

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Advisory Board Meeting Minutes

Minutes No. 267, January 19, 2017

The Virginia Western Community College Local Advisory Board was called to order at 11:35a.m. on Thursday, January 19, 2017, by Chairman Jim McAden, welcoming Franklin County Representative Dr. Karen Hiltz. Mr. McAden also thanked the Board members and guests for attending.

Members Present: Jerry Burgess, Botetourt County
Karen Hiltz, Franklin County
Forest Jones, City of Salem
Greg Killough, Roanoke County
Mark Lawrence, Roanoke City
Granger Macfarlane, Roanoke City
Jim McAden, Roanoke County..... Chair
Douglas Waters, Roanoke City

Members Absent: Josh Johnson, Roanoke City..... Vice Chair
Marie Paretti, Craig County

Staff Present: Fredona Aaron, Business Office Manager
Amy Balzer, Assistant to College President
Stacie Deaver, Faculty Senate
Angela Falconetti, Vice President of Institutional Advancement
Brooke Handy, Administrative Staff Senate Chair
Milan Hayward, Vice President of Workforce Development Services
Jennifer Pittman, Associate Vice President of Human Resources
Lisa Ridpath, Vice President of Financial and Administrative Services
Richard Robers, Staff Senate Chair
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. Burgess made a motion to approve the minutes from the regular meeting on September 17, 2016 as presented. Mr. Jones 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:

- Overview of capital projects for campus;
- Educational Foundation planning for five-year capital campaign;
- College working on creative strategies/programming to grow enrollment while continuing with decreased funding;
- Workforce Development Services working closely with Academics to align credit and non-credit

programming to ensure most opportune and streamlined educational tracts for students seeking various outcomes;

- Workforce Development Services also ensuring that skills training is paired with immediate/future area business needs.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer shared the Academic and Student Affairs update noting the following:

- Faculty/ASA staff awards recap from the Annual Employee Awards Ceremony in January;
- “Navigate Guided Pathways” initiatives 3 and 4 are in progress and class programming should be solidified and ready fall 2017;
- Continuous review of scheduling and prerequisites for classes to ensure availability of classes and that unnecessary barriers are not in place.

Dr. Wilmer explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. She reviewed information regarding the following proposals for program discontinuances, changes and additions:

Discontinued Programs:

CSC HIM: Electronic Medical Records Management
CERT AMT: Administrative Professional
CERT Exercise Science and Personal Training
AAS Management: Marketing Specialization
AS Science: Dietetics & Nutrition Specialization

Programs w/New Fast Track:

Maintenance Technology CSC
Computed Tomography CSC
AMT: Customer Support CSC
Advanced Technology in Mechatronics CSC
Culinary Arts-Cake Production and Decorating CSC
Entrepreneurship Plus CSC
Phlebotomy CSC
Welding CSC

New Programs:

AAS Culinary Baking Specialization
AS Science: Applied Computer Science & Programming
CSC Building Trades
CSC HIM: Medical Billing
CSC AMT: Customer Support
CSC AMT: Computer Office Support Specialist
CSC Culinary Arts-Cake Production and Decorating
CSC Culinary Arts-Professional Catering
CSC Hospitality Management
CSC Exercise Science and Personal Training

Dr. Wilmer then provided the list of proposed 2016 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. Waters made a motion to approve discontinued, fast-track and new programming as listed above along with the approval of the 2017 Curriculum Advisory Committees as presented to the Board. Dr. Hiltz seconded the motion and motion was approved, noting that Mr. Lawrence abstained from vote on the Culinary Arts Advisory Committee due to confli.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters shared that the Finance Committee had reviewed the Local Fund Reports for the period of July 1, 2016-December 31, 2016 with the following adjustment:

In the Student Activities Fund

- **Establish a revenue budget of \$2,500** for Miscellaneous Revenues for Photo ID replacement fee. This fee was previously recorded as an expenditure refund and it has now been separated so revenues and expenditures can be tracked for historical reporting purposes.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/16-12/31/16 financial reports to include the noted adjustment. The motion was approved unanimously.

Mr. Waters and Ms. Ridpath discussed the justification of granting an easement to American Electric Power (AEP) and other utilities to construct a power line and to run other utilities (e.g. phone, cable, etc.) as needed in support of the Colonial Avenue Improvements project. This request provides a more cost effective above ground solution to installing underground utilities along Colonial Avenue and will greatly enhance the beautification of the college and the community. The land plat is being finalized and will be provided upon completion. VCCS Policy requires State Board approval to grant an easement for utilities that will benefits others. The Colonial Avenue Improvement project is a collaboration with the City of Roanoke and VWCC and will be of great value and benefit to the college and our students.

Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Local Board and State Board approval for the College to grant an easement to American Electric Power (AEP) and other utilities to construct a power line and to run other utilities (e.g. phone, cable, etc.) as needed as presented in the conceptual documents in support of the Colonial Avenue Improvements project. After a brief discussion, the motion was approved unanimously.

HUMAN RESOURCES

Ms. Pittman explained the revised Emeritus selection process and candidate qualification criteria. Ms. Pittman presented the following nominations for Board consideration:

Professor Emeritus: Ellen Holtman
Administrative/Professional Faculty Emeritus: Jim Poythress
Classified Staff Emeritus: Arletha Butler

Mr. Lawrence made a motion to approve the Emeritus candidates as presented to the Board. Mr. Burgess seconded the motion and the motion was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Dr. Falconetti presented the Educational Foundation/Institutional Advancement updates noting the following:

- 2017 annual budget and two additional Foundation Board Members (Mr. William Lemon and Ms. Debra Petrine) were approved at the Educational Foundation’s December annual meeting;
- Assets and Liabilities of the Educational Foundation as of 9/30/16 were \$14, 966,748;
- Approximately 430 CCAP students received tuition at no cost for 2015-16 academic year;
- Tobacco Commission approved \$175,000 funding in Franklin County to be used for CCAP and an additional \$20,000 for Workforce planning;
- Marketing staff received three awards locally for 50th Anniversary publication, television commercials and social media content.

WORKFORCE DEVELOPMENT SERVICES

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

- Held first open house for prospective students and plan to host on a monthly basis;
- New asphalt training classes offered via satellite (partnering with VDOT and Germanna Community College);
- Workforce Credentials Grant is renewed for next year and assists with payment of middle skills job training (not need based);
- Workforce Development Services and Academics are working to bridge credit and non-credit training to streamline programs for valid content and timely completion plans.

V. REPORT FROM THE CHAIR

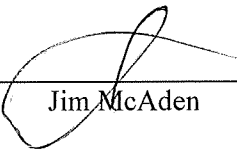
Mr. McAden reviewed the meeting calendar, encouraging all to participate in Commencement on May 12th at the Berglund Center (different venue).

VI. MEETING ADJOURNMENT

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

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:



 Jim McAden

3/16/17

 Date