

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 256, March 20, 2014

The Virginia Western Community College Local Advisory Board was called to order at 11:35 a.m. Thursday, March 20, 2014 by Chairman Forest Jones

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

Members Absent: Mike Jones, Craig County

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

Staff Present: Fred Aaron, Business Manager, Financial and Administrative Services  
John Anderson, Dean of Science, Technology, Engineering and Mathematics  
Amy Balzer, Assistant to College President  
Annette Chamberlin, Faculty Senate Chair  
Angela Falconetti, Vice President of Institutional Advancement  
Cheryl Miller, Vice President of Financial and Administrative Services  
Robert Sandel, College President, Local Advisory Board Secretary  
Elizabeth Wilmer, Vice President of Academic and Student Affairs  
Kevin Witter, Director of Facilities, Planning and Development

### I. APPROVAL OF MINUTES

*Mr. McAden made a motion to approve the minutes from the regular meeting January 16, 2014 as presented.  
Mr. Lawrence 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:

- Status of the state budget which still contains construction of new STEM complex;
- Enrollment standing at 10.8% over last spring, while VCCS average is -2%;
- VWCC is key partner in CoLab. This center for entrepreneurship offers space for design, planning and meeting for idea innovation;
- Student Life Center scheduled for completion by May and student use for Fall 2014 semester;
- Reinforced College leadership to be the best ever and moving at 110% ;

- Mark Lawrence shared that accomplishments at VWCC are recognized at the highest levels in Richmond, both on the legislative front as well as industry, giving credit to President Sandel for great coaching and setting the direction and vision of College.

#### **IV. COLLEGE REPORTS AND UPDATES**

##### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Wilmer reported on Academic and Student Affairs activity including:

- Final Focus Report to SACS has been filed, expecting decennial reaffirmation approval in June;
- Hosting Advisor Academy in April/May for faculty and staff members;
- Community College Survey of Student Engagement is being administered on campus this semester;
- VWCC one of 150 community colleges invited to apply for \$1M Aspen Award (application process underway);
- VWCC is largest provider of dual enrollment in VA, over 1000 students this year. Dual enrollment accounts for 8.8% of the 10.8% enrollment increase.

Dr. Anderson presented the update for the STEM School highlighting the following:

- Working on Biotechnology Career Studies Certificate requiring 20 semester hours;
- Developing articulation agreement with Ferrum College for Environmental Science;
- Numerous grant applications underway, namely NSF, Perkins, GIS;
- Study abroad program centered in Hungary in the planning stage;
- Students completing research projects in microbiology, chemistry and cell biology with faculty.

Dr. Wilmer explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. The Technical Studies: Mechatronics Technology Specialization program has been incorporated into the AAS in Mechatronics Systems Engineering, and therefore the specialization will discontinue.

***Dr. Lange made a motion to approve discontinuance of the Technical Studies: Mechatronics Technology Specialization. Mr. Lawrence seconded the motion and the motion was approved.***

Dr. Wilmer presented the updated Practical Nursing Advisory Committee Membership listing for approval as the final vacancy has been filled.

***Mr. Robbins made a motion to approve the 2014 Practical Nursing Curriculum Advisory Committees as revised. Dr. Lange seconded the motion and the motion was approved.***

##### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Waters reviewed the Local Fund Financial Reports for the period July 1, 2013 through January 31, 2014 noting the following:

- Local Fund balance as of January 31, 2014 was \$1,700,670;
- Locality contributions have been received in full. Roanoke County's contribution will be applied to CCAP as was done last year;
- Locality scholarship criteria revisions have been adopted and awards will be presented to the Finance Committee as recipients are identified;
- WEPA commissions remain low; however, the savings in operational costs remain significant;
- Vending contract has been assumed by the Department of the Blind and Visually Impaired, which is under new management. They will also oversee the Brown Library coffee shop once awarded. Subway will lease space in Student Life Building;

- Construction Fund's Science /Health Prof building account will be exhausted after expenses are paid. Lawsuit nearing settlement as attorneys seek information on expenses incurred to keep project on track;
- Campus Life Center Phase II expenses will begin to be reflected on the next statements;
- New STEM building will move to architectural and engineering phase soon;
- Finance Committee requesting Board approval for an increase in transfer from College Service Fee Fund to Student Activities Fund from \$65,000 to \$70,253 to cover additional NYC student trip expenses of \$3,500 due to weather related travel delay; and establish new budget in Student Activities Fund for annual Spring Fling Student Art Show of \$2,500.

***Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2013-1/31/14 financial reports with the adjustments to Student Activities Fund as noted above. Mr. Robbins seconded the motion and the recommendation was approved unanimously.***

Ms. Miller briefly reviewed the Renovate Life Center 286-1783 report as of January 31, 2014, generated by the VCCS to track the Campus Life Center Bond Project.

***Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the January 31, 2014 Renovate Life Center bond project summary report as provided by the VCCS. Mr. Moore seconded the motion and the motion was approved.***

Ms. Miller presented proposed \$.50/credit hour parking fee increase for Fall 2014, sharing a comparison of mandatory student fees across the VCCS. The immediate need is to build a reserve for lot maintenance and a longer term goal of construction of a parking garage. The new STEM building construction will consume current parking areas and the college remains 'boxed in' so the next parking addition will most likely be a parking garage.

***Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the proposed \$.50/credit hour increase in parking fees. Mr. Robbins seconded the motion and the motion was approved.***

Ms. Miller then requested a motion to recommend Board reaffirmation of the electrical utility easement to AEP necessary for underground electrical lines to service the Student Life Center. The Board approved via email proxy on February 4, 2014. This will then be presented to the State Board for approval.

***Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board reaffirmation of the electrical utility easement listed above, previously approved via email proxy on April 4, 2014. Mr. Cronk seconded the motion and the motion was approved.***

## **INSTITUTIONAL ADVANCEMENT**

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

- Campaign total as of March 12, 2014 was \$4,534,818;
- CCAP Jazz Honor Band Concert presented by Trane is April 5, 2014 at the Jefferson Center;
- 2014-2015 CCAP application process closed on February 28, 2014 and acceptance notices will be sent by end of May;
- Annual Scholarship Awards Ceremony is on March 20<sup>th</sup> to recognize student recipients and donors of the 2013-2014 scholarships. Applications for 2014 scholarships are now being accepted;
- Shared CCAP video clip to be shown at Alumni Open House on March 29<sup>th</sup>.

Dr. Falconetti reported the following for Institutional Advancement:

- IA and ASA offices are collaborating for the groundwork for new strategic plan;
- Grants Office secured \$2.15 million in grant funding from July – December 2013;
- Marketing Office is planning for the fall 2014 student recruitment campaign;
- 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.

**V. REPORT FROM THE CHAIR**

Mr. Jones reviewed the Board meeting schedule and reminded everyone of Commencement Ceremony on May 9<sup>th</sup>, encouraging all to participate if available.

**Executive Committee membership appointments were announced as Forest Jones, Jerry Burgess, Mike Jones, Jim McAden, Larry Moore and Dennis Cronk.** This committee represents each locality with the sole responsibility of nominating 2014-2016 chair and vice chair. These nominations will be presented to the full Board on May 15<sup>th</sup> as action items. All members were asked to remain after the meeting for a brief discussion.

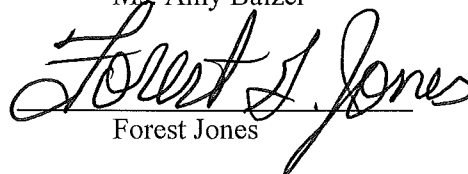
**VI. MEETING ADJOURNMENT**

With no further business, the meeting adjourned at 12:43p.m.

Minutes submitted by:

Ms. Amy Balzer

Minutes Approved by:

  
Forest Jones

  
Date