

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 269*, September 21, 2017

*May 18, 2017 meeting cancelled due to lack of quorum

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. on Thursday, September 21, 2017, by Chairman Jim McAden. He welcomed new Board members, College senate representatives, and all attendees. Also noted was Ms. Herbert-Ashton now acting as Interim VP of Institutional Advancement. Mr. McAden then asked for a moment of silence in remembrance of Debbie Yancey, former Dean of BTT, who passed away in August.

Members Present: Dr. Sam English, Roanoke County
Josh Johnson, Roanoke City.....Vice Chair
Forest Jones, City of Salem
Joyce Kessinger, Botetourt County
Dr. Greg Killough, Roanoke County
Granger Macfarlane, Roanoke City
Jim McAden, Roanoke County..... Chair
Douglas Waters, Roanoke City

Members Absent: Dr. Karen Hiltz, Franklin County
Mark Lawrence, Roanoke City
Marie Parette, Craig County

Faculty/Staff Present: Fredona Aaron, Business Office Manager
Amy Balzer, Assistant to College President
Jill Bass, Faculty Senate Representative
Stacie Deaver, Faculty Senate Representative
Dale Dulaney, Administrative Staff Senate Chair
Milan Hayward, Vice President of Workforce Development Services
Marilyn Herbert-Ashton, Interim Vice President of Institutional Advancement
Linda Hurt, Staff Senate Chair
Rachelle Koudelik-Jones, Dean of Institutional Effectiveness
Jennifer Pittman, Associate Vice President of Human Resources
Lisa Ridpath, Vice President of Financial and Administrative Services
Dr. Robert Sandel, College President/Local Advisory Board Secretary
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 from the regular meeting on March 16, 2017 as presented. Mr. Waters seconded the motion and the motion passed.

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Dr. Sandel played the Educational Foundation's new campaign video, with kudos to Carole Tarrant for production. The video shares four student testimonials on the value of financial assistance provided by the Educational Foundation. Dr. Sandel then requested reaffirmation of the AY 2017 College Objectives with the annual outcomes as provided in the May 18, 2017 meeting packet. These outcomes are the basis for the Local Advisory Board chair's letter of presidential effectiveness for the Chancellor to reference as part of Dr. Sandel's annual performance evaluation. In addition, Dr. Sandel shared the 2017-2019 College Biennial Objectives written to parallel the Chancellor's Objectives for *Complete 2021* Goal.

Mr. Jones made a motion to reaffirm the AY 2017 College Objectives annual outcomes, and approval of the 2017-2019 Biennial Objectives in support of Complete 2021 as presented. Mr. Johnson seconded the motion and the motion passed.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the update on 'Navigate Guided Pathways' (GP) using visuals on PowerPoint. The intent of GP is to streamline all academic mapping for new and current students; for those that know what they wish to study and for those that do not. A new software purchased by VCCS, EAB Navigate, will complement GP in preparing the students for their entire education and career plan. She also noted the college now has a 24/7 call center to support the student success initiative. Dr. Wilmer also explained the CTE Planning Grant, used for the Dual Enrollment Pathways Project to map area high school DE programs to Virginia Western's programs, and with area workforce needs/career opportunities.

Dr. Wilmer then presented the Physical Therapy Assistant Program for approval, with an initiation date of fall 2020 and 1st degree conferral of spring 2022. This program is a result of requests by local health care agencies.

Mr. Jones made a motion to approve the Physical Therapy Assistant Program as proposed. Mr. Waters seconded the motion and the motion passed.

Dr. Wilmer requested annual reaffirmation of the Student Conduct and Grievance Procedures Policies as required by SACS. These policies have had no changes in the past year.

Dr. English made a motion to reaffirm the Student Conduct and Grievance Procedures Policies as presented. Mr. Jones seconded the motion and the motion passed.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath noted that the first order of business is to present the action items remain from the cancelled May 2017 meeting. She shared that the Finance Committee had reviewed the fiscal year 2017 Local Fund Reports for the period of July 1, 2016-April 30, 2017 noting the transfer of \$5000 within the Parking fund.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/16-4/30/17 financial reports with the noted adjustment. The motion passed.

Ms. Ridpath shared that the Finance Committee had reviewed the Local Fund Budget for fiscal year 2018, effective July 1, 2017 through June 30, 2018. This budget is based on conservative enrollment projections and State Board approval of recommended fee increases. Revisions will be made as needed after July 1, 2017.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local Board approval of the Proposed Local Fund Budget for fiscal year 2018, July 1, 2017 through June 30, 2018. The motion passed.

