

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 255, January 16, 2014

The Virginia Western Community College Local Advisory Board was called to order at 11:30 a.m. Thursday, January 16, 2014 by Chairman Forest Jones. Mr. Jones welcomed meeting guests and presenters and thanked everyone for attending. Mr. Jones also congratulated Dr. Sandel on being named Roanoke City's 2013 Citizen of the Year, which was announced in October 2013.

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

Members Absent: Mark Lawrence, Roanoke City

Guests Present: Ken Randolph, President, Educational Foundation Board of Directors

Staff Present: Amy Balzer, Administrative Assistant
Annette Chamberlin, Faculty Senate Chair
Angela Falconetti, Vice President of Institutional Advancement
Carole Graham, Dean, Health Professions
Rachelle Koudelik-Jones, Dean of Institutional Effectiveness
Tara Nepper, Staff Senate Chair
James Poythress, Vice President, Workforce Development Services
Robert Sandel, College President, Local Advisory Board Secretary
Marla Whiteside, Financial and Administrative Services
Reginald Walker, Facilities Management

I. APPROVAL OF MINUTES

Mr. Robbins made a motion to approve the minutes from the regular meeting September 11, 2013 as presented. Mr. McAden seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Dr. Sandel provided the campus update to include the following:

- Report on campus facilities projects, currently underway and nearing completion.
- Governor's proposed budget contains language for new STEM building at \$38million. The discussions will be to renovate Anderson or build from ground up and desired location.
- Enrollment remains solid due to concentration on retention, CCAP expansion and dual enrollment fee structure changes. Dedicated faculty and staff attribute to positive enrollment numbers.
- Workforce Development efforts in community are strong. Jim is well known and well respected and has solid partnerships with business leaders.

- SACS on-site review for reaffirmation was better than great. Formal reaccreditation to be announced in late spring. This was a college-wide team effort led by the Institutional Effectiveness staff.
- Congratulated and thanked all faculty and staff of College on their commitment to Virginia Western.

Dr. Sandel presented the nominations for 2014 Emeritus Awards to be presented at commencement in May. Nominees are Mary Perry, Classified Staff Emeritus Award; Dr. Clarence Mays, Administrative/Professional Faculty Emeritus Award; and Martha Brown, Teaching Faculty Emeritus Award. Credentials for the awards were discussed.

Mr. Robbins made a motion to approve the nominations for 2014 Emeritus Awards. Dr. Lange seconded the motion and the motion was approved.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

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

- Highlighted new faculty and staff for fall 2013
- Expanding health programs through dual enrollment and collaboration with JCHS
- 3.4% FTE increase in dual enrollment over last fall, adding faculty and new programs
- Working toward ACF accreditation for the Culinary Program

Ms. Graham explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. She reviewed with the Board information regarding the following proposals for discontinuances, new certificates and new specializations:

Program Discontinuances:

- Horticulture: Viticulture
- Advanced Technology in Mechatronics-Fundamentals
- Energy Management Systems: Introduction
- Energy Management Systems: Installer
- Geographical Information Systems: Career Exploration
- Computer Aided Drafting: Career Exploration

Addition of New Certificates, Specializations:

- Nurse Aide (CNA)
- Magnetic Resonance Imaging
- Dental Hygiene Program Pre-Admission Plan
- Radiography Program Pre-Admission Plan
- Nursing Program Pre-Admission Plan
- Radiation Oncology Program Pre-Admission Plan

Dr. Lange made a motion to approve the above program discontinuances, and new certificates and specializations. Mr. Jones seconded the motion and the motion was approved.

Ms. Graham provided the list of proposed 2014 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. Robbins made a motion to approve the 2014 Curriculum Advisory Committees as presented. Mr. Cronk seconded the motion and the motion was approved.

Ms. Koudelik-Jones shared that the College completed the SACS on-site visit for reaffirmation in October 2013. It was noted that the College is in the top 2% of reaffirming institutions in the region, receiving only one recommendation related to compliance and two recommendations on the Quality Enhancement Plan (QEP). She thanked Mr. Jones and Mr. Burgess and the Board for their support during this process. The response report is due March 3 and the reaffirmation should be announced in July. She also shared the success rates of VWCC graduates transferring to four-year institutions as compared to the VCCS transfers and students originating at the universities.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2013 through November 30, 2013 were reviewed, noting the following:

