

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 266, September 15, 2016

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. on Thursday, Sept 15, 2016, by Chairman Jim McAden. He thanked Jerry Burgess for his Board leadership over the past two years and also thanked Josh Johnson for accepting the nomination for vice chair for 2016-2018. Mr. McAden announced Franklin County appointed Dr. Karen Hiltz to the Board and a Roanoke County appointment is expected soon to fulfill Charles Robbins due to his resignation. Mr. McAden welcomed Dr. Milan Hayward, the new Vice President of Workforce Development Services and also thanked Neil Wilkin for attending on behalf of the Educational Foundation.

Members Present: Jerry Burgess, Botetourt County
Josh Johnson, Roanoke City.....Vice Chair
Forest Jones, City of Salem
Greg Killough, Roanoke County
Granger Macfarlane, Roanoke City
Jim McAden, Roanoke County..... Chair
Marie Parette, Craig County

Members Absent: Mark Lawrence, Roanoke City
Karen Hiltz, Franklin County
Douglas Waters, Roanoke City

Guest Present: Neil Wilkin, Educational Foundation

Staff Present: Amy Balzer, Assistant to College President
Angela Falconetti, Vice President of Institutional Advancement
Brooke Handy, Administrative Staff Senate Chair
Milan Hayward, Vice President of Workforce Development Services
Marilyn Herbert-Ashton, Director of Grants and Special Projects
Josh Meyer, Director of Marketing and Strategic Communications
Richard Robers, Staff Senate Chair
Lisa Ridpath, 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. Jones made a motion to approve the minutes from the regular meeting on May 19, 2016 as presented.
Mr. Johnson seconded the motion and the motion was approved.*

II. PUBLIC COMMENT

No public comment requested.

III. REPORT FROM THE PRESIDENT

Dr. Sandel provided the campus update to include:

- Thanked Mr. McAden and Mr. Johnson for accepting officer nominations for 2016-2018;

- College is well positioned financially for impact of the state budget deficit that are not yet known, but the College is prepared thanks to the leadership of Ms. Ridpath;
- BCOM has given approval for the College to move forward to begin next phase of the STEM building construction. The parking garage, Colonial Ave streetscape and STEM building are projected for completion in 2018. These will change the look of the entire corridor and the streetscape will vastly improve the traffic flow and pedestrian safety through the center of the College;
- VWCC is 50 years old and the year-long anniversary celebration kicked off with Roanoke City formally proclaiming August 22nd as Virginia Western Day. Various events took place on campus during the first week of classes and the week concluded with a ceremony and unveiling of the four presidential portraits in the lobby of Whitman Auditorium;
- Ann Holton visited campus on September 2nd and toured the Mechatronics and FabLab areas, sharing discussions with students, faculty and College administration;
- Dr. Milan Hayward is the College's new Vice President of Workforce Development Services (WDS). Dr. Sandel noted that WDS has always been really good and now Dr. Hayward is charged with making it really great.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer announced two VWCC students were selected to receive the VCCS Valley Proteins Fellows Scholarship and a VWCC student was also selected for the PTK Coca Cola Leaders of Promise Scholarship. She noted that Virginia Western is committed to promoting student success by increasing retention and completion rates via the Navigate Guided Pathways initiative. The Final Action Plan was provided and the status discussed. She also noted that VWCC is being very proactive in assisting the area's students affected by the ITT Tech closure. Dr. Wilmer then asked for a motion to reaffirm the 2016-2017 Student Conduct Policy as provided and the Student Grievance Procedure, noting no changes have been made since the last reaffirmation.

Mr. Burgess made a motion to approve the 2016-2017 Student Conduct Policy and Grievance Procedure. Mr. Johnson seconded the motion and motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Ridpath shared that the Finance Committee had reviewed the Local Fund Reports for the period of July 1, 2015-June 30, 2016 with the following adjustments:

In the Parking Fund

- **Transfer \$900 from Bus Service to Park Roanoke** to reflect where actual expenditures occurred.

In the Construction Fund

- Overage in Dental Clinic Renovation line item is due to timing of reimbursement from VCCS Systems Office from Fralin capital project funds. Net impact will be zero once reimbursement is received in FY 2017

In the Student Activities Fund

- **Transfer \$24,062 from SA-Student Tutors to SA-Salaries** to reflect where personal service charges were posted.

Ms. Ridpath presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/2015-6/30/16 financial reports to include the noted adjustments. The motion was approved unanimously.

Ms. Ridpath reviewed a proposal to grant and convey two parcels of land totaling approximately one-half (1/2) acre in fee simple to the City of Roanoke as presented for the Colonial Avenue Improvements project. The land plat is being finalized. Ms. Ridpath explained that this project is a collaboration between the City of Roanoke and VWCC and will be of great value and benefit to the college and our students. The project will create an educational corridor designed to slow traffic, enhance beautification of the street scape, and greatly improve pedestrian safety for our students, employees, guests and the surrounding community.

