

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**Local Advisory Board Meeting Minutes**  
**Minutes No. 257, May 15, 2014**

The Virginia Western Community College Local Advisory Board was called to order at 11:30 a.m. Thursday, May 15, 2014 by Chairman Forest Jones.

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

Members Absent:        Dennis Cronk, Roanoke City  
                                 Mike Jones, Craig County  
                                 Lorraine Lange, Roanoke County  
                                 Mark Lawrence, Roanoke City

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

Staff Present:         Fred Aaron, Business Manager, Financial and Administrative Services  
                                 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  
                                 Chris Porter, Dean of Learning Resources  
                                 Jim Poythress, Vice President of Workforce Development Services  
                                 Robert Sandel, College President, Local Advisory Board Secretary  
                                 Reginald Walker, Project Manager, Facilities Planning and Development  
                                 Marla Whiteside, Staff Senate Chair  
                                 Elizabeth Wilmer, Vice President of Academic and Student Affairs

**I.        APPROVAL OF MINUTES**

*Mr. McAden made a motion to approve the minutes from the regular meeting March 20, 2014 as presented.  
Mr. Robbins seconded the motion and the motion was approved.*

**II.       PUBLIC COMMENT**

No public comment requested.

**III.      PRESIDENT’S REPORT**

Dr. Sandel shared the many achievement of the College over the past year, noting:

- SACS reaffirmation process is complete and VWCC among the top 2% of candidates;
- Among the top 10 finalists for the Bellwether Award;
- Enrollment for Spring has largest % increase in VCCS;

- Foundation assets have doubled in value;
- Fralin Center now open and Student Life Building nearing completion;
- Approval received for \$33million STEM complex;
- And over 1000 students graduated.

He then addressed the recent CCAP article misstating overall poor retention at VWC and the letter sent in response. VWCC has the highest retention, 78%, of full time students in the VCCS and this is the second year in the top 3%.

Dr. Sandel solicited questions, comments or input on the 2013-2014 Presidential Goals Assessment Report and the drafted 2014-2015 Presidential Goals. These goals are deliberately aligned with the Chancellor's goals and tailored specifically to Virginia Western.

***Mr. Burgess made a motion to approve the 2013-2014 Presidential Goals Assessments and the 2014-2015 Presidential Goals. Mr. Moore seconded the motion and the motion was approved.***

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

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

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

- Added to list of accomplishments that VWCC has been named in top 150 community colleges nationally to apply for the ASPEN Prize (\$1 million). College currently being considered for round 3;
- 556 participants in graduation ceremony and overall 1003 credentials awarded;
- Kudos to 91 year old student graduating with AAS in Liberal Arts with 4.0 GPA;
- Chris Porter was introduced as newly appointed Dean of Learning Services.

Mr. Porter presented the update for the Learning Resources Department highlighting the following:

- Restructuring has placed Library Services, the Testing Center, Academic Link (tutoring), Electronic Learning/Instructional Technology and Media Geeks under the Learning Resources area.
- Department will focus on increasing student success by supporting the application of technology, training and services to promote effective teaching and learning throughout the College.
- Redesigned Virginia Placement Test provides for easier identification of areas of weakness to work on thus improving learning outcomes.

Dr. Wilmer shared the proposed new AAS Degree program in Medical Laboratory Technology. This program was initiated in response to an area of need at Carilion Clinic.

***Mr. Robbins made a motion to approve the AAS Degree in Medical Laboratory Technology (MLT). Mr. Waters seconded the motion and the motion was approved.***

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

Due to lack of quorum at the May 7, 2014 meeting of the Finance Committee, all action items were presented to the full Board for approval. Mr. Burgess presented the March 12, 2014 Finance Committee Meeting Minutes for approval.

***With no amendments or additions, Mr. Robbins made a motion to approve the Finance Committee's March 12, 2014 Meeting Minutes as written. Mr. Moore seconded the motion and the motion was unanimously approved.***

Mr. Burgess then deferred the financial reporting to Ms. Miller. The Local Fund Financial Reports for the period July 1, 2013 through March 31, 2014 were reviewed noting the following:

- Local Fund balance as of March 31, 2014 was \$1,639,679.
- Vending Fund Auxiliary Food Fund revenues remain under budgets.
- Bookstore commissions have exceeded budget with three months remaining in fiscal year.
- Construction Fund transfers from Vending, Bookstore and College Service Fee Funds are complete and the Campus Life Center Phase II will be closed out in June.
- Bookstore Fund repayment from Parking Fund will be pushed into next fiscal year.
- Purchases are being made for the Campus Life Center and will be reflected on the year end statements.

