

VIRGINIA WESTERN COMMUNITY COLLEGE
Local Advisory Board Meeting Minutes
Minutes No. 272, September 20, 2018

Chairman Joshua Johnson called the Virginia Western Community College Local Advisory Board to order at 11:40am on Thursday September 20, 2018. Mr. Johnson thanked Mr. McAden for chairing the Board for past two years. He welcomed new Board members Dr. Jones, Mr. Francis and Dr. Nicely; and College senate representatives.

Members Present: Dr. Sam English, Roanoke County
 Dr. Karen Hiltz, Franklin County
 Josh Johnson, Roanoke City -- Chair
 Dr. Forest Jones, City of Salem
 Mark Lawrence, Roanoke City
 Granger Macfarlane, Roanoke City
 Jim McAden, Roanoke County

Members Absent: John Francis, Roanoke City
 Joyce Kessinger, Botetourt County -- Vice Chair
 Dr. Ken Nicely, Roanoke County
 Dr. Marie Paretti, Craig County

Faculty/Staff Present: Fredona Aaron, Business Office Manager
 Amy Balzer, Assistant to College President
 Stacie Deaver, Faculty Senate Representative
 Carol Rowlett, Administrative Staff Senate Chair
 Dr. Milan Hayward, Vice President of Workforce Development Solutions
 Marilyn Herbert-Ashton, Interim Vice President of Institutional Advancement
 Jennifer Pittman, Associate Vice President of Human Resources
 Lisa Ridpath, Vice President of Financial and Administrative Services
 Lindsey Weston, Staff Senate Chair
 Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs
 Kevin Witter, Director of Facilities Planning and Development

I. APPROVAL OF MINUTES

Dr. English made a motion to approve the minutes of the May 17, 2018 meeting as presented. Mr. Lawrence seconded the motion and the motion passed.

II. PUBLIC COMMENT

No public comment.

III. REPORT FROM THE PRESIDENT

Ms. Ridpath shared the College update in Dr. Sandel's absence:

- Gratitude to Mr. McAden for graduation speech, first class and values impact
- Passing of long time Facilities Management Manager Pat Rhodes
- Review of Culinary Grand Opening
- Capital Projects Update-STEM building status and roadway improvements

- Culinary Health Program meal tasting event invitation to Board
- Communication outreach initiatives outline
- Marketing efforts with a focus on adult learners
- New transfer partnership with Averett University

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer provided the ASA update noting the following:

- Focus remains on student success and retention
- Data shows that the focus area SDV requirement is improving retention
- New software and systems in place to improve onboarding, advising and enrollment processes
- Loss Point Advising as well as new advising structure is proving to benefit the students
- Planning to expand online learning programs
- SACS Fifth Year Report is due September 2019

Dr. Wilmer then reviewed the curricular changes:

New Programs

CSC: Construction Management

CSC: Emergency Medical Services-Basic (Dual Enrollment)

Name Changes

AAS: Administration of Justice to AAS: Criminal Justice

Discontinued Programs

CSC: Customer Support

Mr. McAden made a motion to approve the new/discontinued programming and program name change as presented above. Mr. Lawrence seconded the motion and the motion passed.

Dr. Wilmer present the Student Conduct Policy for reaffirmation noting that the one change made was to expand the definition of property destruction in item 14.

Dr. Jones made a motion to approve the reaffirmation of the Student Conduct Policy with the one verbiage change noted above. Dr. Hiltz seconded the motion and the motion passed.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Macfarlane reviewed the Local Fund Financial Report for the period of July 1, 2017 through June 30, 2018 with the following notations:

- Local Fund balance as of 6/30/18 was \$5.86 million
- Majority of fund balance will be expended on the STEM site work and parking improvements
- Revenues and expenses remained on track with a handful of revenues higher due to conservative enrollment projections and higher interest earnings

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, 2017 through June 30, 2018 as presented. All in favor with no discussion.

Mr. Macfarlane shared the FY 2019 Local Fund Financial Report for the period of July 1, 2018 through August 31, 2018 with the following notations:

- Local Fund balance as of 8/31/18 was \$5.59 million
- Main expenditure so far this FY is semi-annual debt service payment of \$371,395

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, 2018 through August 31, 2018 as presented. All in favor with no discussion.

