

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 263, January 21, 2016

The Virginia Western Community College Local Advisory Board was called to order at 11:35am on Thursday, January 21, 2016, by Chairman Jerry Burgess. Introductions were made for Lisa Ridpath, the new Vice President of Financial and Administrative Services; Deborah Yancey, Dean of Business Technology and Trades and now also Workforce Development Services; Samantha Steidle, Administrative Officer for Workforce Innovation and Business Development; and Carole Tarrant, Coordinator of Development for the Educational Foundation. He also thanked the staff and Board members for attending.

Members Present: Jerry Burgess, Botetourt County..... Chair
Josh Johnson, Roanoke City
Forest Jones, City of Salem
Greg Killough, Roanoke County
Granger Macfarlane, Roanoke City
Jim McAden, Roanoke County.....Vice Chair
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Douglas Waters, Roanoke City

Members Absent: Mark Lawrence, Roanoke City
Marie Paretti, Craig County

Staff Present: Fred Aaron, Business Manager of Financial and Administrative Services
Amy Balzer, Assistant to College President
Annette Chamberlin, Faculty Senate Chairperson
Angela Falconetti, Vice President of Institutional Advancement
Jennifer Pittman, Associate Vice President of Human Resources
Lisa Ridpath, Vice President of Financial and Administrative Services
Robert Sandel, College President
Samantha Steidle, Administrative Officer for Workforce Innovation
Carole Tarrant, Coordinator of Development for Educational Foundation
Elizabeth Wilmer, Vice President of Academic and Student Affairs
Kevin Witter, Director of Facilities Planning and Development
Deborah Yancey, Dean of Business Technology and Trades/Workforce Development

I. APPROVAL OF MINUTES

Mr. Waters made a motion to approve the minutes from the regular meeting on September 17, 2015 as presented. Mr. Moore seconded the motion and the motion was unanimously approved.

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Dr. Sandel shared the College update highlighting the following:

- Welcomed Lisa Ridpath as Vice President of Financial and Administrative Services;
- Introduced Deborah Yancey as Dean of Business Technology and Trades with now also Workforce

- Development Services;
- Introduced Samantha Steidle as the new Administrative Officer for Workforce Innovation and Business Development;
- Enrollment numbers are - 3.4% and systemwide average of -4%. Population trends have shifted and unemployment rate is low with many of the part time adult students working rather than attending class;
- Governor's proposed budget contains financial aid for non-credit classes and industry certifications;
- STEM complex and parking garage on track and moving forward;
- Culinary program doubling in size and new complex will be underway soon;
- Forest Jones was awarded the State Board for Community Colleges' 2015 Chairman's Award for College Board Member Exemplary Service.

Mr. Jones shared that he is both honored and humbled to have been selected for the Chairman's Award and thanked all those involved in the nomination process.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the ASA update including the following:

- Higher Education undergoing rapid shift from student *access* to *success*, while facing many new challenges such as performance based funding, declining and shifting populations and enrollment, and VCCS goal to triple credentials by 2021;
- Proactively reviewing college data/policies/procedures/curriculum in all areas to better accommodate and facilitate increased student success.

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 discontinuances and new programs:

Discontinuances:	AAS	Architectural/Civil Engineering Technology Electrical Engineering Technology Mechanical Engineering Technology
	CERT	HIM-Electronic Medical Records Coding
	CSC	Architectural/Civil Engineering Aide Energy Management Systems Technician Horticulture: Greenhouse Management Horticulture: Landscaping Microcomputer Systems Technology Water and Wastewater Technology
New Programs:	AAS	Mechatronics Systems Engineering Technology -Design Engineering Technology Specialization -Electrical Engineering Technology Specialization
	AS	Engineering -Engineering Construction Specialization
	CSC	Early Childhood Development: Infant and Toddler HIM: Electronic Medical Records Management Horticulture Technology IT: Cyber Security IT: Introduction to Help Desk Solutions

Mr. Jones made a motion to approve the above discontinued and new programs. Mr. McAden seconded the motion and the motion was approved.

Dr. Wilmer provided the list of proposed 2016 Curriculum Advisory Committee memberships, appointed by deans and faculty of their respective divisions. 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. McAden made a motion to approve the 2016 Curriculum Advisory Committees as presented. Mr. Robbins seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICE

Mr. Waters reviewed the Local Fund Financial Reports for the period July 1, 2015 through December 31, 2015 to include the following adjustments and highlights:

ADJUSTMENTS

Vending Fund

- Establish a budget for a petty cash change fund of \$400 for the cashiers due to the implementation of the state's new financial enterprise system (from CARS to Cardinal), effective February 1, 2016.
- Increase Java the Hutt budget by \$575 for an invoice that was submitted after closing out the vendor's contract.

Bookstore Commission Fund

- Adjust WEPA Printing Cards budget from a \$5,000 recovery (negative) to a \$5,000 expenditure line item and increase the budget by an additional \$60 for shipping charges related to the purchase of WEPA cards.
- Request approval to transfer \$1,000 from the Starbucks budget to the Student Book Scholarship budget to cover contractor invoices related to the implementation of IncludeEd course pack.