***Mr. Burgess presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2013-3/31/14 financial reports as presented. Mr. Moore seconded the motion and the motion was approved unanimously.***

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

***Mr. Burgess made a motion to approve the March 31, 2014 Renovate Life Center bond project summary report as provided by the VCCS. Mr. Waters seconded the motion and the motion was unanimously approved.***

Ms. Miller reviewed the proposed budget for fiscal year 2014-2015. The proposed budget is based on estimates from March through June for year-end totals and continued enrollment trend. Adjustments may be made in the fall after realizing actual end of year totals. The following items were discussed:

- \$1.3million reserve fund needed for new STEM building will put a strain on the budget, but will be provided.
- Bookstore commissions' revenue is increased as VCCS colleges are soliciting the bookstore contract as a group, offering greater potential in commissions.
- Campus Life Center Phase II is expected to carry over \$100,000 in expenditures. The project will be completed in FY 13-14, but invoices will be outstanding into the FY 14-15 budget period. Fralin Center litigation proceeds estimated at \$500,000 will be used for dental clinic/autoclave ventilation correction (\$356,000).
- A line item for Clerk of the Works Salary Reimbursement has been added to Construction Fund. Previously, this reimbursement was contained within the project budgets, but is now being listed separately. The college hired this position to save money during construction of the Fralin Center. The need for this position continues based on the college's upcoming renovation and capital project schedule into FY 14-15 and beyond.
- Parking Fund revenues are adjusted upward to reflect \$.50 per credit parking fee increase approved by the Local Board in March. This fee still requires approval by the State Board for Community Colleges and the college anticipates approval. Maintenance on existing parking lots will be performed (\$300,000) over the next year and an increase in bus service usage is anticipated. Parking Supplies' expense increase reflects future purchase of automated ticket processing equipment.
- In the Student Activities Fund, the "Intramurals" budget is increased due to fees associated with joining NJCAA for men's and women's basketball.
- Campus Life Center Fund has added line items for operational costs and expenses associated with the new Fitness Center.

***Mr. Waters made a motion to approve the proposed budget for fiscal year 2014-2015 as presented Mr. Moore seconded the motion and the motion was approved.***

Ms. Miller then reviewed the 2014-2016 Auxiliary Parking Plan required by the VCCS on a bi-annual basis. The amounts in the plan are based on the proposed budget figures. This requires Local and State Board approvals.

*Mr. Burgess made a motion to approve the 2014-2016 Auxiliary Parking Plan as presented. Mr. Robbins seconded the motion and the motion was unanimously approved.*

Ms. Miller shared the concept of a student fee funded project to construct a parking garage on the college's main campus at a location to be determined through architectural and engineering planning. In addition to Local Advisory Board approval, this project requires approval by the State Board for Community Colleges at their July 2014 meeting. Documents reviewed supporting this project were the Capital Project Request, Feasibility Study I & II, and a VCCS comparison of mandatory fees. This is a multi-phased project and the only approval sought at this time is the concept of the student fee funded parking garage.

*Mr. Burgess made a motion to approve the concept of the student fee funded project to build a parking garage on College's campus. Mr. Moore seconded the motion and the motion was unanimously approved.*

## **WORKFORCE DEVELOPMENT**

Mr. Poythress shared that the College recently hosted a Roanoke Region Manufacturers' Summit on campus. The summit was designed to create a collaborative advisory body that will direct the efforts to build a skilled workforce in the Roanoke region. He noted that the WFD area is actively participating in and seeking future grants. He also solicited feedback, questions and suggestion from the WFD update.

## **INSTITUTIONAL ADVANCEMENT**

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

- College Access Campaign total as of April 7, 2014 was \$4,546,248.31;
- Diploma Campaign to benefit CCAP currently underway at Kroger and Stop In stores;
- 2014-2015 CCAP students are currently being accepted.
- Alumni Open House on March 29<sup>th</sup> was great success.

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 1, 2013-May 7, 2014;
- Marketing Office is planning for the fall 2014 student recruitment campaign;
- Numerous publications, events, media coverage, and status of social media were reviewed, including the feature on 91 year old graduate, Mel Quinn. WDBJ will highlight Diploma Campaign next week.

Dr. Falconetti thanked outgoing Local Board chair, Mr. Jones, for his support of the Foundation over the past two years.

## **V. REPORT FROM THE CHAIR**

Mr. Jones thanked those that participated in the commencement ceremony. He reported that the Executive Committee has nominated Jerry Burgess for 2014-2016 Board chair and Jim McAden for 2014-2016 Board vice chair. The new officers will take seats effective July 1, 2014 through June 30, 2016.

*Mr. Macfarlane made a motion to approve Jerry Burgess as chair and Jim McAden as vice chair of the Local Board for 2014-2016. Mr. Moore seconded the motion and the motion passed unanimously.*

Dr. Sandel thanked Mr. Jones for his strong leadership of the Board as chairperson for the past two years. His dedication to Virginia Western and the surrounding community is very much appreciated. The College is very fortunate to have him on the Board.

*Mr. Burgess made a motion that the Board convene into closed session per Section 2.2-3711A (1) of the Code of Virginia to discuss a personnel matter, specifically the presidential evaluation letter from the Board chairman to the VCCS Chancellor. Mr. Moore seconded the motion and the motion was unanimously approved.*

The Board then moved into closed session.

*Mr. Burgess made a motion for the Board to move from closed session to regular session, reaffirming that the matters discussed in closed session were only those identified in the motion as personnel. Mr. Moore seconded the motion and the motion was approved by roll call:*

*In favor: Moore, Robbins, Burgess, Waters, Macfarlane, McAden, F. Jones*

*Absent: Cronk, M. Jones, Lange, Lawrence*

Mr. Jones called the meeting back to order at 12:40 p.m.

*Mr. Burgess made a motion to approve the Local Board evaluation letter to the Chancellor to be included with the 2013-2014 Presidential Goals Assessment and 2014-2015 Presidential Goals. Mr. Waters seconded the motion and the motion was approved unanimously.*

## VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:51p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

  
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Jerry Burgess, chair

9-17-14  
Date