Ms. Ridpath presented the motion and second on behalf of the Finance Committee to recommend Local Board approval then seek State Board approval to grant and convey two parcels of land totaling approximately one-half (1/2) acre in fee simple to the City of Roanoke as presented. The motion was approved unanimously

Related to the Colonial Avenue Improvements project, Ms. Ridpath also mentioned a possible grant proposal related to safe routes to school for dual enrollment students that the college was considering to assist with funding the plaza that would connect the STEM Building, Parking Garage, and Colonial Avenue roundabout at McNeil Drive. This was informational in the event the application met enough criteria to be submitted for consideration as a Roanoke City Council resolution would need to be requested since they would submit the application on the College's behalf.

Mr. Macfarlane reviewed the Finance Committee's recommendation to ratify approval of the establishment of the Local Advisory Board Finance Committee based upon the Local Advisory Board Bylaws, Policies & Procedures, Section 1.13 which allows additional committees to be created via an approved resolution. To align with the Bylaw requirements, a request is being made for approval of the Resolution for the creation of the Local Advisory Board Finance Committee, outlining committee structure, purpose and membership appointment.

Mr. Macfarlane presented the motion and second on behalf of the Finance Committee to recommend Board ratification of the Resolution establishing the Local Advisory Board Finance Committee. The motion was approved unanimously.

Ms. Ridpath then shared an aerial animation of the proposed Colonial Avenue streetscape, both day and night time renderings. This fly-over also included the upcoming structures and campus improvements.

HUMAN RESOURCES

Ms. Pittman provided via booklet inserts, the first annual Diversity and Inclusion Report for 2015-2016, submitted to the VCCS over the summer. Dr. Sandel commended Ms. Pittman on her efforts on this extensive project. Also included was an update on the Shared Services Center.

INSTITUTIONAL ADVANCEMENT

Mr. Wilkin presented the Educational Foundation update noting the following:

- Results of the Educational Foundation's FY2015 audit yielded an unmodified audit;
- Transitioned to a new financial database that has proven to be very effective;
- BOD approved the feasibility study concluding reinitiating the CCAP Campaign as an annual five-year campaign to generate \$1 million minimum. BOD also confirmed pursuit of an approximate \$10-15 million endowment initiative;
- Mr. Russ Ellett is slated for approval to serve on Board beginning Sept 20, 2016;
- Educational Foundation will conduct five annual campaigns during fall semester 2016.

Dr. Falconetti shared the Institutional Advancement update noting the following:

- Review of recent articles featuring CCAP and scholarships;

- Fall CCAP cohort as of Sept 23rd has 570 students (1st and 2nd year) enrolled;
- Ann Holton shared positive comments on CCAP in a Roanoke Times article;
- 50th anniversary events to take place throughout the academic year creating campus excitement. The marketing department has been hard work creating memorabilia commemorating the 50th anniversary.

Mr. Meyer played one of the four (one for each college division) new program specific television commercials. These commercials have run over 6.000 times.

Ms. Herbert-Ashton shared one of the seven new grant training videos, assisting from pre to post grant award. She asked for a motion to reaffirm the College's as approved last year in the *Success 2021* Strategic Plan.

Mr. Jones made a motion to ratify the College's Vision/Mission/Values/Goals as presented. Mr. Burgess seconded the motion and motion was approved.

WORKFORCE DEVELOPMENT SERVICES

Dr. Hayward provided the Workforce Development Services update noting the following:

- Thanked everyone for the kind welcome
- Excited to be at Western, a leader in credential enrollment across VCCS;
- Shared credential assessments and seeking more pillar programming-healthcare and continuing credits key areas for concentration;
- Mechatronics and advanced manufacturing are areas of great opportunities;
- VWCC looking to provide middle step for adult learners, transitional assistance;
- Kids College needs better enrollment across the localities.

V. REPORT FROM THE CHAIR

Mr. McAden noted that with the approved resolution for the Finance Committee establishment, the full board shall appoint a new member to fill the vacancy created by Charles Robbins' departure from the committee. Mr. McAden requested nominations from the floor.

Mr. Johnson made a motion to appoint Dr. Hiltz to the Finance Committee. Mr. Burgess seconded the motion and the motion was approved.

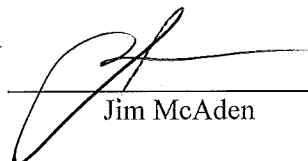
VI. MEETING ADJOURNMENT

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

Minutes submitted by:

Ms. Amy Balzer

Minutes Approved by:



 Jim McAden

1/19/2017
 Date