

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Advisory Board Meeting Minutes

Minutes No. 258, Sept 17, 2014

The Virginia Western Community College Local Advisory Board was called to order at 11:30 a.m. Wednesday, Sept 17, 2014 by Chairman Jerry Burgess. He announced newly appointed Board member, Joshua Johnson, representing Roanoke City.

Members Present: Jerry Burgess, Botetourt County.....Chair  
Forest Jones, City of Salem  
Lorraine Lange, Roanoke County  
Jim McAden, Roanoke County..... Vice Chair  
Douglas Waters, Roanoke City  
Granger Macfarlane, Roanoke City

Members Absent: Mike Jones, Craig County  
Joshua Johnson, Roanoke City  
Mark Lawrence, Roanoke City  
Larry Moore, Franklin County  
Charles Robbins, Roanoke County

Staff Present: Fred Aaron, Business Manager, Financial and Administrative Services  
Amy Balzer, Assistant to College President  
Annette Chamberlin, Faculty Senate Chair  
Leah Coffman, Coordinator for Workforce Development Services  
Marilyn Herbert-Ashton, Director of Grants Development and Special Projects  
Cheryl Miller, Vice President of Financial and Administrative Services  
Robert Sandel, College President, Local Advisory Board Secretary  
James Smith, Admin Officer for Workforce Development Services  
Marla Whiteside, Staff Senate Chair  
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 May 15, 2014 as presented. Mr. Jones seconded the motion and the motion was approved.*

### II. PUBLIC COMMENT

No public comment requested.

### III. PRESIDENT'S REPORT

Dr. Sandel discussed the following:

- SACS reaffirmation process is complete and VWCC among the top 2% of candidates;
- Enrollment remains steady, shortfall from last year

- Commonwealth budget not met; higher education affected with reductions
- Student Life Center now open and being utilized by students, very positive feedback
- American Culinary Foundation site visit underway for accreditation of Culinary Program.

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

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

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

- Every dean position has been filled.
- College is fully reaffirmed by SACS with no reporting requirement
- ACF site visit underway with College's first attempt for this accreditation
- Highlights of academic schools
- NSF-ATE grant for Mechatronics totaling \$787,848 is largest in VCCS history.
- 167 Summer graduates with 185 degrees

Dr. Wilmer presented the Student Conduct Policy for reaffirmation by the Board.

*After a brief review, Mr. McAden made a motion that the Student Conduct Policy be reaffirmed as written. Dr. Lange seconded the motion and the motion was approved.*

Dr. Wilmer requested that the College Mission Statement and Goals be reaffirmed by the Board.

*After a brief review, Mr. Waters made a motion that the College Mission Statement and Goals be reaffirmed as presented. Mr. Jones seconded the motion and the motion was approved.*

Dr. Wilmer shared the proposed new career studies certificate to offer Microbiology. This program is designed to dovetail the MLT program.

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

Ms. Miller reviewed the Local Fund Financial Reports for the period July 1, 2013 through June 30, 2014, noting the following:

- Local Fund year-end balance as of June 30, 2014 was \$1,817,103.
- Vending machine revenues ended the year \$5000 over budget.
- Bookstore commissions have exceeded budget with three months remaining in fiscal year. Commissions expected to be even higher next year due to new VCCS collaborative contract.
- Construction Fund reflects expenses incurred in finishing Student Life Center and Fralin Center.
- Parking Fund reflects partial repayment of loan from Bookstore Fund. Parking Lot 15 total expenditures remain under budget.
- Campus Life Center Fund has outstanding expenses that will carry over to next year.

*Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2013-6/30/14 financial reports as presented. Mr. Jones seconded the motion and the motion was approved.*

Ms. Miller reviewed the Local Fund Report for July 1, 2014 through July 31, 2014. The balance as of July 31, 2014 was \$1,244,768. The following proposed budget modifications based on year-end figures are included in the July 31, 2014 report:

In the Construction Fund

- Reduce the proposed budget for the Transfer from the VCCS-Fralin Center from \$500,000 to \$425,000
- Establish a budget of \$392,608 to reflect remaining funds to be transferred to the Fralin Center closeout
- Reduce the proposed budget for the Dental Clinic and Autoclave Ventilation Renovation to reflect bids received from \$356,100 to \$298,000
- Reduce the proposed budget for Student Life Center Phase II project to reflect fiscal year 2013-2014 carryover from \$100,000 to \$41,877
- Reduce the proposed budget for Clerk of the Works (Salary Reimbursement) from \$72,835 to \$24,601 as a result of a staffing change.

In the Student Activities Fund

- Reduce the proposed budget for NJCAA Basketball from \$30,000 to \$28,000
- Establish a proposed budget for Intramurals of \$2,000

In the Campus Life Center Fund

- Establish a proposed budget for fixtures, furnishings, and equipment carryover from fiscal year 2013-2014 of \$375,000

*Mr. Jones made a motion to approve July 1, 2014-July 31, 2014 to include the above listed budget modifications. Mr. Macfarlane seconded the motion and the motion was approved.*

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton provided the following update on behalf of the Educational Foundation and Institutional Advancement:

- College Access Campaign total as of August 29, 2014 was \$10.7million;
- Virginia Western license plates now available through the DMV;
- Employee Giving Campaign was launched during in-service;
- Grants Office secured \$3,328,266 million in grant funding from July 1, 2013-Sept 9, 2014;
- Preliminary planning is underway for the new strategic plan for 2016;
- Numerous publications, events, media coverage, and status of social media were reviewed.

## **WORFORCE DEVELOPMENT**

Ms. Leah Coffman was introduced as the Coordinator of Workforce Development Services and shared her areas of responsibility to include coordination and evaluation of credit and non-credit workforce development offerings including specialized programming, training programs and classes.

Mr. James Smith was introduced as the Administrative Officer for Workforce Development and shared his areas of responsibility; focusing on manufacturing skills training to meet the needs of the surrounding industry. Credentialing students with the goal of furthering education once employment has been achieved is the target.


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

Mr. Burgess shared the future meeting calendar and also the date for the Annual Meeting of the State Board. A tour of the Student Life Center was offered immediately following the meeting.

**VI. MEETING ADJOURNMENT**

With no further business, the meeting adjourned at 12:50p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:  1-15-15  
Jerry Burgess, chair Date