded the motion and the motion was approved unanimously.

Dr. Sandel reviewed the proposal to increase the tuition differential by \$1/credit hour to assist in funding the 9-month faculty salary increase needed to bring up ranking among VCCS peers from 36.4% to goal of 60%. This would increase the College differential to \$2/credit hour and would be effective for the Fall Semester. The full-time faculty salary increases would be effective August 10, 2015.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the \$1 increase per credit hour in Tuition Differential effective fall semester 2015. Dr. Lange seconded the motion and the motion was approved unanimously.

HUMAN RESOURCES

Ms. Pittman shared an update on the Sexual Harassment Legislation, noting that the College is positioned to handle any issue that arises. She explained the process and steps taken for incident reporting and case investigation through to closing of the case. Collaborative relations on both the student and administrative sides of the College promote communication needed for handling a case of this nature.

INSTITUTIONAL ADVANCEMENT

Dr. Falconetti shared the student testimonial/thank you video for CCAP as the Educational Foundation and Institutional Advancement update. She provided copies of the newly designed commencement program as well as two newspaper articles-one featuring graduating student from Nepal and another featuring collaboration in achieving credentials and employment.

WORKFORCE DEVELOPMENT SERVICES

Ms. Coffman shared the Workforce Solutions third quarter update noting:

- 49 credit classes serving 482 students; generating 706 credits and 47.1 FTEs;
- 686 non-credit classes, serving 2315 students; generating 63,697 contact hours;
- Workforce at 85.7% of revenue goals as of 3/31/15 and 93.2% enrollment goals;
- 16 STEM-H summer camps offered for grads 4-12;
- WES on track to go live August 14, 2015;
- VWCC is participating in a Financial Aid for Noncredit Training Leading to Industry Credentials Pilot and High-Demand Industry Credential Incentive Pilot programs.

V. REPORT FROM THE CHAIR

Mr. Burgess reviewed the Board meeting schedule, noting that the July meeting is cancelled and the next meeting will be on campus on September 17, 2015.

Mr. Jones 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. Dr. Lange seconded the motion and the motion was unanimously approved.

The Board then moved into CLOSED SESSION.

Mr. Jones made a motion for the Board to move from closed session to regular session, reaffirming that the matters discussed in closed session were only those identified in the motion as personnel. Dr. Lange seconded the motion and the motion was approved by roll call:

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

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

Mr. Macfarlane made a motion to approve the 2015 Local Advisory Board's evaluation letter to the Chancellor and the 2014-2015 Presidential Goals Assessments. Mr. Lawrence seconded the motion and the motion was approved unanimously.

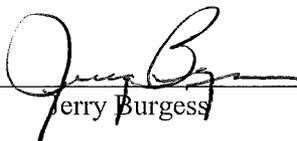
VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 1:10pm.

Minutes submitted by:

Amy Balzer

Minutes Approved by:


Jerry Burgess

9-17-15
Date