Campus Life Center Fund

- Increase the budget for the Student Life Center Signage by \$9,983 to a total budget of \$81,033 due to the carry forward of a payment to the A/E that was approved in the previous fiscal year and a change order to the A/E for \$4,271.

NOTATIONS

- The **Local fund** balance as of December 31, 2015 was \$2,266,324;
- **Local Government Contributions** have been invoiced for the budgeted \$18,456 and scholarship will be awarded in the coming months. There was a brief discussion on how we plan to approach these contributions going forward;
- Revenues collected this fiscal year from the **Vending Fund** currently totals \$20,453. Ms. Ridpath reported that the beverage vending contract was competitively bid during the fall and successful negotiations will provide a stronger financial structure with an increase in the commission rate, a signing bonus, annual guarantee payments, and marketing merchandise/free products for student events;
- **Bookstore Fund** commission revenues are on track with the approved budget; however, they are being closely monitored as a state-wide change by the VCCS regarding allowable financial aid expenditures may impact the type of sundry item purchases students can make using financial aid funds and thus impact overall commissions received by the College. Funds temporarily transferred to cover the Campus Life Center debt service payment have been repaid;

- **Construction Fund** expenditures for Fralin Center and Dental Clinic will be reimbursed from the VCCS. The reimbursement is being paid from the litigation settlement being held on deposit at the VCCS;
- The **Parking Fund** revenue is on track with the projected budget and expenditures reflect approved program planning for the proposed Parking Deck and Colonial Avenue Improvements projects. Quotes are also being obtained to repair the sink hole in Parking Lot 2. The current budget of \$55,000 may need to be adjusted in March once firm quotes are received and/or savings from other parking budget lines may need to be transferred;
- The **Individual Scholarship Fund** is dependent upon scholarships received from external sources. At this time, an adjustment is not anticipated;
- **Student Activities Fund** revenues and expenditures are tracking with the approved budget. The approved transfer from the College Services Fee Fund will occur prior to year-end;
- **Campus Life Center Fund** revenues and expenditures are tracking with the approved budget;
- **College Service Fee Fund** revenue is tracking with the approved budget. The planned transfer to the Student Activities Fund will occur prior to year-end.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the financial reports from 7/1/2015-12/31/15 to include the adjustments above. The motion was approved unanimously.

Mr. Waters shared the proposal of an \$8.40 per credit hour fee increase in the college's parking fee for the fall 2016 semester. The proposed fee increase will be used to support the debt service payment for the college's parking deck capital project. VCCS Policy requires Local Board review and approval and State Board approval of the proposed fee increase. This fee increase has been discussed at length at prior meetings and is a separate request from the annual per credit hour fee increase recommendations that are typically considered at the March meetings of the Local Board. If approved, this fee increase request will be presented to the State Board for review and approval at their May 2016 meeting.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the \$8.40 per credit hour increase in the College's parking fee to be effective fall semester 2016. The motion was approved unanimously.

HUMAN RESOURCES

NO REPORT

INSTITUTIONAL ADVANCEMENT

Dr. Falconetti shared the Institutional Advancement update noting the following:

- Educational Foundation's planning has begun for fall 2016 major gifts campaign pursuing a five to six year goal of \$20 million. Efforts include internal meetings with students, faculty and staff; and feasibility study conducted by American Consulting Trust for Philanthropy (ACT) led by John Harlow. Dr. Falconetti noted the Educational Foundation's phenomenal leadership team in place for 2016;
- Special mention of Forest Jones' VCCS Award for exemplary Board service; Heywood Fralin's National Benefactor Award from the Council for Resource Development; and Dr. Sandel's commentary on philanthropy published in the Roanoke Times. Also noted were key Foundation events taking place in the spring;
- Review of Grants, Marketing and Strategic Planning activity.

WORKFORCE DEVELOPMENT SERVICES

Ms. Yancey shared the Workforce Development Services update highlighting the following

- 1,178 students enrolled in coursework leading to certification/licensure in FY2015;
- 266 classes offered by WDS for FY 2015 – 18 credit and 248 non-credit;
- Workforce Enterprise System (WES) launched in November 2015 for spring classes. This will provide an improved user interface for students;
- Kids College currently has 23 students enrolled in Career Exploration;
- VWCC is participating in a Financial Aid for Noncredit Training Leading to Industry Credentials Pilot thus far obligating \$87,000 of the \$100,000 award;
- Institutes of Excellence grant of \$15,000 received for development of Pain Management/Anesthesia training for Dental Hygienists.

V. REPORT FROM THE CHAIR

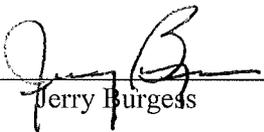
Mr. Burgess reviewed the Board meeting schedule noting that the next meeting will be on campus on March 17, 2016 and requesting Board participation in commencement on May 13, 2016.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:40pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:



Jerry Burgess

3-17-16
Date