The Virginia Western 2016 Campus Master Plan Update and Parking Master Plan Update were prepared in collaboration with College students, faculty and staff. A presentation was provided with the an overview of the proposed campus master plan build out, pedestrian pathways, and vehicular traffic circulation utilizing data from both master plan updates.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local and State Board approval of the Virginia Western Community College 2016 Campus Master Plan Update and Parking Master Plan Update, both in accordance with the Virginia Community College System Policy Manual, 10.0.0.4.e. The motion passed.

Ms. Ridpath reviewed the fiscal year 2017 Local Fund Financial Reports for the period July 1, 2016 through June 30, 2017, noting the year-end fund balance as \$4,418,673.

Mr. Waters made a motion and second on behalf of the Finance Committee to recommend Local Advisory Board approval of the fiscal year 2017 Local Fund Financial Report for the period of July 1, 2016 through June 30, 2017. The motion passed.

Ms. Ridpath reviewed the Local Fund Financial Report for fiscal year 2018 for the period of July 1, 2017 through August 31, 2017, with the following notations and adjustments:

Vending Fund

- Increase Vending Machine Commission by \$8,000 to align with FY2017 revenue
- Increase Auxiliary Food Commission by \$1,500 to reflect projected revenue due to the commission rate of the Dining Services vendor not decreasing as originally projected

Parking Fund

- Technical adjustment to increase Park Roanoke expense by \$240 and decrease Bus Service expense by \$240 due to an increase in the monthly fee for parking spaces at the Claude Moore Education Complex in Downtown Roanoke

Individual Scholarship Fund

- Technical adjustment to increase External Sources revenue by \$30,000 and increase Awards to Students expenses by \$30,000 to align with FY2017 remaining fund balance. This account is a pass thru for external scholarship awards; amount budgeted is dependent upon external activity

Student Activities Fund

- Increase Miscellaneous Revenue by \$1,500 for photo I.D. card replacement fee
A new revenue account was created to track revenue separate from expenditures

Mr. Waters presented a motion and second on behalf of the Finance Committee to recommend Local Advisory Board approval of the fiscal year 2018 Local Board Report for the period of July 1, 2017 through August 31, 2017 as presented with the noted adjustments. The motion passed.

HUMAN RESOURCES

Ms. Pittman shared the status of the VP of Institutional Advancement recruitment, and provided the Annual Diversity and Inclusion Report submitted to the System Office in June 2017.

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton began the Educational Foundation/Institutional Advancement Report by acknowledging the entire staff not skipping a beat with the recent leadership change. The Foundation currently holds net assets of \$16.1 million. The Foundation Development Committee continues silent solicitation for the 2017 major gifts campaign and planning for CCAP2 campaign. Grants Office received \$3,488,747 in total funding. Marketing and Communications efforts remain strong. She shared accolades to WDS, academic divisions and Marketing in their immediate responses to Miller-Motte closure announcement.

As per SACS requirement, the College Vision, Mission, and Institutional Goals are to be reaffirmed on a yearly basis. Ms. Herbert-Ashton provided these for review noting that there were no changes over the past year.

Mr. Jones made a motion to approve the College Vision, Mission and Institutional Goals as presented. Mr. Johnson seconded the motion and motion passed.

WORKFORCE DEVELOPMENT SERVICES

Dr. Hayward shared a short promotion video on the WCG now called *Fast Forward (FF)*, to provide colleges with a brand for attaining credentials in a relatively short period in comparison to a college degree. VCCS will use USDOL funds to support FF navigators in WDS units. Local health care providers and working with WDS to develop and implement the Certified Clinical Medical Assistant (CCMA) offering. Workforce will also host the first Faith Outreach Breakfast-Session I.

V. REPORT FROM THE CHAIR

Mr. McAden reviewed the meeting calendar, reinforcing the importance of participation in Commencement, which will be May 11, 2018 at the Berglund Center. Mr. McAden then requested affirmation of the Chair's letter to the Chancellor drafted and intended for formal vote at the cancelled May 2017 meeting.

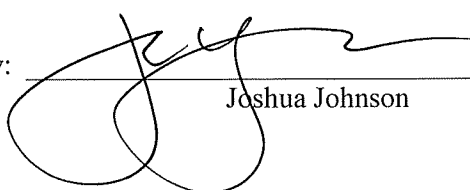
Mr. Waters made a motion to approve the VWCC Local Advisory Board Chair's Letter to the Chancellor dated May 24, 2017. Mr. Jones seconded the motion and the motion passed.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:55pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:


Joshua Johnson

3/15/18
Date