Mr. Macfarlane reported that preliminary design of the Parking Garage has been completed and a decision has been made to slow down the project while further consideration of enrollment figures for fall/spring and next fall, are monitored. Ms. Ridpath further explained that the parking garage would create debt commitment of 20 years for the College so prudence and a conservative approach are being taken. Planning continues on integrating the transportation plaza with the STEM building site work. Current parking lot maintenance needs also under review.

HUMAN RESOURCES

Ms. Pittman presented the Annual Diversity and Inclusion Report noting:

- Continued efforts on candid conversations and culture of engagement
- Diversity metrics holding steady overall
- Increasing interest from minority applicants a priority
- VW certification will positively impact local veteran population engagement, employment potential and support of workforce readiness
- Progress made on every measure and have continued components into our established goals

INSTITUTIONAL ADVANCEMENT

Ms. Herbert-Ashton shared the Institutional Advancement Report:

- Amanda Mansfield has been named Philanthropy Director
- Net assets of Foundation \$20.9 million
- 478 students enrolled in CCAP for Fall 2018
- Provided \$1.1 million in tuition assistance for 2017-2018
- Naming gift of \$1 million for Student Life Center, CCAP2 gift of \$100 thousand, \$50 thousand at Culinary Grand Opening, \$100 thousand for endowed chair
- CCAP2 and Endowment Initiatives underway
- Grants worked on 248 projects in 2017-2018, with \$3,597,492 funded and \$848,908 pending
- Marketing efforts continue to focus on adult learning
- Chairman Johnson added that he challenges this Board for 100% participation in giving to the Educational Foundation campaign

Ms. Herbert-Ashton explained that the VCCS and Educational Foundation Naming Policy now requires Local Advisory Board approval for naming gifts. She proposed the Maury and Sheila Strauss Family Student Life Center in honor of the \$1million gift to the College.

Mr. McAden presented a motion to approve the naming of the Maury and Sheila Strauss Family Student Life Center in honor of their \$1million gift to the College. Dr. English seconded the motion and motion passed.

Ms. Herbert-Ashton added a brief review of *Success 2021*, the College's current Strategic Plan, reiterating the importance and relevance of the Vision, Mission, Core Values and Institutional Goals. She requested a motion to reaffirm *Success 2021*.

Dr. Jones presented a motion to reaffirm the College's strategic plan, Success 2021 and associated Vision/Mission/Values/Goals. Mr. McAden seconded the motion and the motion passed.

WORKFORCE DEVELOPMENT SERVICES

Dr. Hayward shared the WDS update, noting:

- Division undergoing strategic planning process
- FastForward funding was renewed and expanded in current year budget
- CCMA courses have been near, at or exceeded capacity with completion rates in excess of 90%
- Expansion of non-credit IT classes continues to draw strong enrollment
- Machining classes also remain strong in enrollment, and pilot 'dual track' Precision Machining course underway with Roanoke City
- Mr. McAden suggested adding business management training to Culinary curriculum to benefit those aspiring to own their own restaurant

V. REPORT FROM THE CHAIR

Mr. Johnson pointed out the remaining Board meeting schedule for 18-19, and added the importance of Board representation at Commencement in support of the students. Requested all board members hold May 10, 2019 to participate. Mr. Johnson then added that new board member Mr. John Francis had been nominated for the vacant seat of the Finance Committee, given his extensive financial background, and requested a motion for approval.

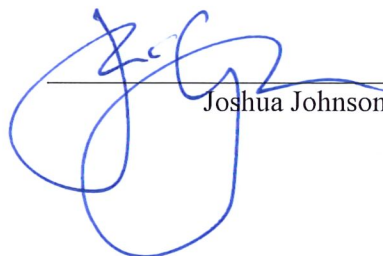
Mr. McAden presented the motion to approve Mr. Francis' appointment to the Local Advisory Board's Finance Committee for the term of September 2018- June 2020. Mr. Lawrence seconded the motion and the motion passed.

VI. MEETING ADJOURNMENT

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

Minutes submitted by: Amy Balzer

Minutes Approved by:



Joshua Johnson

1/31/19

Date