- Local Fund balance as of November 30, 2013 is \$2,224,785.
- Localities have been billed and will be reflected on next statements.
- College Activities and President's Activities Funds expenses are well under budget. Bookstore commissions are considerably higher than this time last year.
- Bookstore commission revenues of \$200,159 include June's commissions that were posted later than normal and therefore reflected on this statement period.
- Construction Fund's Science /Health Prof building account will be exhausted after expenses are paid. The ending balance of \$29,884 will increase as transfers are reflected on the next statements. Campus Life Center Phase II funds of \$700,000 are for the 5' exterior and plaza areas not included in building construction costs.
- Construction on Parking Lot 15 has been completed and is anticipated to come in \$2,000 under budget.
- Campus Life Center Fund Debt Service will be paid in full by end of year. New building will be fully self-funded by student activities fees collected and LEED certification of silver is goal.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2013-11/30/2013 financial reports as presented. Mr. Moore seconded the motion and the recommendation was approved unanimously.

Mr. Waters presented the 2014-2015 Locality Budget Request Distribution form. The localities will be billed based on a formula that accounts for student population, real estate valuation and population percent. The total amount of the locality requests remains the same however the distribution has changed ever so slightly due to population shifts.

Mr. Waters then presented the proposed revised criteria for awarding academic scholarships that are solely funded by these locality contributions. The proposed change expands scholarship awards to non-traditional students, expands coverage to include textbooks, and matches the amount of the scholarship award to the amount contributed by the locality.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the request to Localities for 2014-2015 and the revisions to the criteria for awarding the academic scholarships funded by these contributions. Mr. Burgess seconded the motion and recommendation was approved unanimously.

Mr. Waters briefly reviewed the Renovate Life Center 286-1783 report as of November 30, 2013, generated by the VCCS to track the Campus Life Center Bond Project. This is the report that the VCCS provides instead of in-house reporting through the Construction Fund.

After a brief discussion on this, Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the Campus Life Center bond project summary report. Mr. Robbins seconded the motion and the recommendation was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Randolph provided the following update on behalf of the Educational Foundation Board:

- \$550,641 was raised for CCAP between September and December 2013, leaving \$449,359 to be raised by 2015
- Net assets for the Educational Foundation as of October 31, 2013 were \$12,242,922.28.
- CCAP was nominated as one of 10 public-private partnership models by the Community College Assembly of the University of Florida to compete for the Bellwether Award.
- Announced new Board of Directors leadership for 2014

Dr. Falconetti reported the following for Institutional Advancement:

- Grants Office secured \$2.15 million in grant funding from July – December 2013
- Marketing rolled out the spring 2014 student recruitment campaign, began advertising on Valley Metro buses and received 14 Excellence in Communications Awards at the VCCA conference in addition to Summit Award from Public Relations Society of America.
- Numerous publications, events, media coverage, and status of social media were reviewed.

Dr. Falconetti thanked Dr. Sandel and the Board for the support of CCAP and the Foundation efforts.

WORKFORCE DEVELOPMENT SERVICES

Mr. Poythress shared the Workforce Development Services update including the following:

- 2013 Chancellor's Award in Occupational Instruction and Services awarded to Dan Semones for direct increases in this area of training.
- WFD received grant from Chancellors Innovation Fund for "Creating A Bridge to Success" program.
- WFD has assisted Ardagh Group, new canning facility in Roanoke, with their training and transition to the area.
- Ophthalmic Assistant, Manufacturing Production Basic Skills and Industrial Maintenance Technician and Regional Jail Orientation Programs were highlighted.

Mr. Burgess acknowledged Mr. Poythress and his hard work and dedication. VWCC's Workforce Development Services are critical to the economic success of our community.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the 2014 Board meeting schedule, inviting all to attend the optional Legislative Reception on the evening of February 12th in Richmond and transportation will be provided by the College. The date for Commencement to be May 9th at 6:30pm in the Salem Civic Center and all Board members are encouraged to participate. The next meeting on campus is March 20, 2014 in the Natural Science Center.

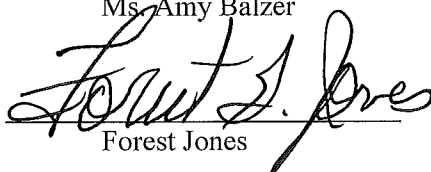
VI. MEETING ADJOURNMENT

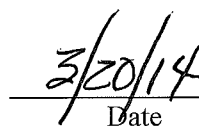
With no further business, the meeting adjourned at 1:05 p.m.

Minutes submitted by:

Ms. Amy Balzer

Minutes Approved by:


Forest Jones


Date